

# Banner Web Proxy

## Parent Setup Instructions

### Overview

Banner Web Proxy is a feature that allows students to grant their parents/legal guardians online access to certain academic, financial aid, and student account information.

In accordance with FERPA (Family Educational Rights and Privacy Act), only the student can designate someone as a proxy and he/she determines what information the proxy can see. Therefore, your student must authorize you, the parent, as the proxy. If a parent has more than one student enrolled at Wheaton, each student must authorize the parent as a proxy to his/her own record. NOTE: The parent must have a valid email address to have proxy access.

### Proxy Account Setup

In order to complete the proxy setup process, the parent must login and reset his/her PIN. Please follow these steps to do so.

1. Once your student authorizes you for a Banner Web Proxy account, two emails will be sent to the email address that the student used for you in his/her setup. The first alerts you of the established proxy access. The second provides authentication information and a link to these instructions.
2. To begin, open the authentication email, then copy and paste the URL from the authentication email into a web browser. Then, press the **Enter** key. This will display a page titled *Reset PIN* (figure 1).

**Wheaton College Banner Self-Service** (aka BannerWeb)

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### Reset PIN

Enter your new PIN twice. A PIN must be at least 8 characters and contain numbers and letters. For higher security, use a combination of uppercase letters, lowercase letters and numbers.

✓ Welcome to the Banner Web proxy access system. Your e-mail address has been verified. The next step is to save your security PIN for proxy access.

\* - indicates a required field.

Minimum PIN length: 6 Maximum PIN length: 15.

Enter e-mail address\*

Enter Old PIN\*

Enter New PIN\*

Validate PIN\*

Figure 1

**NOTE:** The URL from the authentication email may only be used once. If you accidentally close your browser or it has some other malfunction before completing the process, the student will need to request a PIN reset on your behalf. This will generate another email and URL.

- In the necessary fields, enter the same email address that the student provided for you (also provided in the authentication email). Then, enter the temporary PIN provided by the authentication email into the field labeled *Old PIN*.
- In the *New PIN* field, you may create and enter a new PIN. The PIN must be at least eight characters and contain a combination of upper and lower case letters and numbers, but no special characters.
- Please confirm the new PIN again in the *Validate PIN* field. Click **Save**. A filled in example can be seen in figure 2.

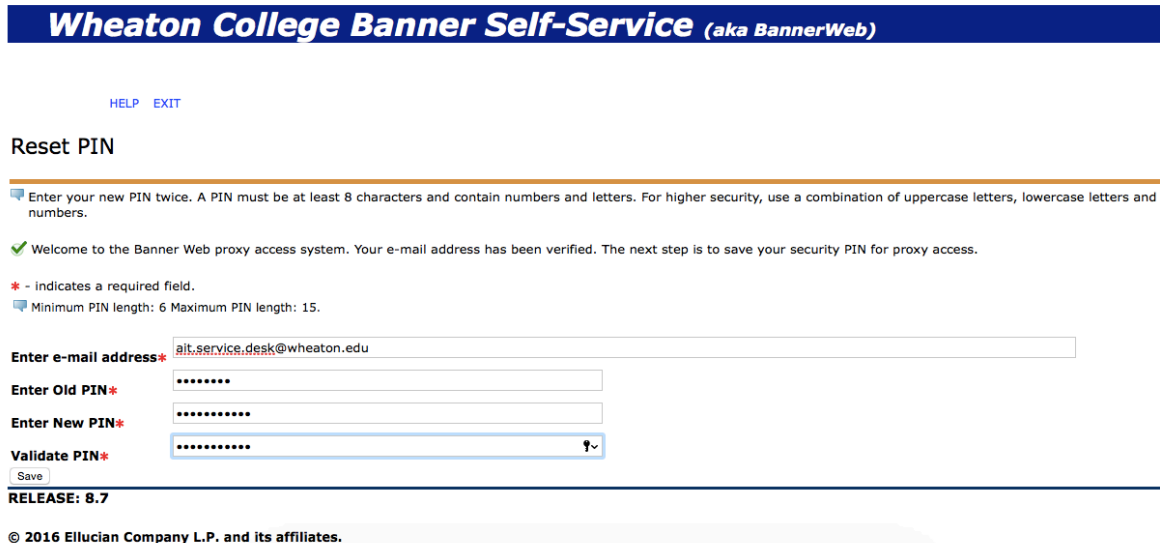


Figure 2

- After creating a new PIN, the page will automatically redirect to the Banner Web Proxy Access home page.

