

Accepting Proxy Access in Proxy Management

The intended proxy must take the following steps to accept access authorized by a student:

1. Receive an email titled "Proxy Access Authorization," sent from proxy.access@yale.edu, and click on the Web link sent in the email.

To: Example Proxy (example.proxy@yale.edu)

Example Student has given you Proxy Access to Yale University's Student Information System (SIS).

Click or paste the following link into your browser to begin Proxy Access activation:

https://www7.sis.yale.edu:4445/pls/ban2/bwgkpxya.P_PA_Action?p_token=QUFBMTJUQUJPQUFBMEVuQC ←

The Action Password is: RR7F8T

When you first log in, you will be asked to establish a new PIN. We also ask that you fill in your profile information completely and confirm that it is up-to-date.

More information on Proxy Access can be found at: sfas.yale.edu/proxy

Yale University
Student Financial and Administrative Services

2. Enter the "Action Password" given in the Proxy Access Authorization email.

Yale Student Information System Sign Out

Browse

Find a page...

Home > Verify Proxy Access Action Password

Enter the Action Password you received via email. You will also use this Action Password as the "Old PIN" on the following page.

* - indicates a required field.

Action Password*

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3. Enter the following: email address, the "Action Password" as the "Old PIN," and a new PIN (twice to validate). When finished click "Save."

Reset PIN

Home

Enter your new PIN twice. A PIN can be a combination of uppercase letters, lowercase letters and numbers.

Welcome to the Banner Web proxy access system. Your e-mail address has been verified. The next step is to save your security PIN for proxy access.

* - indicates a required field.

Minimum PIN length: 6 Maximum PIN length: 15.

Enter e-mail address*

Enter Old PIN* ← Use Action Password

Enter New PIN*

Validate PIN*

4. Review profile information and enter a birthdate. When finished click "Save."

Proxy Access Home

Select a tab to see a list of links authorized by that student. A new browser window will open when you click the link to an authorized page.

Profile **Example Student**

Required data missing : Birthdate

Proxy Profile

Please keep your proxy information up-to-date. [Click here to change your PIN](#)

* - indicates a required field.

First Name *

Last Name *

Home E-mail E Mail Address *

Birthdate (MM/DD/YYYY) *

Viewing Student Information as a Proxy

To view student information after accepting proxy access, click the tab that lists the student's name, then click the link to the information. A new window will open.

Proxy Access Home

The screenshot shows the 'Proxy Access Home' interface. At the top, there is a message: 'Select a tab to see a list of links authorized by that student. A new browser window will open when you click the link to an authorized page.' Below this is a green checkmark and the text 'Changes have been saved.' There are two tabs: 'Profile' and 'Example Student'. The 'Example Student' tab is selected. Underneath the tabs is a section titled 'Proxy Authorizations'. Below this section is a message: 'Click the links below to access your student's information.' There is a link labeled 'Proxy Access to Select Student Information for Example Student'. Underneath this link is a sub-link labeled 'View Term Grades', which is circled in green.

Close the window when finished.