# Creating an Authorized Proxy – Instructions for Students

All parents, or other third party proxies, must have a valid email address to be granted access. The same email address cannot be used more than once; i.e. each parent cannot establish a separate login with the same email address.
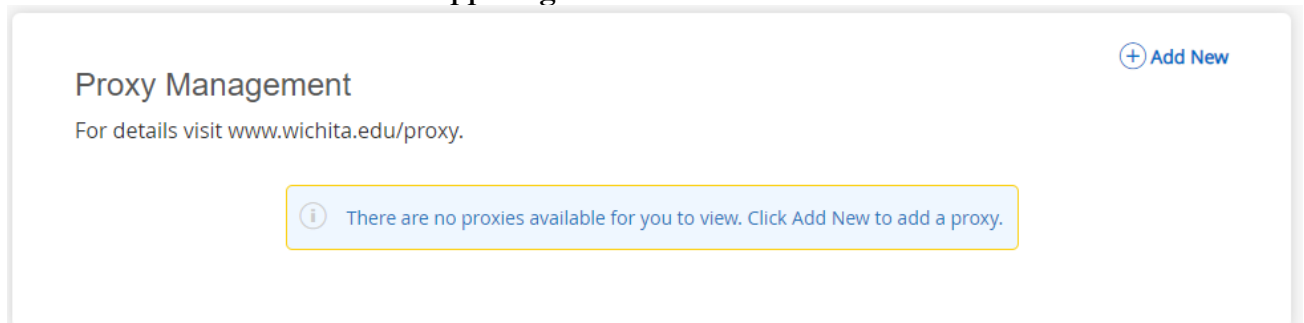
To start the Proxy process, login to myWSU with your myWSU id and password.

1. **Go to Banner Self- Service**
   Click "Banner Self-Service" and the "Student Menu" folder, then "Manage Proxy Access"
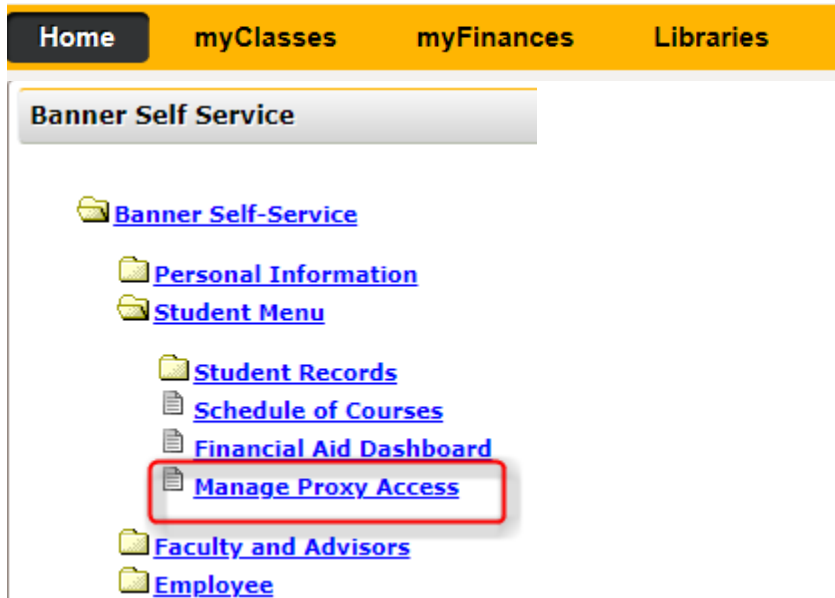
2. **Click on the "Add New" in the upper right corner.**

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3. **Create your Proxy.**

  Complete all required fields and click "Submit" button to save.

  a. Enter the proxy profile information and select the relationship from the drop-down menu. Once a relationship has been selected, the authorizations will automatically expand below for you to select. The access period or "stop date" defaults to 6 years, but you may change the stop date as desired. Proxy access will be ended whenever a student's record is inactivated, regardless of the default timeframe.

  ## Proxy Information ⓘ

  Profile *(Required)*

  First Name

  > First Name

  Last Name

  > Last Name

  E-Mail

  > E-Mail Address

  Verify E-Mail

  > Verify E-Mail Address

  Relationship ⓘ

  > Select a Relationship ⌄

  Start Date   **Stop Date**

  > Start Date 📅   Stop Date 📅

  b. Enter in additional information including a description for the proxy (e.g., Mom, Dad, etc.) and passphrase. The passphrase can be any word or phrase that you share with your proxy for their use in communication with WSU. <u>This is NOT a security question</u> but more like a password that is given verbally.

