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. 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.

4. 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.