
**Georgia Gwinnett College
Self-Service Banner 9
Proxy (Guest) Access**

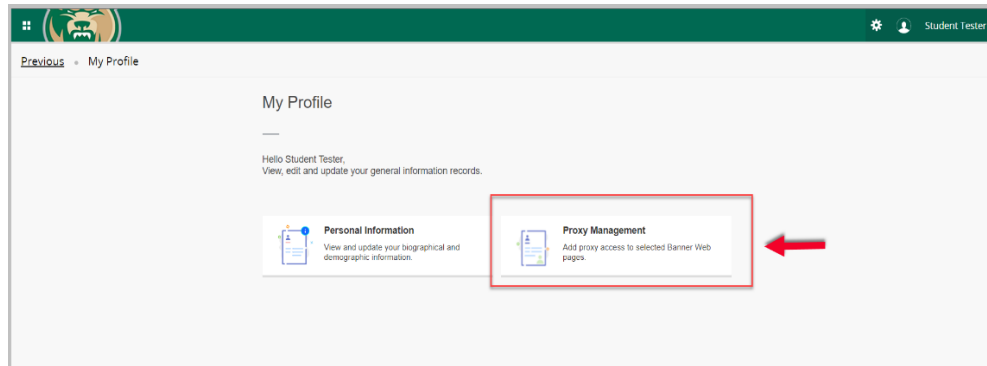
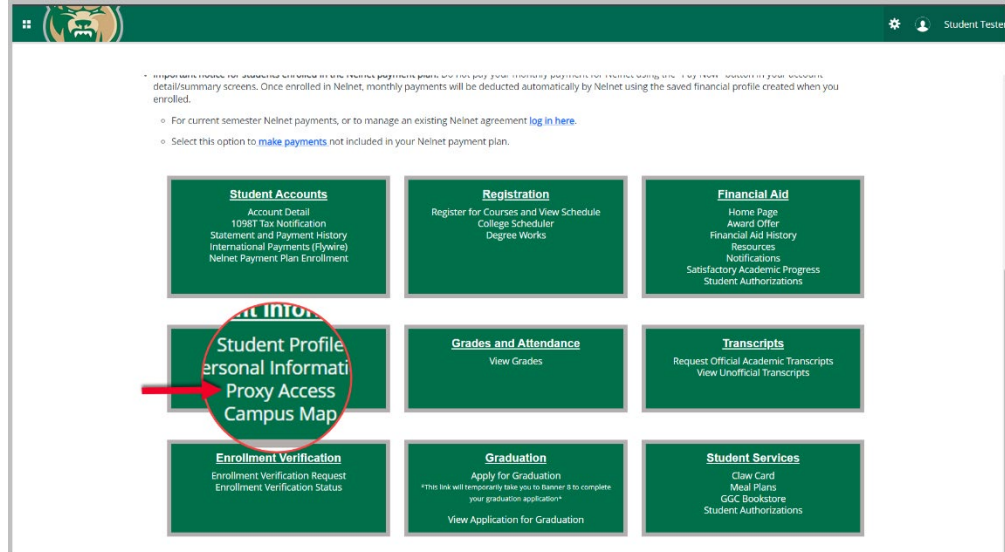
Adding Proxy (Guest) Access in Self-Service Banner 9

<p>Introduction</p>	<ul style="list-style-type: none"> • Banner Proxy Access allows students to give others access to view student information. For example, a student could define parents, potential employers, advisors, or coaches as proxies. They can grant proxies access to information like the student's schedule, midterm and final grades, and financial aid awards. • GGC has determined the initial list of Self-Service pages a proxy type can access. A student can then limit the information the proxy can view by authorizing which of the pages the proxy can access. • A student must have access to Grizzly Den Within Banner (Self-Service Banner), using their GGC credentials to grant proxy privileges to someone else. A proxy uses the email the student identified when setting up the proxy to log in and access pages.
<p>Proxy Access Conditions</p>	<p>A proxy must meet certain conditions to access the Banner Self-Service pages authorized by the student.</p> <p>A guest (proxy) must meet the following conditions:</p> <ul style="list-style-type: none"> • The relationship between the person and the proxy is between the defined start and stop dates. • The student has authorized at least one page for the proxy to view.

