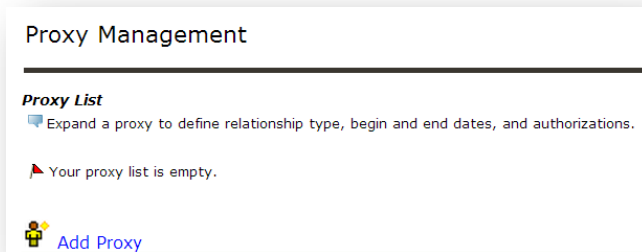


# Proxy Access – Add a proxy

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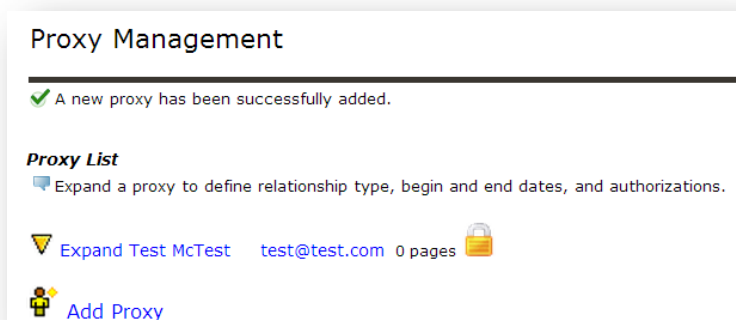
1. In **myWofford** select **BannerWeb** under **System Links**  
OR **Banner Self-Service** under the **Student** tab  
OR **Banner Self-Service** under the **FYI** tab
2. Select the **Proxy Access** menu item or tab
3. Select the **Proxy Management** link
4. You may add a new proxy by selecting **Add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

The screenshot shows the 'Add a Proxy' form. It starts with the title 'Add a Proxy' and a sub-header 'Add a new proxy using the form below. Then edit their profile and authorization settings to enable appropriate access.' Below this, it says '\* - indicates a required field.' The form has four input fields: 'First Name\*', 'Last Name\*', 'E-mail Address\*', and 'Verify E-mail Address\*'. At the bottom left, there is a button labeled 'Add 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.



- 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**.

The screenshot shows the 'Profile' tab of a proxy configuration interface. It includes a 'Proxy Profile' section with instructions and a form with fields for Relationship (dropdown), Description, Start Date, and Stop Date. At the bottom, there are buttons for 'Reset PIN' and 'Delete Proxy Relationship'.

**Profile** | Authorization | History

**Proxy Profile**  
Please select your relationship with this proxy. The list of pages available to the proxy is based on relationship type. The description field is your personal note about this proxy (dad, mom, soccer coach, company name). The passphrase can be used to determine FERPA identity for phone calls or other off-line queries by this proxy. You must communicate the passphrase to your proxy. You can control the start and end dates for proxy access below.

\* - indicates a required field.

**Relationship\*** Parent

**Description** Dad

**Start Date (MM/DD/YYYY)\*** 03/22/2013

**Stop Date (MM/DD/YYYY)\*** 03/22/2018

← Reset PIN    X Delete Proxy Relationship

- 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.

The screenshot shows the 'Authorization' tab of the proxy configuration interface. It features a 'Page Authorization' section with a list of checkboxes for various BannerWeb pages. An 'E-mail Authorizations' link is also present.

**Profile** | **Authorization** | History

**Page Authorization**  
Select the information pages your proxy should be able to access. Once authorized, your proxy will be able to view and/or update these pages when they log in.

Student Account & Billing

- Billing Statement
- Account Summary by Term

Student Registration & Records

- Student Schedule By Date & Time
- Student Detail Schedule
- Check Your Registration Status
- Active Registrations
- Registration History
- Midterm Grades
- Final Grades
- Academic Transcript
- View Graduation Application - Curriculum Information
- View Holds

E-mail Authorizations

- Changes are automatically saved as they are made. You're done!
- To view the changes made to this proxy's authorizations, please see the **History** tab.