

## Proxy Access Instructions

### Parents

**\*\*Before following these instructions, your student will need to follow the Student Instructions to set you up as a Proxy before you will be able to activate your Proxy Account\*\***

#### 1. You should receive two emails from [regproxy@xavier.edu](mailto:regproxy@xavier.edu):

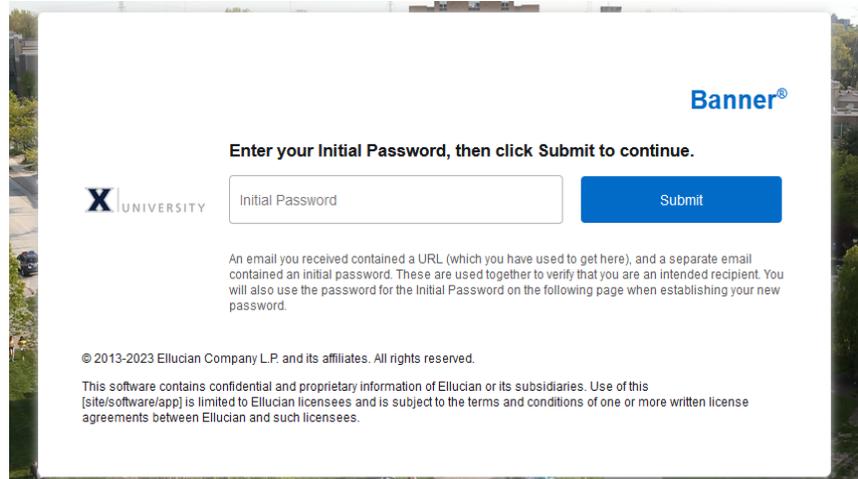
To: D'Artagnan Musketeer ( [dmusketeer@gmail.com](mailto:dmusketeer@gmail.com) )  
D'Artagnan Musketeer Jr. has added [dmusketeer@gmail.com](mailto:dmusketeer@gmail.com) as a proxy in their school's Banner Web Proxy Access system.  
The Proxy Access pages are available using the school's Banner Web or through a proxy access login at the following URL:  
[https://studentssb-test.ec.xavier.edu:8100/StudentSelfService/ssb/proxy/proxyAction?p\\_token=QUFBaGVVBQUFrQUFDYVVerQUFm](https://studentssb-test.ec.xavier.edu:8100/StudentSelfService/ssb/proxy/proxyAction?p_token=QUFBaGVVBQUFrQUFDYVVerQUFm)

NOTE: This URL can only be used once and is active for a limited time. A temporary password will be sent to you in a subsequent email.  
If you feel you have received this message in error, please forward to [regproxy@xavier.edu](mailto:regproxy@xavier.edu)

To: D'Artagnan Musketeer ( [dmusketeer@gmail.com](mailto:dmusketeer@gmail.com) )

You should have already received an email with the proxy access URL Use ( YA8X2N00 ) as the initial password when you access the URL.  
The first time you connect to the web site you will be asked to establish a permanent password for subsequent logins. We also ask that you fill in your profile information completely and confirm that it is up to date.  
If you feel you have received this message in error, please forward to [regproxy@xavier.edu](mailto:regproxy@xavier.edu) |

#### 2. Follow the link from the first email. Your "Initial Password" should have been received in the second email.



**Banner®**

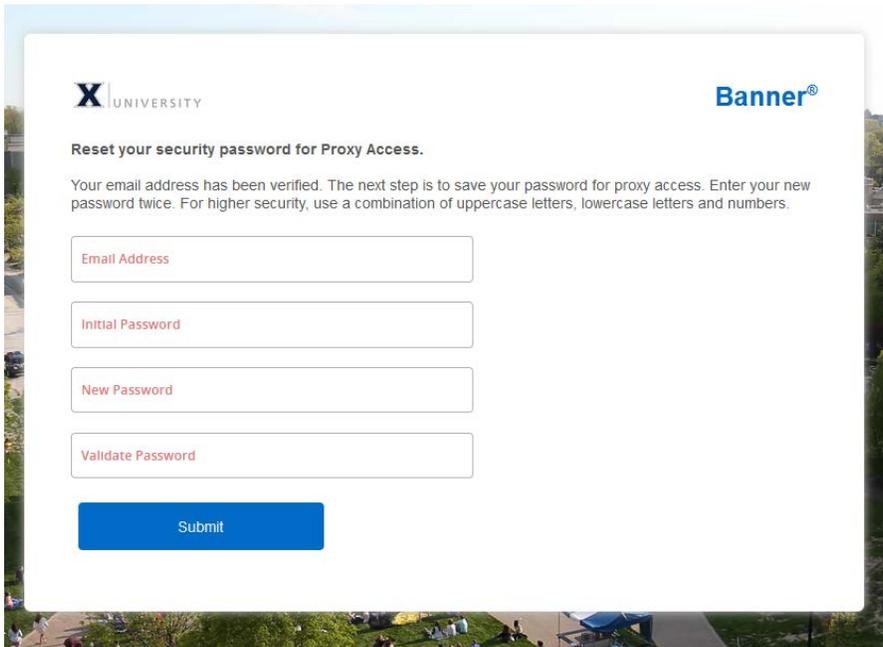
Enter your Initial Password, then click Submit to continue.

