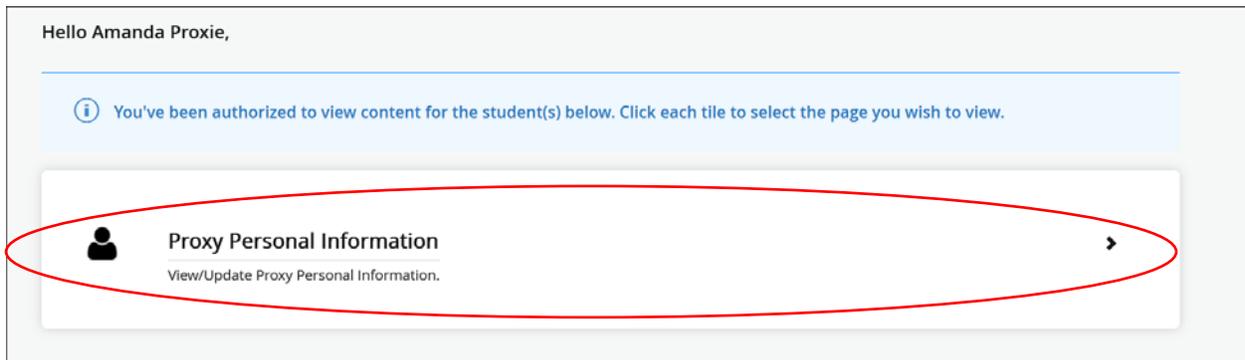




HOW TO CHANGE THE PASSWORD FOR YOUR PROXY ACCOUNT

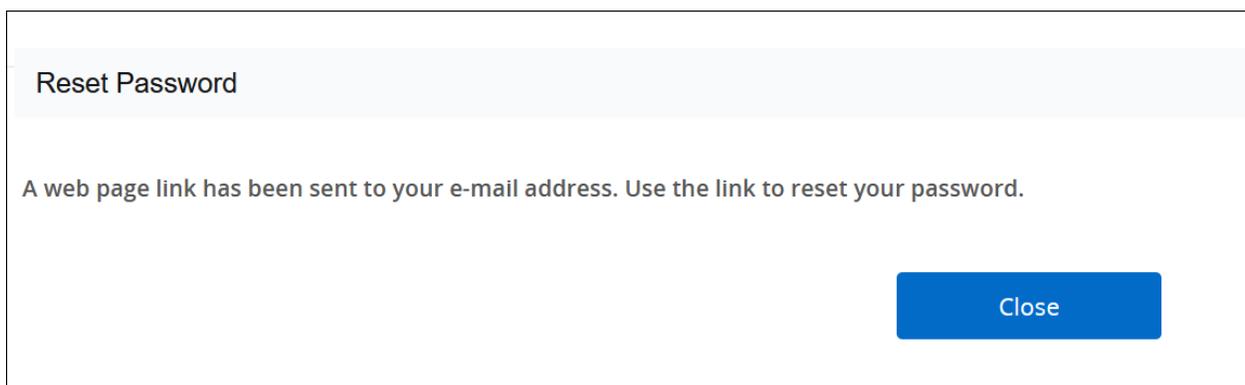
1. From the Home Screen of the Proxy Portal, click on the tile **Proxy Personal Information**.



2. Select **Click here to change your password** at the top of the screen.



3. A confirmation window will display.



- Two emails will be sent to your email address. The first email will contain the link to reset your password and the second email will contain a temporary password.
- Using the activation link provided in the first email, navigate to the “Enter your Initial Password...” screen and enter the temporary password provided in the second email. Click **Submit**.



Enter your Initial Password, then click Submit to continue.

Initial Password

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.

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6. After you click Submit, a second screen titled “Reset your security password for Proxy Access” will appear. This screen will prompt you through setting up your new password for your proxy account. Enter the **email address** your student designated for your proxy account followed by the **temporary password** that was provided via email. Enter your **new password** in the last two fields. Please use the guidelines below when creating your password. Lastly, click **Submit** to confirm your new password.

- Password Requirements:
 - Minimum 8 characters – the more characters, the better and stronger your password
 - A mixture of both uppercase and lowercase letters
 - Inclusion of at least one number
- Password *Recommendations*:
 - Inclusion of a special character, e.g., ! @ # ?

Banner®

Reset your security password for Proxy Access.

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.

Email Address ←

Initial Password ←

New Password ←

Validate Password ←

Submit

7. You have now reset your password and may log in with your new password.