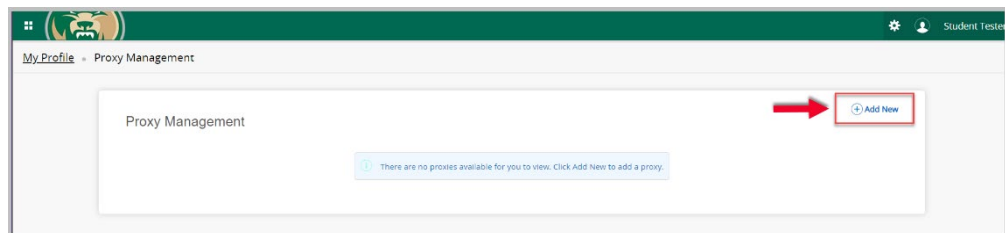
I. Creating a Proxy (Guest)

Create proxy and select access to pages

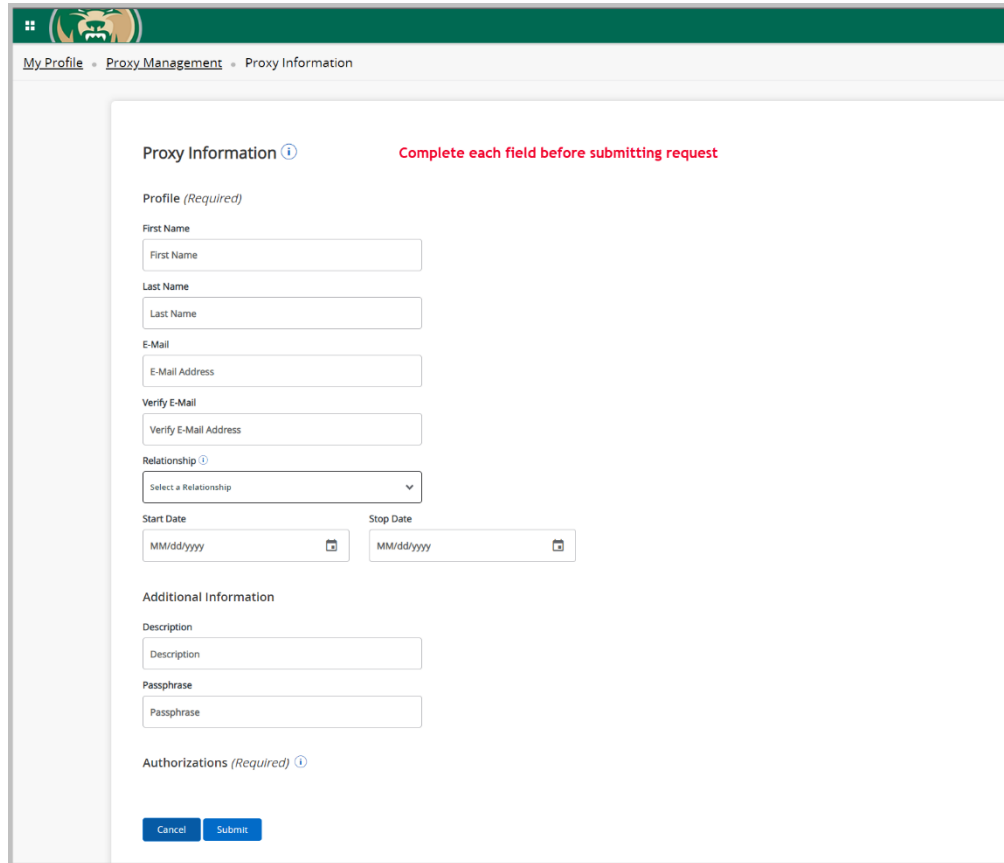
1. Select the **“Proxy Access”** link from the Grizzly Den within Banner dashboard This will take you to the **“My Profile”** page. From there select **“Proxy Management”** tile to continue.



2. Select the **“Add New”** link in the right-hand corner.



3. Complete the Guest (Proxy) Information form. Be sure to complete each field. Although the “**Description**” field is optional, we encourage you use this field to assist in creating a unique profile for each guest (i.e. dad, coach, employer).

