

## Banner Web Proxy Student Instructions

### Introduction

Banner Web Proxy provides online access to your academic information for your parents. Proxy places you, the student, in control of the entire process and allows you to authorize anyone with a valid e-mail address online access to your chosen academic and/or financial aid information.

### \*\*\*FERPA Notice\*\*\*

You, the student, control who is designated as a proxy and what information the individual can see. Granting proxy privileges to an individual will not be interpreted by Wheaton College as providing a FERPA release allowing the College to share additional private student information. If you wish to grant permission to the College to share private information with an individual, such as a parent, a signed FERPA release must be on file in the Registrar's Office.

### Creating a proxy

To provide an individual electronic access to your academic information, you must first create a proxy account.

1. Log into the Wheaton portal.
2. Select Banner Self-Service.
3. Click on the "Proxy Access Menu" link.
4. Click on the "Proxy Management " link.
5. Click on the "Add Proxy" link.
6. Create a new relationship by filling in the requested information.
7. Click the "Expand [Proxy Name] link. On the Proxy Profile tab, select the relationship from the dropdown tab. You may also include a specific description of the individual for future reference. The Start and Stop Dates will populate automatically. The Profile tab must be completed before you go to the next step.
8. Click the "Authorization" tab and select the information you wish to allow the proxy to view by clicking on the boxes of the access you wish to grant. The options are:
  - Address
  - Final Grades
  - Academic Transcript
  - Holds
  - Financial Aid Award Package
  - Display Eligibility Requirements (for Financial Aid)
9. You have completed the necessary steps to create a proxy account for your parent or guardian.

### What happens next?

Your proxy will receive an e-mail notifying him/her that the account has been created. The e-mail will provide the proxy with a username (his/her e-mail address) and a temporary PIN. A link will be provided for the proxy to complete the registration/authentication process and reset the temporary PIN. After completing the authentication process, your proxy will be able to log on and view the information which you authorized.

Questions regarding the Banner Web Proxy Access system may be directed to AIT@wheaton.edu or by calling the Academic and Institutional Resources Help Line at 630-752-4357.