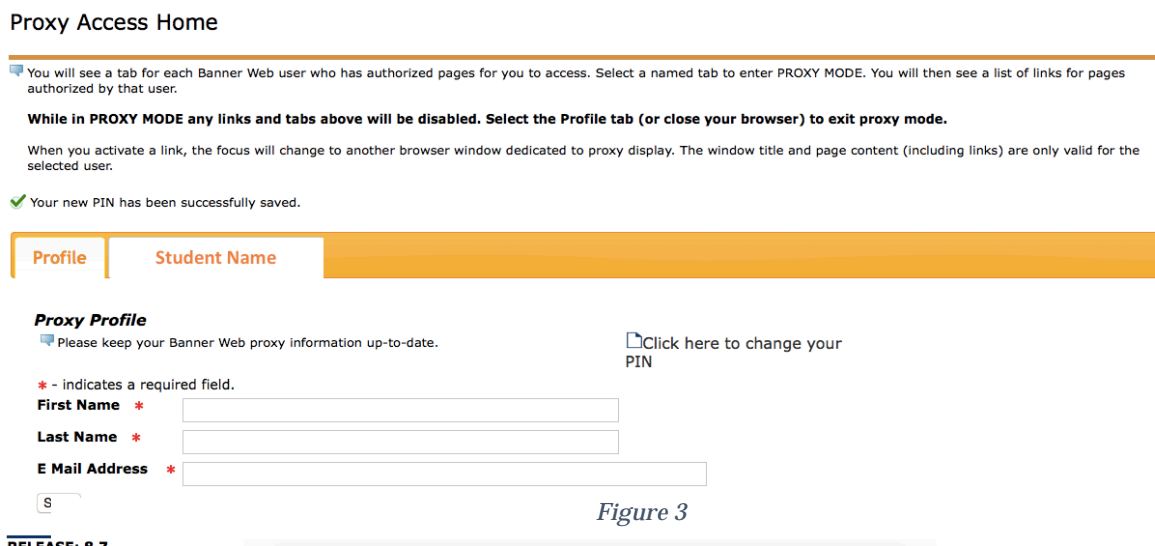


Figure 3

- The **Profile** tab contains fields for your first and last name. If you would like to update your email address, you may enter it into the proper field and click **Save**. Additionally, if you wish to change your PIN at a later date, you may click the link that reads “Click here to change your PIN.” An email will be sent with instructions to reset their PIN.

8. The second tab, titled with the student's name, contains the information to which he/she has given you access. If there is more than one student for an authorized proxy, each student will have a named tab on the page. However, each student will have to provide access to the parent to be available.

In figure 4, the student has provided the parent with access to all available information.

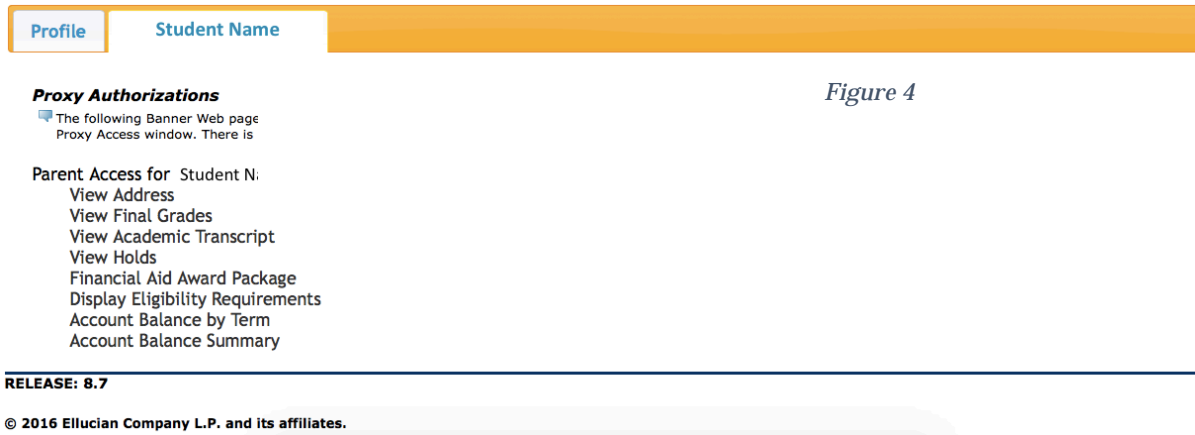


Figure 4

9. Each item under the **Student** tab is a link and may be clicked to open the **view only** version of the information.

**NOTE:** With proxy access, you cannot make any changes to the information. If you try to make any changes, proxy will redirect you to a page that requires the student's credentials.

10. Before leaving the Banner Web Proxy home page, you may want to save the page in your web browser as a favorite. You will need to use it to access the site again.

## Need help?

If you have questions regarding which information pieces you have been given permission to view, please talk with your student. If you have questions regarding the Banner Web Proxy Access system, please contact Academic and Institutional Technology at [ait.service.desk@wheaton.edu](mailto:ait.service.desk@wheaton.edu) or 630-752-4357 (HELP).