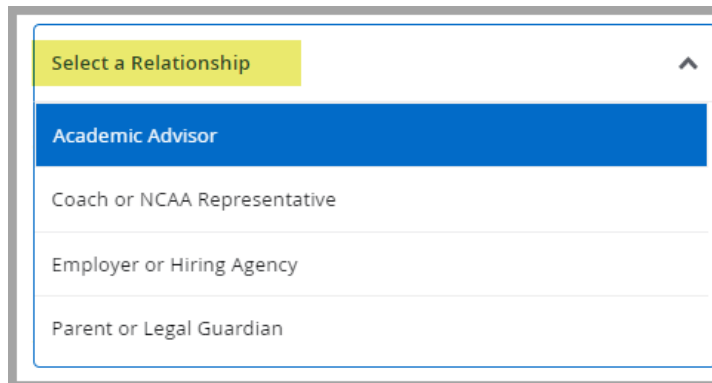


The screenshot shows a web application interface for creating a proxy request. At the top, there is a navigation breadcrumb: "My Profile > Proxy Management > Proxy Information". Below this is a form titled "Proxy Information" with a red warning message: "Complete each field before submitting request". The form is divided into several sections:

- Profile (Required):** Contains input fields for "First Name", "Last Name", "E-Mail", and "Verify E-Mail".
- Relationship:** A dropdown menu with the placeholder text "Select a Relationship".
- Start Date:** An input field with the format "MM/dd/yyyy" and a calendar icon.
- Stop Date:** An input field with the format "MM/dd/yyyy" and a calendar icon.
- Additional Information:** Contains input fields for "Description" and "Passphrase".
- Authorizations (Required):** A section with a plus icon, currently empty.

At the bottom of the form are two buttons: "Cancel" and "Submit".

4. Under the “**Select a Relationship**” section, be sure to select a relationship for your guest.



The screenshot shows a dropdown menu titled "Select a Relationship". The menu is open, displaying four options:

- Academic Advisor (highlighted in blue)
- Coach or NCAA Representative
- Employer or Hiring Agency
- Parent or Legal Guardian

- 5. You can modify the **Start** and **Stop** dates to your preference.
- 6. Be sure to select a **Passphrase** (any unique phrase you determine). This allows your guest to verbally authenticate if they need to contact GGC for technical assistance.

My Profile - Proxy Management - Proxy Information

Profile (Required)

First Name: Kevin

Last Name: [Empty]

Branch: [Empty]

E-Mail: [Empty]

Verify E-Mail: [Empty]

Relationship: Coach or NCAA Representative

Start Date: 10/24/2022

Stop Date: 10/25/2022

Additional Information

Description: GGC Soccer Coach

Passphrase: Coach #231

Authorizations (Required)

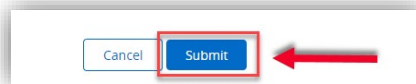
Select All

- View Student Grades
- Student Profile
- Student Account Summary
- Student Schedule Details
- Student Holds
- Financial Aid Award - History Details
- Financial Aid Letter - Details
- Financial Aid Resources

Copy Authorizations: Select a Person

Make whatever selections you would like your guest to have access to

- 7. Once you have completed the proxy information, make sure you select the pages you want them to view and then click submit to confirm your guest authorizations.



- 8. The Proxy that you have granted authorization to will now show up on your dashboard on the student "My Profile" page.

