



HOW TO ACTIVATE YOUR PROXY ACCOUNT

Once the student enters your name and email information in *ASSIST*, you will receive three emails to the email address your student has designated for your proxy account. The first email will provide a temporary account activation link followed by a second email containing your temporary password. Please note that the temporary account activation link is only active for five days. A third email will contain a link to the Proxy Portal that you can bookmark for future logins once your credentials have been created. If you do not activate your account within the five days, you will need to contact the student so that the emails may be resent.

1. Using the temporary activation link provided in the first email, navigate to the “Enter your Initial Password...” screen and enter the initial password that was provided in the second, separate email. Click **Submit**.

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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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2. After you click Submit, a second screen titled “Reset your security password for Proxy Access” will appear. This screen will prompt you to set up your password for your proxy account. Enter the **email address** your student designated for your proxy account followed by the **initial password** that was provided in the second, separate email. Enter your **new password** in the last two fields. Use the guidelines below when creating your password. Lastly, click **Submit** to establish your credentials.

- 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., ! @ # ?

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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

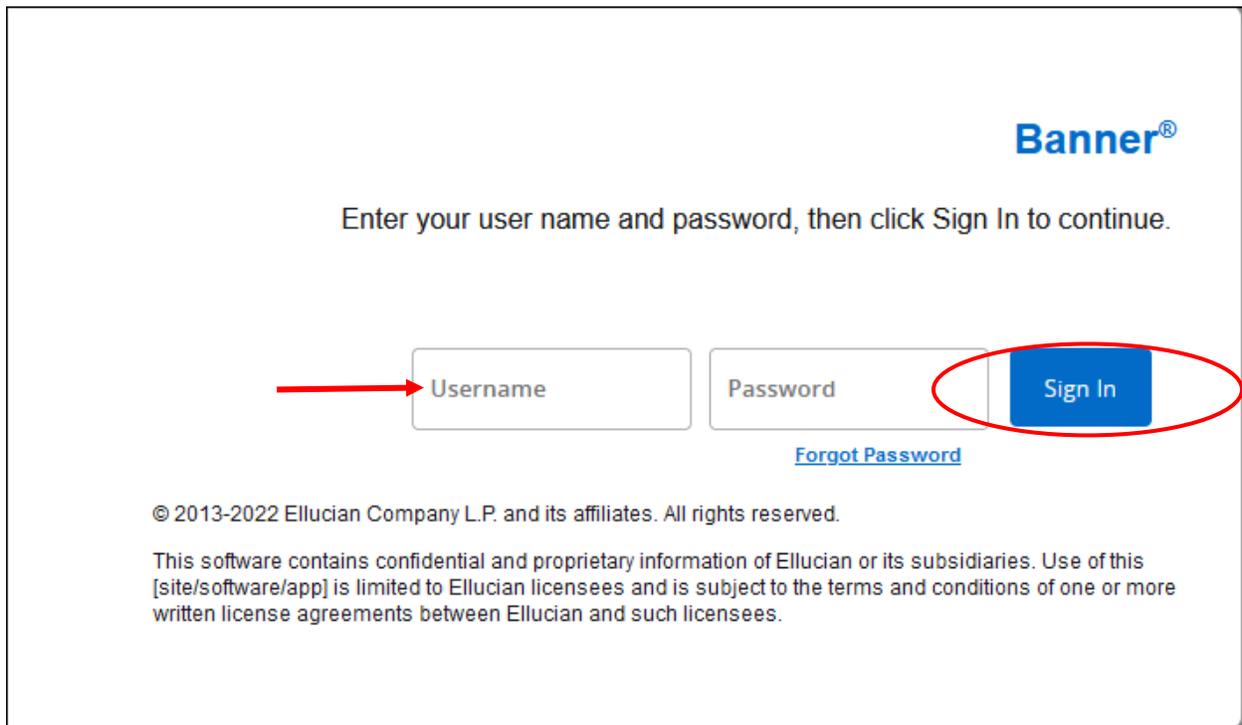
Initial Password

New Password

Validate Password

