

# Proxy Access

## Proxy (Designee) Instructions

Proxy Access provides you the ability to view student information online. The student must create an account and authorize access for you to view certain information. You must have a valid email address to have a proxy account created and access the site.

### Establishing an Account

1. The student must first create an account using your valid email address. The student has been provided information on this process.
2. When the account is created, you will receive an email with authentication instructions.
3. Click on the link provided in the New Owens Proxy Identity email. The following web page will open in your default browser. Enter the temporary Action Password provided in the email. Click the submit button.

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 The e-mail you received contained an Action Link (which you have used to get here) and an Action Password used to verify that you are the intended recipient. You will also use this value as the "Old PIN" on the following page when establishing your new PIN.

\* - indicates a required field.

Action Password\*

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**NOTE:** You will only be able to click on the provided link **ONCE**. If you happen to close your browser before completing the authentication process, you will need the student to reset your PIN which will generate another message allowing you to complete the process.

4. You will be asked to reset your temporary PIN. To do this, enter your email address and enter the temporary Action Password sent to you in the New Owens Proxy Identity email as the Old PIN. Create and enter a new PIN that you can remember. Enter the new PIN a second time in the validate PIN field. Click the Save button.



Reset PIN

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 Enter your new PIN twice. A PIN can be a number, password or passphrase. For higher security, use a combination of uppercase letters, lowercase letters and numbers.

 Welcome to the Banner Web proxy access system. Your e-mail address has been verified. The next step is to save your security PIN for proxy access.

\* - indicates a required field.

 Minimum PIN length: 6 Maximum PIN length: 15.

Enter e-mail address\*

Enter Old PIN\*

Enter New PIN\*

Validate PIN\*

- After resetting your PIN, you will be directed to the Owens Proxy Access home page. Confirm your first name and last name by clicking the Save button.

## Proxy Access Home

You will see a tab for each Banner Web user who has authorized pages for you to access. Select a named tab to enter PROXY MODE. You will then see a list of links for pages authorized by that user.

**While in PROXY MODE any links and tabs above will be disabled. Select the Profile tab (or close your browser) to exit proxy mode.**

When you activate a link, the focus will change to another browser window dedicated to proxy display. The window title and page content (including links) are only valid for the selected user.

**Profile**

**Proxy Profile**

Please keep your proxy information up-to-date. [Click here to change your PIN](#)

\* - indicates a required field.

**First Name \***

**Last Name \***

**E Mail Address \***

- Click the name of the student to view the authorized information. If you have more than one student who has authorized you access to their information, all the names will appear across the page.
- Click on the link to view information listed. A new window will open with that information. If you do not have the access you expected to see, contact the student who is solely responsible for authorizing access to the information.
- When you are finished viewing the information, close the browser window or click EXIT. You will be turned to the Proxy Access Home screen.
- To exit the system, first click on the profile tab. Next, click on exit at the top of the page.
- You may now close your browser.

**The proxy URL is in the second email indicating that a relationship has been established by the student. It is suggested that this URL be bookmarked or added as a favorite.**

## Passphrase

A passphrase is a unique code word or phrase that may be assigned by a student to each proxy he/she sets up. The passphrase is required when a proxy calls an Owens department and needs to have a conversation about the information the proxy is viewing on a student. If a student has not set-up a passphrase, the person to whom proxy access was granted will not be able to speak with anyone from the college related to the account.

## Future Proxy Login

Enter your email address and PIN you created during the initial authentication process. Click Login. If you cannot remember your PIN, enter your email address and click the Forgot PIN button. You will be sent an email with instructions on how to reset your PIN.

### Proxy Access Login

Enter the e-mail address that was registered as a Banner Web proxy. Then enter the PIN that you previously defined. Banner Web users can register any e-mail address as a proxy and can then enable individual proxy access to selected Banner Web pages. All Banner Web pages are personal and confidential. The proxy PIN should never be shared. If you suspect that someone else may know your proxy credentials, enter your e-mail address and then reset your PIN using the 'Forgot PIN' or 'Reset PIN' button.

\* - indicates a required field.

**E-mail Address \***

**PIN \***

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Once you click login, you will be directed to the Owens Proxy Access Home page.

Questions regarding Proxy Access may be directed to [proxy\\_access@owens.edu](mailto:proxy_access@owens.edu)