My Profile - Proxy Management

Proxy Management

Kevin Branch

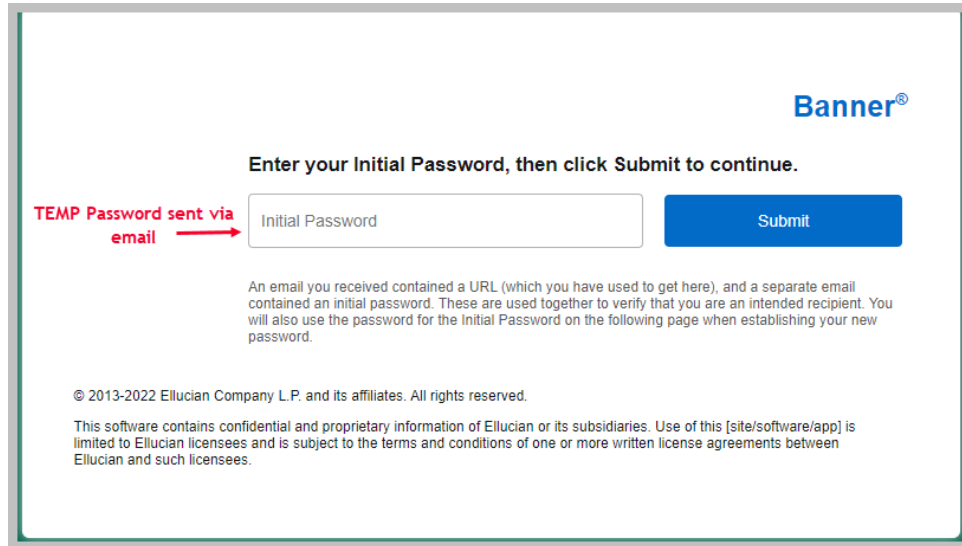
Inactive

Add New

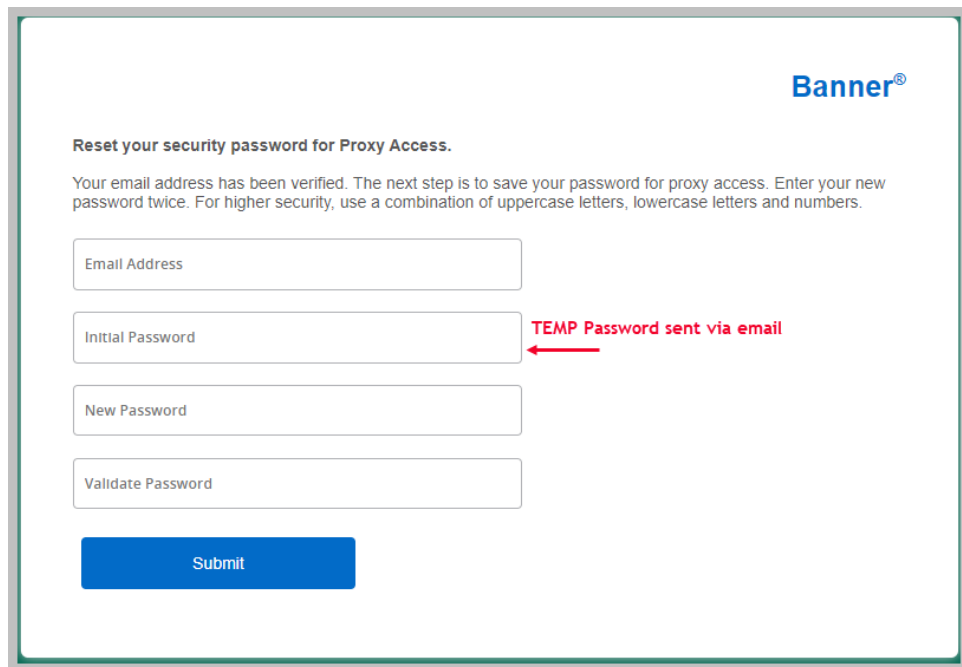
II. Set up steps for Proxy (Guest)

Initial Proxy access

1. Once you have received the email with the temporary URL, use the initial code (also sent via email) to log in and begin creating your permanent password.



The screenshot shows the Banner logo in the top right corner. Below it, the text reads "Enter your Initial Password, then click Submit to continue." There is a text input field labeled "Initial Password" and a blue "Submit" button to its right. A red arrow points from the text "TEMP Password sent via email" to the input field. Below the input field, there is a paragraph of text: "An email you received contained a URL (which you have used to get here), and a separate email contained an initial password. These are used together to verify that you are an intended recipient. You will also use the password for the Initial Password on the following page when establishing your new password." At the bottom, there is a copyright notice: "© 2013-2022 Ellucian Company L.P. and its affiliates. All rights reserved." and a disclaimer: "This software contains confidential and proprietary information of Ellucian or its subsidiaries. Use of this [site/software/app] is limited to Ellucian licensees and is subject to the terms and conditions of one or more written license agreements between Ellucian and such licensees."



