

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

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

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

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=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 forward to proxy.access@yale.edu

3. Enter the password provided in the email

Yale University

Enter your Initial Password, then click Submit to continue.

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.

Yale University

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

[Forgot Password](#)

[Sign In](#)

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

The screenshot shows a web form titled "Proxy Personal Information" with a "Submit" button at the bottom. The form is divided into three sections: "Personal Details", "Contact", and "Other Info". Each section has a red asterisk indicating required fields. The "Personal Details" section contains "First Name*" and "Last Name*" fields. The "Contact" section contains a "Home E-Mail Address*" field. The "Other Info" section contains a "Birth Date*" field with a calendar icon. A blue "Submit" button is located at the bottom center. A link "Click here to change your password." is in the top right corner. A message "Please keep your Banner Web proxy information up-to-date." is at the top left.

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

The screenshot shows the Yale Home dashboard. At the top, there is a dark blue header with the Yale logo, a settings gear, a user icon, and the text "DE". Below the header, the word "Home" is displayed. A message says "Hello Example Proxy,". A blue notification bar contains an information icon and the text "You've been authorized to view content for the student(s) below. Click each tile to select the page you wish to view." Below this, there are two main tiles. The first tile is titled "Proxy Personal Information" with a person icon and a right-pointing arrow. Below the title is the text "View/Update Proxy Personal Information." The second tile is titled "I am a proxy for Example Student" with a graduation cap icon. To the right of this tile is a dropdown menu titled "Select to view" with an upward-pointing arrow. The dropdown menu is open, showing three options: "Access Yale Pay" (highlighted in blue), "Term Grades", and "Holds".