



Xavier Proxy Access- GPAPRXY Quick Tips

Determining if a Student has a Proxy (GPAPRXY)

1. In Administrative Banner, type GPAPRXY in the Search field, Enter:

2. Enter the student's Banner ID, click Go

- 3.

Module	Auth Ind	Menu Text	Page URL
Bursar/Billing Access	☒	Form 1098-T	bwtkbns.p_disp_tax_notification
Bursar/Billing Access	☒	Account Summary by Term	bwskoacc.p_ViewAcct
Financial Aid Access	☒	Financial Aid Status	bwrksumm.p_Dispsumm
Financial Aid Access	☒	Aid Eligibility	bwrkelig.p_DispsEligReq
Financial Aid Access	☐	Award Package	bwrkrhst.p_DispsAwardYear
Registrar Access	☐	View Student/Advisor Information	bwskgstu.p_Stulnfo
Registrar Access	☒	Final Grades	bwskogrd.p_ViewTermGrde
Registrar Access	☒	Midterm Grades	bwskmgrd.p_write_term_selection
Registrar Access	☐	View Holds	bwskoacc.p_ViewHold
Registrar Access	☒	Academic Transcript	bwskotm.p_ViewTermTran
Registrar Access	☒	Enrollment Verification	xu_ssb_nsch.pg_redirect
Registrar Access	☐	View Address/Phone	bwskogad.p_SelectAtypView
Registrar Access	☐	View Emergency Contacts	bwskoemr.p_ViewEmrgContacts
Registrar Access	☐	Registration Status	bwskrsta.p_RegsStatusDisp
Registrar Access	☒	Registration History	bwskhreg.p_reg_hist
Registrar Access	☒	Purchase Textbooks	xbwskfoll.p_ShowIntermediateForm

4. When speaking with a parent, spouse or other type of Proxy over the phone, they must confirm their Name and Passphrase shown under "Proxy Information" to validate their identity and authorization to hear the student's confidential information. In addition, the current date must be within the Start Date and Stop Date. If the screen is blank, the student has not set up a proxy.
5. Once the Proxy has been authenticated, use the Page Authorization List to determine if they are authorized to hear information from your office. Look for the checkmark next to your Module area.

*** Note: A student may have more than one Proxy. You may need to click on the arrows next to the Record fields to find the correct Proxy.