The screenshot shows the Banner logo in the top right corner. Below it, the text reads "Reset your security password for Proxy Access." followed by "Your email address has been verified. The next step is to save your password for proxy access. Enter your new password twice. For higher security, use a combination of uppercase letters, lowercase letters and numbers." There are four text input fields: "Email Address", "Initial Password", "New Password", and "Validate Password". A blue "Submit" button is at the bottom. A red arrow points from the text "TEMP Password sent via email" to the "Initial Password" field.

2. Complete your contact information – all fields with the red asterisk (*) must be completed.

The screenshot shows a contact information form with three main sections: Contact, Address, and Other Info. Each section has a small asterisk indicating required fields. The Contact section includes fields for Home E-Mail Address, Phone Area Code, Phone Number, and Phone Extension. The Address section includes Mailing Address Line 1, 2, and 3, City, State, Zip Code, and Nationality. The Other Info section includes Gender, Birth Date, and SSN/ID/TIN. A blue Submit button is located at the bottom center, with a red arrow pointing to it from the right.

3. Once you complete and submit your contact information, you can begin viewing the assigned student pages.

The screenshot shows a user dashboard with a message: "You've been authorized to view content for the student(s) below. Click each tile to select the page you wish to view." Below the message are two tiles. The first tile is "Proxy Personal Information" with a sub-link "View/Update Proxy Personal Information". The second tile is "I am a proxy for Student X Tester" with a red arrow pointing to a dropdown menu. The dropdown menu has a "Select to view" header and the following options: "View Student Grades", "Student Profile", "Student Account Summary", "Student Schedule Details", and "Student Holds".

Note: Any changes that you make in your contact information will automatically trigger an email to the student letting them know what changes or request have been made.

All questions regarding access should be directed to the student. If you encounter technical issue, please send an email to helpdesk@ggc.edu.

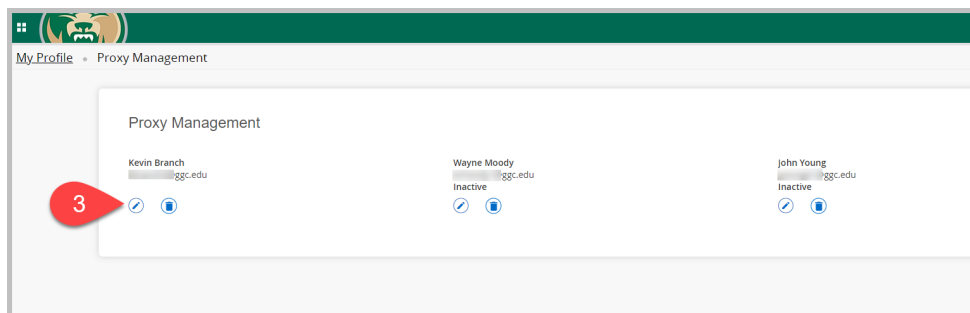
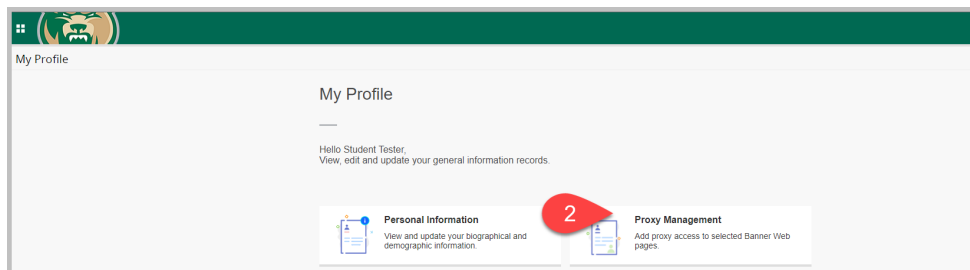
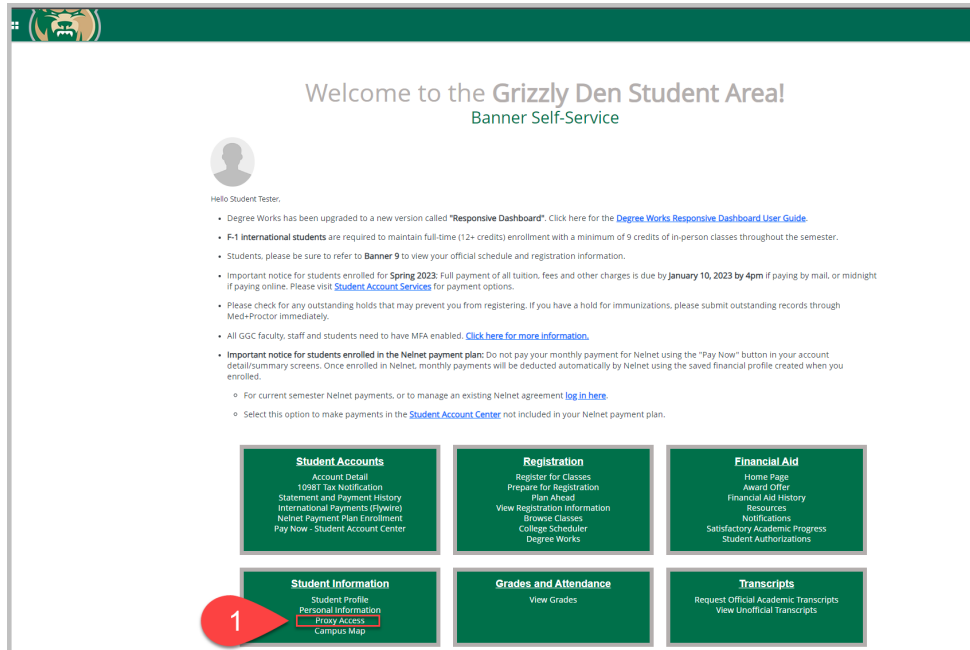
III. Managing Proxy (Guest) Profiles

