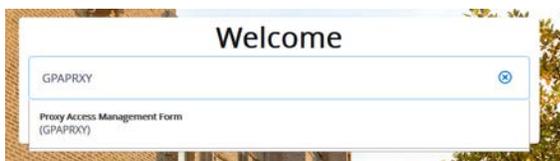


Xavier Proxy Access- GPAPRXY Quick Tips

Determining if a Student has a Proxy (GPAPRXY)

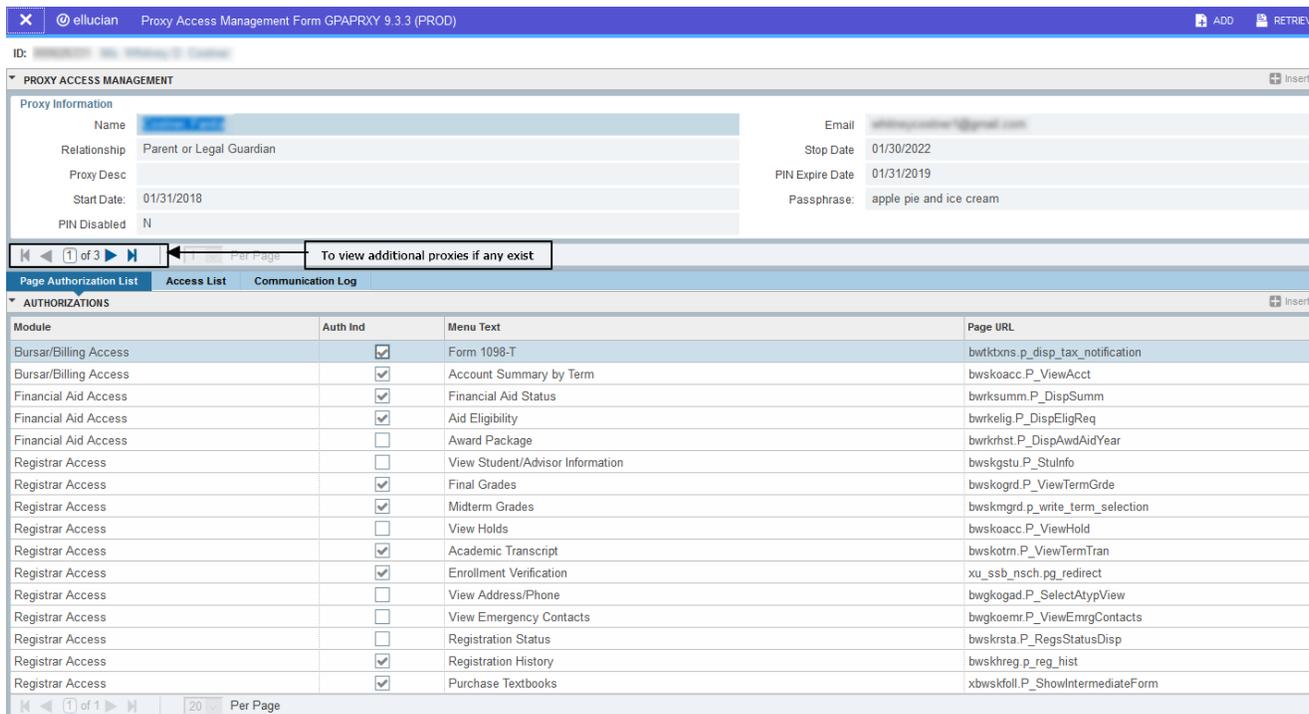
1. In Administrative Banner, type GPAPRXY in the Search field, Enter:



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



- 3.



PROXY ACCESS MANAGEMENT

Proxy Information

Name	XXXXXXXXXXXX	Email	XXXXXXXXXXXX@xmu.edu
Relationship	Parent or Legal Guardian	Stop Date	01/30/2022
Proxy Desc		PIN Expire Date	01/31/2019
Start Date	01/31/2018	Passphrase	apple pie and ice cream
PIN Disabled	N		

Page Authorization List | Access List | Communication Log

AUTHORIZATIONS

Module	Auth Ind	Menu Text	Page URL
Bursar/Billing Access	<input checked="" type="checkbox"/>	Form 1098-T	bwtkbns_p_disp_tax_notification
Bursar/Billing Access	<input checked="" type="checkbox"/>	Account Summary by Term	bwskoacc_P_ViewAcct
Financial Aid Access	<input checked="" type="checkbox"/>	Financial Aid Status	bwksumm_P_Dispsumm
Financial Aid Access	<input checked="" type="checkbox"/>	Aid Eligibility	bwkrelig_P_DispsEligReq
Financial Aid Access	<input type="checkbox"/>	Award Package	bwkrhst_P_DispsAwardYear
Registrar Access	<input type="checkbox"/>	View Student/Advisor Information	bwskgstu_P_StuInfo
Registrar Access	<input checked="" type="checkbox"/>	Final Grades	bwskogrd_P_ViewTermGrde
Registrar Access	<input checked="" type="checkbox"/>	Midterm Grades	bwskmgrd_p_write_term_selection
Registrar Access	<input type="checkbox"/>	View Holds	bwskoacc_P_ViewHold
Registrar Access	<input checked="" type="checkbox"/>	Academic Transcript	bwskotm_P_ViewTermTran
Registrar Access	<input checked="" type="checkbox"/>	Enrollment Verification	xu_ssb_nsch_pg_redirect
Registrar Access	<input type="checkbox"/>	View Address/Phone	bwgkogad_P_SelectAtypView
Registrar Access	<input type="checkbox"/>	View Emergency Contacts	bwgkoemr_P_ViewEmrgContacts
Registrar Access	<input type="checkbox"/>	Registration Status	bwskrsta_P_RegsStatusDisp
Registrar Access	<input checked="" type="checkbox"/>	Registration History	bwskhreg_p_reg_hist
Registrar Access	<input checked="" type="checkbox"/>	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.