

## 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 "New proxy confirmation" with the initial password

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

**If this is your first time establishing proxy access**, please use Q4Q9YHA1 as the initial password when you access the URL.

\*\*\*IF YOU RECENTLY CHANGED THE EMAIL ADDRESS ASSOCIATED WITH YOUR PROXY ACCOUNT, please disregard this message and use your EXISTING password to log in with your new email.\*\*\*

A separate email contains a link to the proxy access URL.

If you feel you have received this message in error, please [Contact Us](#).

2. Receive an email titled "New proxy identity" and click on the link included in the email

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

Example Student has added [example.proxy@yale.edu](mailto:example.proxy@yale.edu) 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://test.studentsystems.yale.edu/StudentSelfService/ssb/proxy/proxyAction?p\\_token=QUFBWE1iQUF0QUFDeVo1QUFM](https://test.studentsystems.yale.edu/StudentSelfService/ssb/proxy/proxyAction?p_token=QUFBWE1iQUF0QUFDeVo1QUFM)


NOTE: This URL can only be used once and is active for a limited time. An initial password will be sent to you in a separate email.

If you feel you have received this message in error, please [Contact Us](#).

3. Enter the password provided in the email





Enter your Initial Password, then click Submit to continue.



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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4. Enter the following: email address, the initial password provided in email, and a new password (twice to validate). Press Submit.




Reset your security password for Proxy Access.

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.

5. Enter your email address as the username, and enter your new password



Enter your user name and password, then click Sign In to continue.



[Forgot Password](#)

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6. Review profile information and enter your birthdate. When finished, click “Submit”.

Proxy Personal Information [Click here to change your password.](#)

Please keep your Banner Web proxy information up-to-date.

Personal Details \* - indicates a required field.

First Name\*  Last Name\*

Contact \* - indicates a required field.

Home E-Mail Address\*

Other Info \* - indicates a required field.

Birth Date\*


7. Click the link to the information; a new window will open. Close the window when finished.


**Yale** ⚙️ 👤 DE

Home

Hello Example Proxy,

🔔 You've been authorized to view content for the student(s) below. Click each tile to select the page you wish to view.

 **Proxy Personal Information** ➔  
View/Update Proxy Personal Information.

 I am a proxy for **Example Student**

Select to view ⌵

- Access Yale Pay
- Term Grades
- Holds