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)

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)

Example Student has added 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=QUFBWE1iQUF0QUFDDeVo1QUFM

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

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

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

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

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