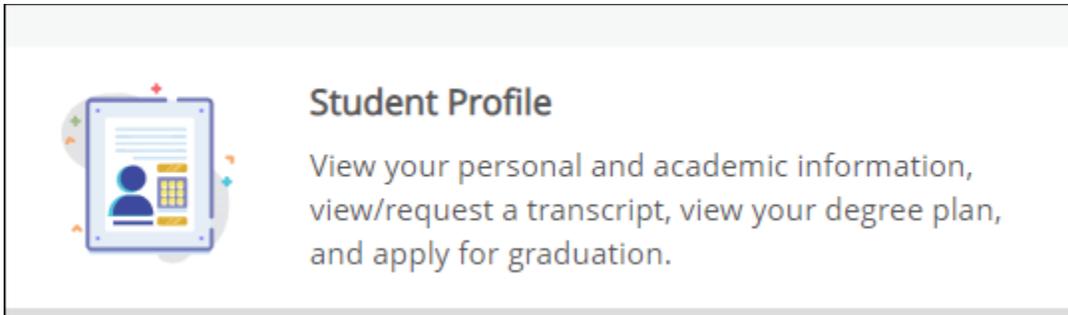




HOW TO GRANT PROXY ACCESS

1. Login to the [MyUTRGV](#) student portal using an approved web browser. Banner 9 Self-Service Registration is recommended on this web browser: 
2. Select the Application *ASSIST*.
3. Click on **Student Profile**.



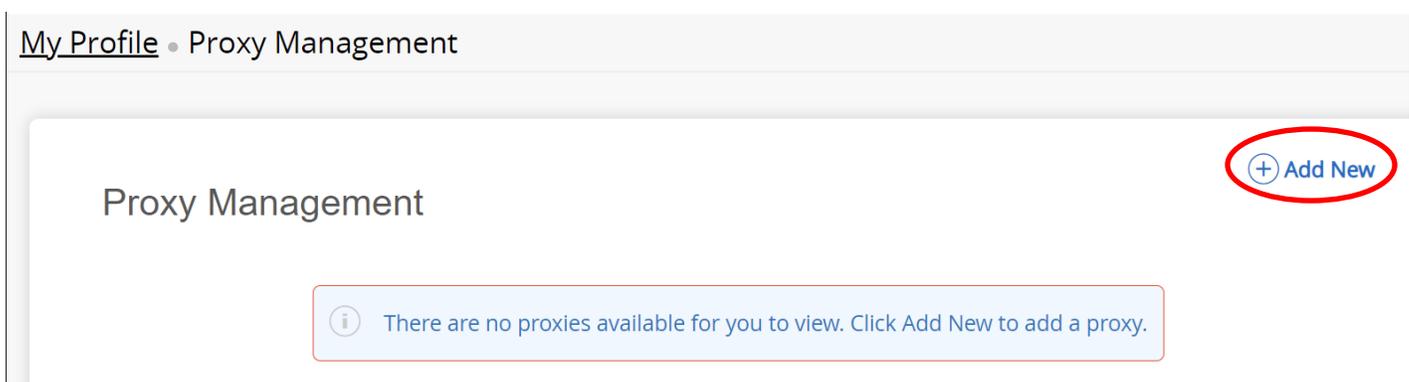
Student Profile

View your personal and academic information, view/request a transcript, view your degree plan, and apply for graduation.

4. Click on **Proxy Management** from the menu on the left-hand side.



5. Click on **Add New**.



[My Profile](#) • Proxy Management

Proxy Management

[+ Add New](#)

i There are no proxies available for you to view. Click Add New to add a proxy.

6. On the next page under the Proxy Information tab, first enter the information for the person you are authorizing as a proxy: **their First Name, their Last Name, their E-Mail address twice**, then select the **Relationship** from the drop-down menu.

Proxy Information ⓘ

Profile *(Required)*

First Name



Last Name



E-Mail



Verify E-Mail



Relationship ⓘ



7. Once you have entered all of the required information, the **Start Date** and **Stop Date** will populate which indicates how long the proxy will have access to your record. The default Stop Date is one year from the date you are initially granting access. However, you can adjust the Stop Date as needed by clicking on the calendar icon if you want to grant access for a shorter or longer period than one year. The proxy will have access until midnight of the selected Stop Date.

Start Date 05/06/2022 	Stop Date 05/06/2023 
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8. You may also include an optional description of your proxy such as Mother, Father, etc., or you may leave this field blank.

Additional Information Description <input type="text" value="Description"/>
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9. Next, select the pages you want to authorize access to. You may check off the **Select All** box to grant access to all pages or you may also select certain pages individually by checking off the appropriate boxes. You can also **Copy Authorizations** from another assigned proxy if applicable. You will be able to update the authorized pages at any time if you decide you would like to alter your proxy's authorizations in the future. Once you have selected all the necessary pages, click **Submit**.

Authorizations (Required) ⓘ

Select All

Student Profile

Student Grades

Week at Glance

Financial Aid Status

Student Holds

Financial Aid Dashboard

Financial Aid Award Offer

Financial Aid Notifications

Financial Aid Resources

Financial Aid Satisfactory Requirements

College Financing Plan

Copy Authorizations ⓘ

Select a Person ▼

Cancel Submit

10. After clicking Submit, you will see a message in the upper right-hand corner letting you know the proxy has been created. Your proxy will receive three emails including a confirmation email and two emails containing information necessary for them to activate their account. The proxy will be listed on your Proxy Management page with a status of Inactive until they have activated their account.