 Initial Password

An email you received contained a URL (which you have used to get here), and a separate email contained an initial password. These are used together to verify that you are an intended recipient. You will also use the password for the Initial Password on the following page when establishing your new password.

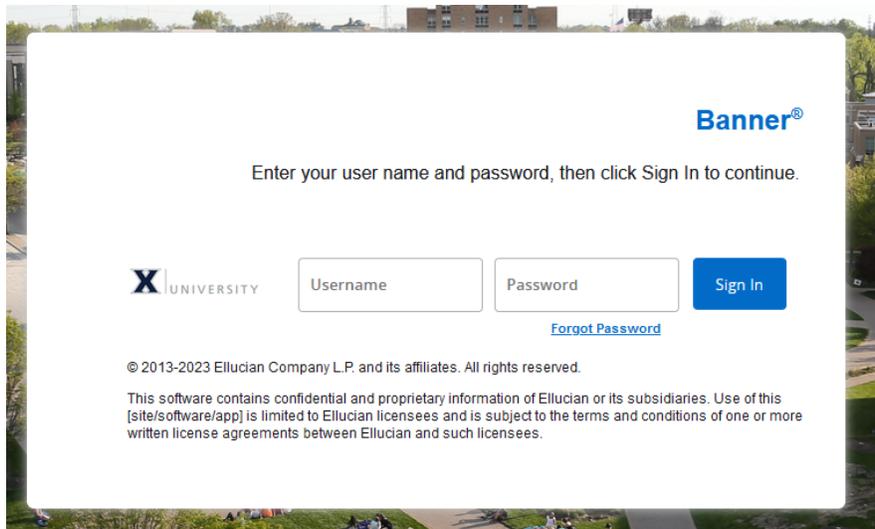
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This software contains confidential and proprietary information of Ellucian or its subsidiaries. Use of this [site/software/app] is limited to Ellucian licensees and is subject to the terms and conditions of one or more written license agreements between Ellucian and such licensees.

**3. You will be immediately prompted to reset your password and create an account.**



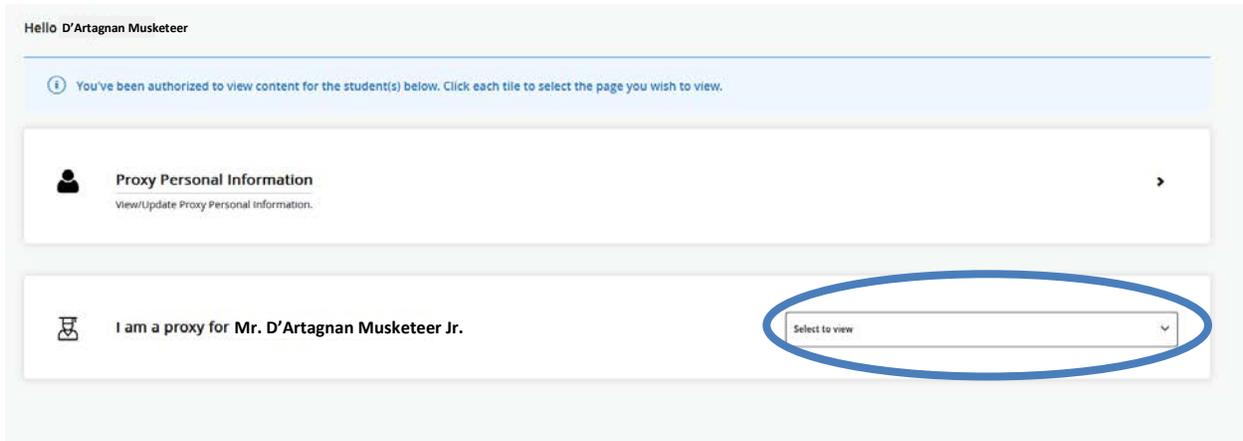
The screenshot shows a web form for resetting a security password for Proxy Access. At the top left is the X UNIVERSITY logo, and at the top right is the Banner® logo. The main heading is "Reset your security password for Proxy Access." Below this, a message states: "Your email address has been verified. The next step is to save your password for proxy access. Enter your new password twice. For higher security, use a combination of uppercase letters, lowercase letters and numbers." The form contains four input fields: "Email Address", "Initial Password", "New Password", and "Validate Password". A blue "Submit" button is located at the bottom of the form.

