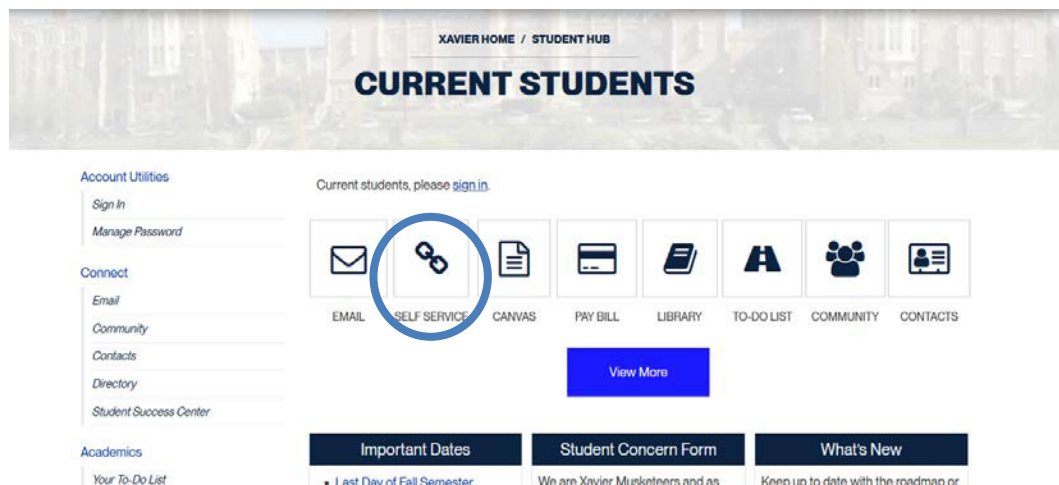


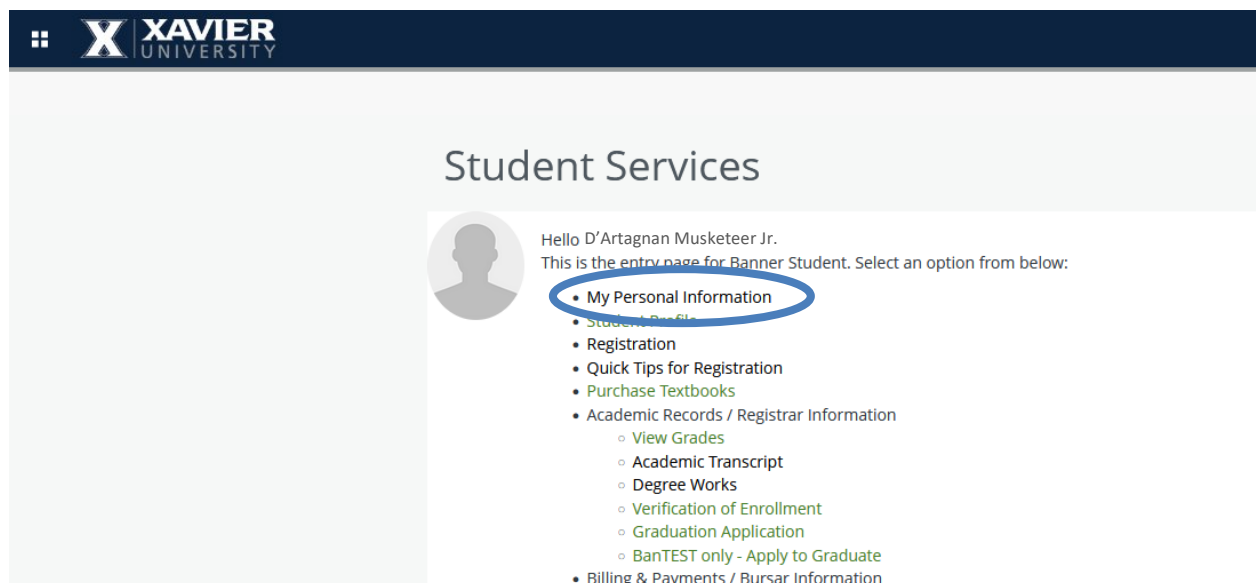
Proxy Access Instructions

Students

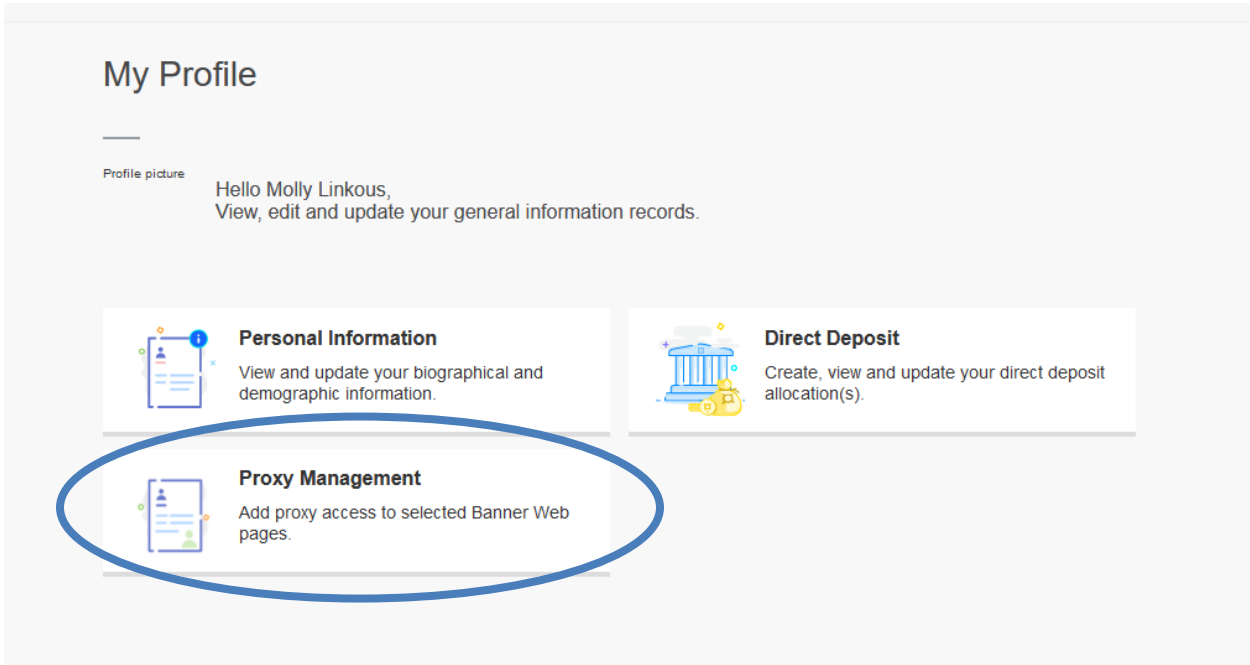
1. Log into your Self-Service Banner



2. Click on “My Personal Information”



3. Click on Proxy Management.



My Profile

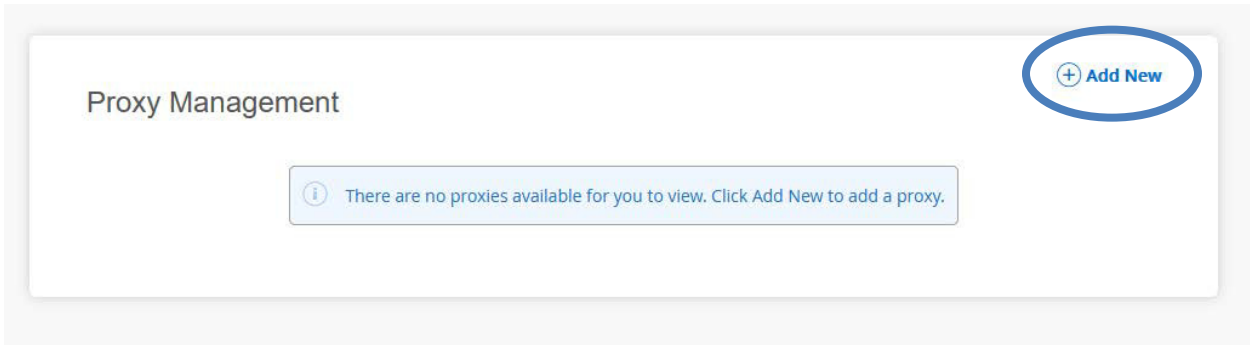
Profile picture
Hello Molly Linkous,
View, edit and update your general information records.

Personal Information
View and update your biographical and demographic information.

Direct Deposit
Create, view and update your direct deposit allocation(s).

Proxy Management
Add proxy access to selected Banner Web pages.

4. Click “Add New” to create a new Proxy.



Proxy Management

[+ Add New](#)

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

5. Complete the information for the parent or guardian you would like to have access to your information.

Proxy Information

Profile *(Required)*

First Name

D'Artagnan

Last Name

Musketeer

E-Mail

dmusketeer@gmail.com

Verify E-Mail

dmusketeer@gmail.com

Relationship 

Parent or Legal Guardian

Start Date

11/20/2023



Stop Date

11/19/2027



Additional Information

Description

Description

Passphrase

All for one and one for all

- The stop date will automatically calculate to four years from the start date if you would like it to be shorter or longer, you can adjust it.
- Creating a passphrase will allow your proxy to discuss your information over the phone or in person.

6. Select the Authorizations you would like your Proxy to have access to.

Authorizations (Required) ⓘ

☒ Select All

☒ Tax Notification 1098T

☒ Account Summary

☒ Financial Aid Status

☒ Student Profile

☒ Week at Glance

☒ Student Grades

☒ Student Holds

☒ Academic Transcript

Copy Authorizations ⓘ

Select a Person ▼

If you are setting up more than one Proxy, you can use the Copy Authorizations drop-down to set the same authorizations as another Proxy.

You will receive the same emails your Proxy receives as confirmation of them being sent.

7. At any time, you can remove a Proxy or edit their access, send a link to reset their password, or send an email containing their passphrase.

Proxy Management

D'Artagnan Musketeer
dmusketeer@gmail.com
Inactive

If you have any questions or need assistance, please contact the Office of the Registrar at (513) 745-3941 or regproxy@xavier.edu