- [Reset Password](#)
- [Add Authorization](#)
- [Resend Communications](#)

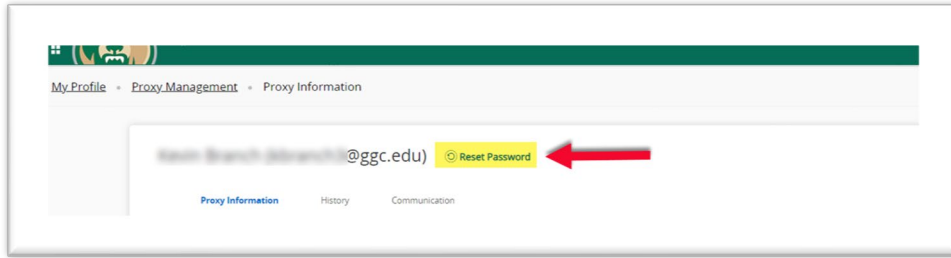
The following section will allow you to reset proxy password, change access dates, select authorizations (pages to view), and resend communications to proxies.

The screenshot displays the 'Proxy Information' page. At the top, there is a breadcrumb trail: 'My Profile > Proxy Management > Proxy Information'. Below this, the user's email address is shown as '*****@ggc.edu' with a 'Reset Password' button. The page has three tabs: 'Proxy Information' (active), 'History', and 'Communication'. Under 'Proxy Information', there is a 'Relationship' dropdown menu set to 'Parent or Legal Guardian'. Below that are 'Start Date' and 'Stop Date' fields with calendar icons, showing '10/26/2022' and '04/24/2023' respectively. The 'Additional Information' section contains a 'Description' field with 'TEST' and a 'Passphrase' field with 'Dad'. Below these are dates for 'Password expiration date: 10/26/2023' and 'E-mail address verified on: 10/26/2022', along with a radio button for 'E-mail Passphrase'. The 'Authorizations (Required)' section has a 'Select All' checkbox and a 'Copy Authorizations' dropdown menu. A list of 16 authorization items is shown, all with checked boxes: View Student Grades, Student Profile, 1098T Tax Notification, Student Account Summary, Student Schedule Details, Student Week at a Glance, Student Holds, Financial Aid Dashboard, Financial Aid Award History Details, Financial Aid Award Letter Details, Financial Aid Notifications, Financial Aid Resources, Financial Aid Academic Progress, and Financial Aid Application Summary. At the bottom, there is a radio button for 'E-mail Authorizations'.

