Proxy Access – Add a proxy

1. In myWofford select BannerWeb under System Links OR Banner Self-Service under the Student tab OR Banner Self-Service under the FYI tab
2. Select the Proxy Access menu item or tab
3. Select the Proxy Management link
4. You may add a new proxy by selecting Add Proxy or by choosing a person from the suggested proxy list.

5. Complete your proxy’s First Name, Last Name, and email address. Click Add Proxy. A notification email will be sent to your proxy.

6. Now that you have created your proxy, you must complete their profile and grant their authorizations. To do this, please expand the proxy by clicking on their name or email address.
7. Complete the proxy’s profile. Please confirm the Start and Stop Dates. The Start Date will default to the date you created your proxy. The Stop Date will be five years from that date. The **Delete Proxy Relationship** option is only available until your proxy has completed their setup. If you need to remove access, and the **Delete Proxy Relationship** option is no longer available, please update the **End Date**.

![Proxy Profile Form](image1.png)

8. Continue to the **Authorization** tab and select the BannerWeb pages you would like your proxy to be able to view. Once you have completed the authorization setup, you may email the authorizations to your proxy by clicking on the **E-Mail Authorizations** link.

![Page Authorization](image2.png)

9. Changes are automatically saved as they are made. You’re done!

10. To view the changes made to this proxy’s authorizations, please see the **History** tab.