  ## Additional Information

  Description

  > Description

  Passphrase

  > Passphrase

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4. **Authorize your Proxy to view records**
   Check the box for the information you would like to authorize your proxy to view. For more information about what each authorization allows the proxy to view, visit www.wichita.edu/proxy. Note that you can also give WSU permission to speak with your proxy about the items you authorize. The proxy must know the passphrase in order for WSU to authenticate them. If you are setting up multiple proxies, you can also use the "Copy Authorizations" drop down to copy the same authorizations from one proxy to another. Click "submit" to save.

   ## Authorizations *(Required)* ⓘ

   ☐ Select All

   Copy Authorizations ⓘ

Select a Person ⌄

   ☐ Student Profile

   ☐ Student Week at Glance Schedule

   ☐ Student Detail Schedule

   ☐ Student Holds

   ☐ Student Grades

   ☐ Student: I give permission for WSU to discuss the above selected items with my Proxy when correct passphrase is provided

   ☐ Financial Aid Dashboard

   ☐ Financial Aid Award Offer

   ☐ Financial Aid Award History

   ☐ Financial Aid Resources

   ☐ Financial Aid Notifications

   ☐ Financial Aid Satisfactory Academic Progress

   ☐ Financial Aid College Financing Plan

   ☐ Financial Aid: I give permission for WSU to discuss the selected items with my Proxy when correct passphrase is provided

   ☐ I give permission for WSU to discuss billing, payment and tax activity with my Proxy when correct passphrase is provided

5. When a proxy is added, **both the student and the proxy will receive confirmation emails**. The proxy will be provided a link to set up a password for accessing the student's record.

6. After hitting submit and saving the proxy, you will be redirected back to the proxy management home screen. Once there, click on the **pencil icon** under the proxy's name to go back in to send **emails regarding passphrase and authorizations.**

    a. Click on the pencil icon to edit proxy.

Proxy Management

For details visit www.wichita.edu/proxy.

    b. Select "E-mail Passphrase" if you set one up so the proxy receives an email with the passphrase.

        ↺ Reset Password

Proxy Information	History	Communication

Relationship ⓘ

Parent or Legal Guardian ⌄

Start Date

05/24/2021

Stop Date

05/22/2031

Additional Information

Description

Passphrase

Password expiration date: 05/24/2022

E-mail address verified on: 05/25/2021

✉ E-mail Passphrase

c. Select "E-mail Authorization" to send an email to the proxy with a list of the authorizations they are able to view/discuss.

Authorizations *(Required)* ⓘ

☐ Select All

Copy Authorizations ⓘ

| Select a Person | ⌄ |

☑ Student Profile

☑ Student Week at Glance Schedule

☑ Student Detail Schedule

☑ Student Holds

☑ Student Grades

☑ Student: I give permission for WSU to discuss the above selected items with my Proxy when correct passphrase is provided

☑ Financial Aid Dashboard

☑ Financial Aid Award Offer

☑ Financial Aid Award History

☑ Financial Aid Resources

☑ Financial Aid Notifications

☑ Financial Aid Satisfactory Academic Progress

☑ Financial Aid College Financing Plan

☑ Financial Aid: I give permission for WSU to discuss the selected items with my Proxy when correct passphrase is provided

