Accepting Proxy Access in Proxy Management

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

1. Receive an email titled "New proxy confirmation" with the initial password

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To: Proxy Email address (proxyemail@gmail.com)

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 forward to proxy.access@yale.edu

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

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To: Proxy Email address (proxyemail@gmail.com)

John Smith has added proxyemail@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://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 forward to proxy.access@yale.edu

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3. Enter the password provided in the email

Enter your Initial Password, then click Submit to continue.

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Initial Password | **Submit**

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.

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 for proxy access. Enter your new password twice. For higher security, use a combination of uppercase 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

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

Yale University | Username | Password | **Sign In**

Forgot 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.