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 <u>Contact Us</u>.

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 <u>example.proxy@yale.edu</u> as a proxy in their school's Banner Web Proxy Access system.

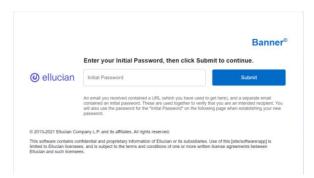
The Proxy Access pages are available using the school's Banner Web or through a proxy access login at the following URL:

https://test.studentsystems.yale.edu/StudentSelfService/ssb/proxy/proxyAction?p_token=QUFBWE 1iQUF0QUFDeVo1QUFM

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 <u>Contact Us</u>.

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.

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Reset your security password for Proxy Access.	
Your email address has been verified. The next step is to save your password twice. For higher security, use a combination of uppercase	password for proxy access. Enter your new letters, lowercase letters and numbers.
Email Address	
Initial Password	
New Password	
Validate Password	
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".

Personal Details		* - indicates a require
First Name*	Last Name*	
Example	Proxy	
Contact		* - indicates a require
Home E-Mail Address*		
example.proxy@yale.edu		
Other Info		* - indicates a require
Birth Date*		
Birth Date		

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

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Hello Example Proxy,	
() You've been authorized to view content for the student(s) below. Click each tile to select the p	age you wish to view.
Proxy Personal Information View/Update Proxy Personal Information.	>
甚 I am a proxy for Example Student	Select to view
	Access Yale Pay
	Term Grades
	Holds