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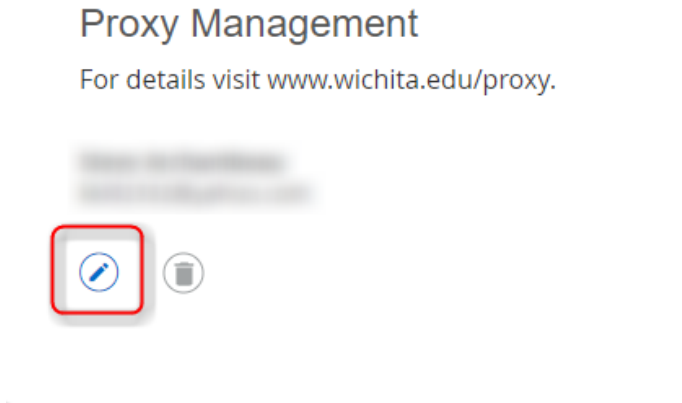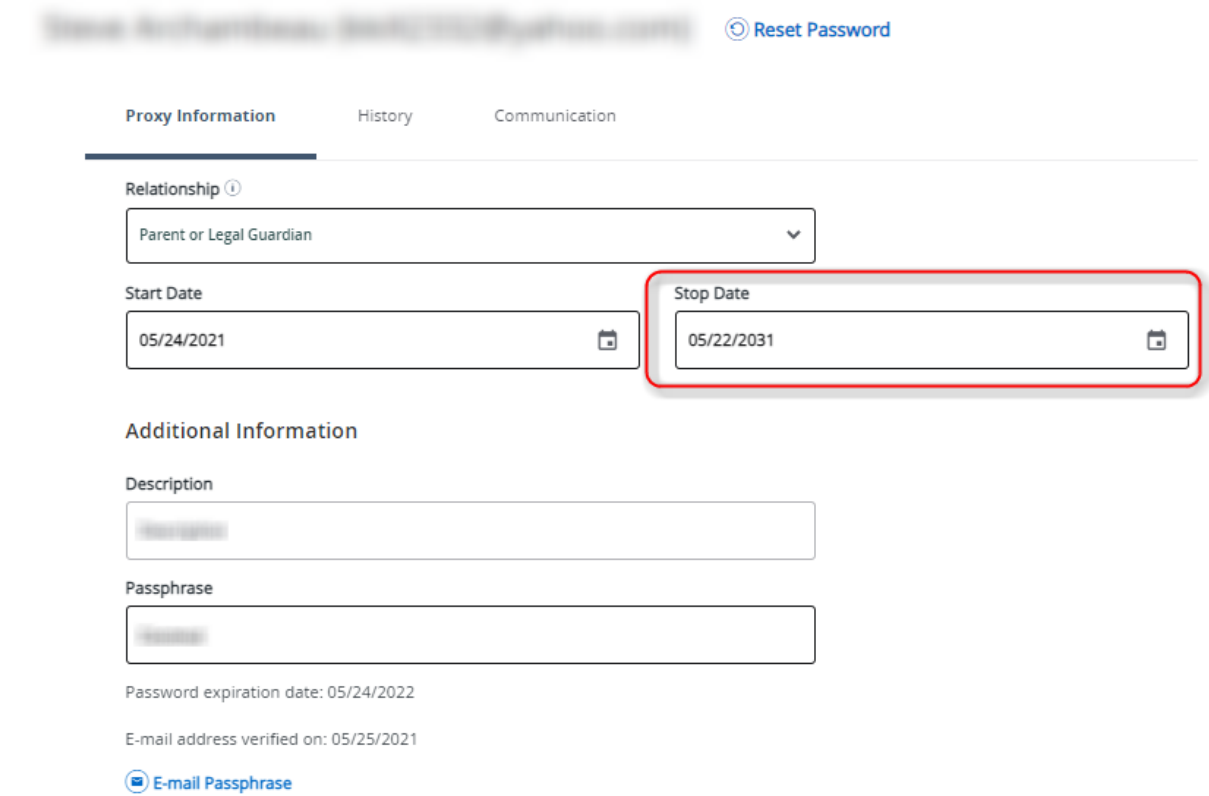
✉ E-mail Authorizations

Cancel   **Submit**

To remove access for a Proxy:

If you no longer want a proxy to have access, change the stop date to today's date and uncheck all but one authorization.

1. Click on the pencil icon to edit proxy information.

Proxy Management

For details visit www.wichita.edu/proxy.

2. Change the stop date to be today's date.

⟳ Reset Password

Proxy Information   History   Communication

Relationship ⓘ

Parent or Legal Guardian ⌄

Start Date

05/24/2021 📅

Stop Date

05/22/2031 📅

Additional Information

Description

Passphrase

Password expiration date: 05/24/2022

E-mail address verified on: 05/25/2021

✉ E-mail Passphrase

3. Uncheck all but one authorization and click "submit." The system requires at least one authorization be checked on a proxy but the stop date will change the status from active to inactive. Removing authorizaitons is just another way to indicate that you no longer want the proxy to have access.

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4. Now you will see **"Inactive"** under the proxy information which indicates they will no longer be able to view or discuss any authorizations. The proxy will not receive any emails regarding this change but will see an error message after they log in saying access has expired.