Proxy Access – Proxy Instructions

When your student creates your Proxy Access account, you will receive an email similar to the message below:

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To: Test McTest (test@mctest.com)

Junior McTest has added test@mctest.com as a proxy in Wofford's BannerWeb Proxy Access system. A proxy user may access authorized web pages. For example, a student may add a parent as a proxy to access the billing statement.

The Proxy Access pages are available via a proxy access login at the following URL:

(Your custom URL will be here)

(Use ___________ as the “old” PIN.)

You will be asked to establish a new PIN for subsequent logins. Please fill in your profile information completely and confirm that it is up to date.

If you feel you have received this message in error, please forward to proxyaccess@wofford.edu.
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The email will contain a one-time use web page address (URL) for you to complete the setup of your Proxy Access account. Please click on the URL to access the page and use the “Old” PIN referenced in the email.
Please complete your profile. *You will not be able to access your student’s authorized pages until the Proxy Profile has been submitted.*
You may click on the tab with your student’s name to access the authorized pages. If you have more than one student who has authorized you to view their information, you will see a tab for each student.

When you click on the link to an authorized page, such as “Billing Statement,” it will launch in a new browser window.

To exit the Proxy Access System, please close your browser.

Note: Please speak to your student if there is information you would like to view but are not currently authorized to see. Only your student can authorize you to access their information; Wofford Staff/Faculty cannot grant those rights.

Once your setup is complete, the Proxy Access system is available at the following link: https://bannerweb.wofford.edu/pls/proddad/bwgkprxy.P_ProxyLogin