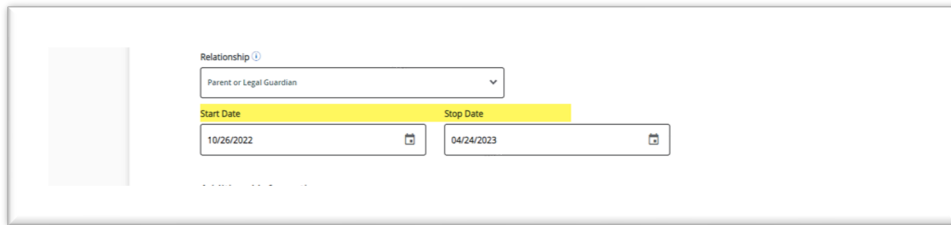
Follow the steps below to access and/or update the proxy profile.



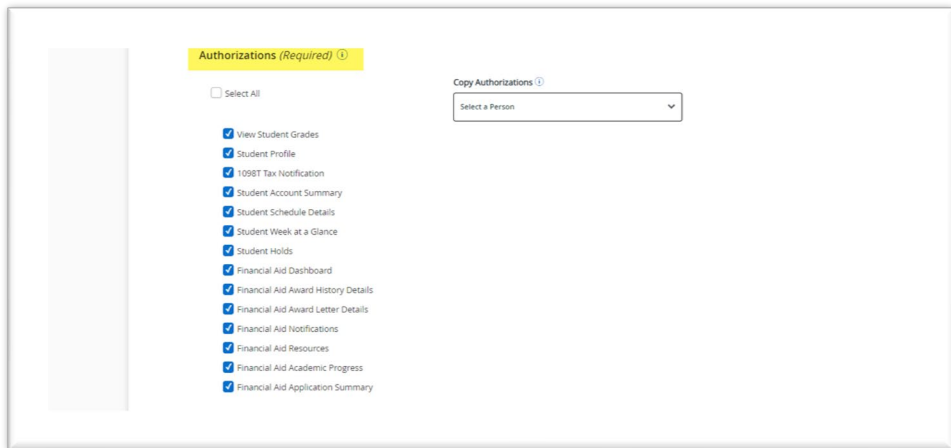
To "Reset Password" click on the reset password link at the top of the proxy profile page. The password will automatically be reset and an email will be sent to the proxy with a temporary password.



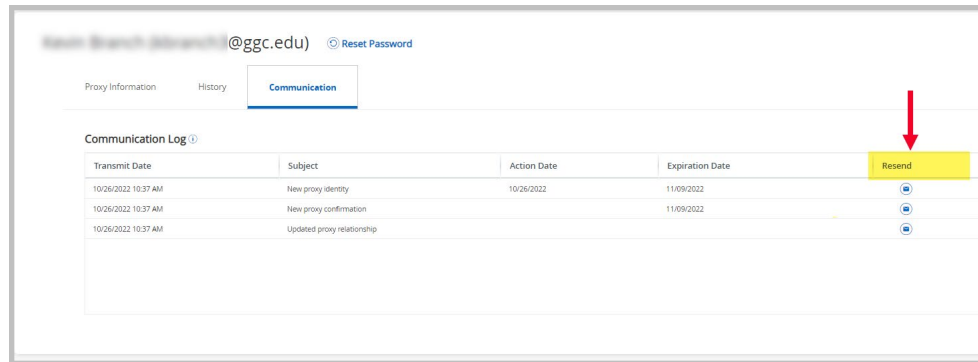
To change the **Start** and **Stop** dates, select the preferred dates from the calendar.



To select specific **Authorizations** (pages to view), either select All, or select specific pages you want the proxy to view. You can also copy authorizations from another proxy.



You can also resend any previous communication by selecting the Communications links across the top of the profile page.



If you have made any changes to the proxy profile, click the **Submit** button at the bottom of the page to complete the changes.