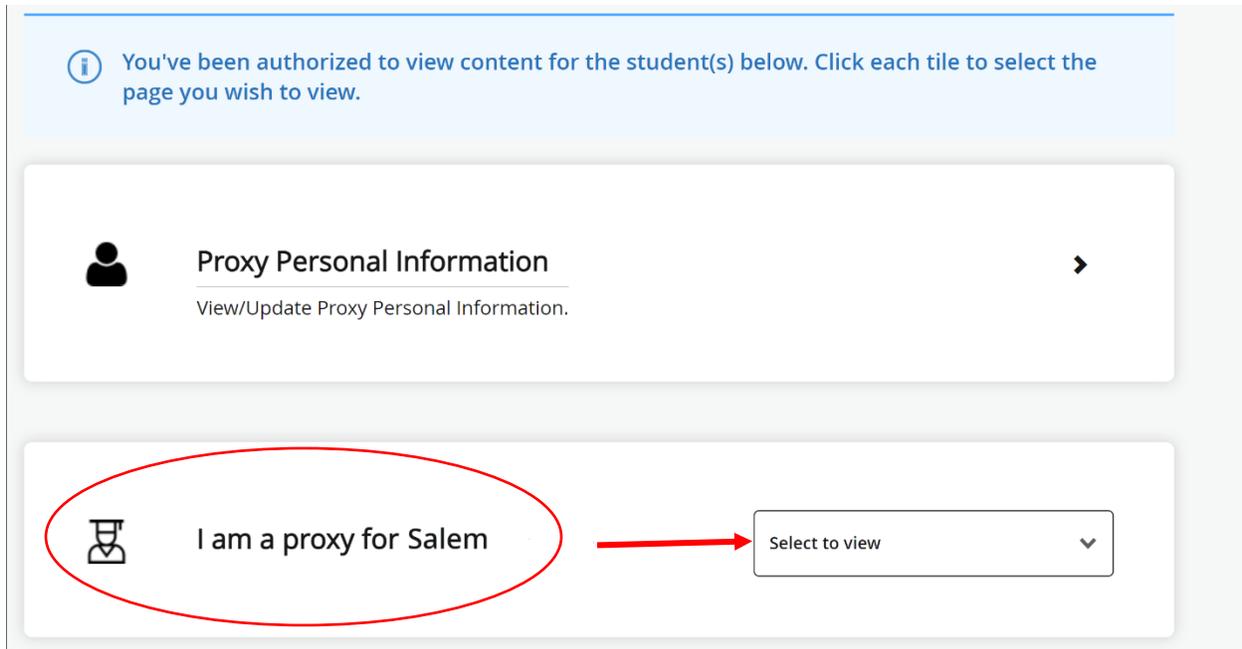
Submit

3. On the next screen, you may proceed to log in to the Proxy Portal to review your student's record. Your username will be your email address and the password will be the new password that you recently created. Click **Sign In** to log in.



The image shows a login screen for Banner. At the top right is the "Banner®" logo. Below it is the instruction: "Enter your user name and password, then click Sign In to continue." There are two input fields: "Username" and "Password". A red arrow points to the "Username" field. To the right of the "Password" field is a blue "Sign In" button, which is circled in red. Below the "Password" field is a blue link that says "Forgot Password". At the bottom of the screen, there is a copyright notice: "© 2013-2022 Ellucian Company L.P. and its affiliates. All rights reserved." and a disclaimer: "This software contains confidential and proprietary information of Ellucian or its subsidiaries. Use of this [site/software/app] is limited to Ellucian licensees and is subject to the terms and conditions of one or more written license agreements between Ellucian and such licensees."

- Once you have logged in to the Proxy Portal, you will see a tile for the student(s) for whom you are proxy. Click on **Select to view** in the drop-down box to view the available authorized pages of the student's record. Click on any of the available pages to proceed to view the information associated with that page.



Important Notes:

Proxy Access provides view-only privileges to a student's record. This means student information cannot be edited or altered in any way.

You may navigate back to the Home page by clicking on "Home" at the top of the page or you may use the back button on your browser to return to the Home page if the particular page does not include a "Home" link.