**4. Once your account is created you can log in to Proxy Banner.**



The screenshot shows the Banner login page. At the top right is the Banner® logo. The main heading is "Enter your user name and password, then click Sign In to continue." Below this, there is the X UNIVERSITY logo on the left. To its right are two input fields: "Username" and "Password". A blue "Sign In" button is positioned to the right of the Password field. Below the input fields is a blue link labeled "Forgot Password". At the bottom of the page, there is a copyright notice: "© 2013-2023 Ellucian Company L.P. and its affiliates. All rights reserved." and a disclaimer: "This software contains confidential and proprietary information of Ellucian or its subsidiaries. Use of this [site/software/app] is limited to Ellucian licensees and is subject to the terms and conditions of one or more written license agreements between Ellucian and such licensees."

**5. Your student will assign permissions to your account; these can be accessed through the drop-down menu.**



**6. When your student adds you as a Proxy they can assign you a passphrase. This passphrase will be used to confirm your identity over the phone or in person in order to discuss your student's record. You will receive an email containing the passphrase once it is created.**

To: D'Artagnan Musketeer

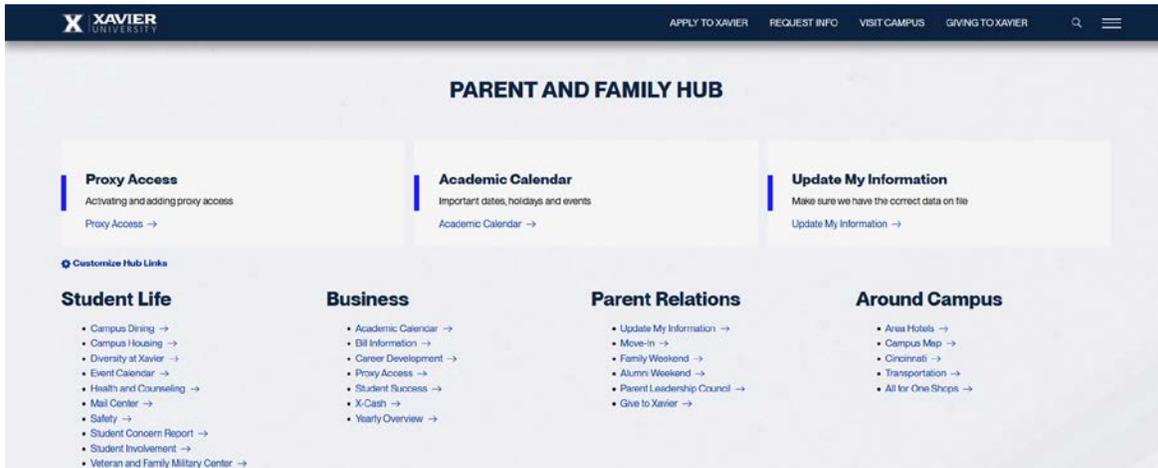
A new passphrase was created for you by your Xavier student: D'Artagnan Musketeer Jr. This passphrase is used to verify your identity when calling the offices of Bursar, Financial Aid, and/or Registrar to have conversations about your student's information.

The following is your passphrase: All for one and one for all | This passphrase permits access only to information pre-authorized by your student.

Thank you,

Office of the Registrar  
Xavier University  
3800 Victory Parkway  
Cincinnati, OH 45207

7. After the initial setup, Proxy access website can be found in the Parent and Family Hub on Xavier University's website: <https://www.xavier.edu/family-hub/>



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