

Proxy Access- For Proxy

1. Once a student sets up proxy access, the proxy will immediately receive three emails to the email address provided by the student. The proxy will then follow the directions in the email with the subject: “New Proxy Identity-- READ THIS FIRST”

New proxy confirmation--READ THIS SECOND	Tue 2:17 ...
Proxy Access Request--READ THIS THIRD	Tue 2:17 ...
New proxy identity-- READ THIS FIRST	Tue 2:17 ...

2. This email provides the proxy with a link enabling them to log into the system for the first time.

_____ has added _____ as a proxy with the Indiana State University Proxy Access system. The Proxy Access pages are available using the following link:
https://clnt-bansvc.indstate.edu/StudentSelfService/ssb/proxy/proxyAction?p_token=QUFBbG5lQUE4QUFBdnM4QUFR

NOTE: This link can only be used once and is active for a limited time. An initial password will be sent to you in a subsequent email. If you feel you have received this message in error, please forward to isu-orr@mail.indstate.edu

3. Once the proxy clicks on the web link, they are taken to this page to enter their initial password:
 - This initial password can be found in the email with the subject: “New proxy confirmation—READ THIS SECOND”

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Enter your Initial Password, then click Submit to continue.

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.

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4. Next, you will be asked to create a new password. The first field will auto populate the email address used on the previous page, the second field is the initial password found in the email entitled, "READ THIS SECOND", the third and fourth fields are a password created by the proxy for all subsequent logins.

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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.

5. You are then brought to the login page for subsequent proxy logins. You can bookmark this page or save the email with the subject: "Proxy Access Request—READ THIS THIRD" this link is available in that email as well.

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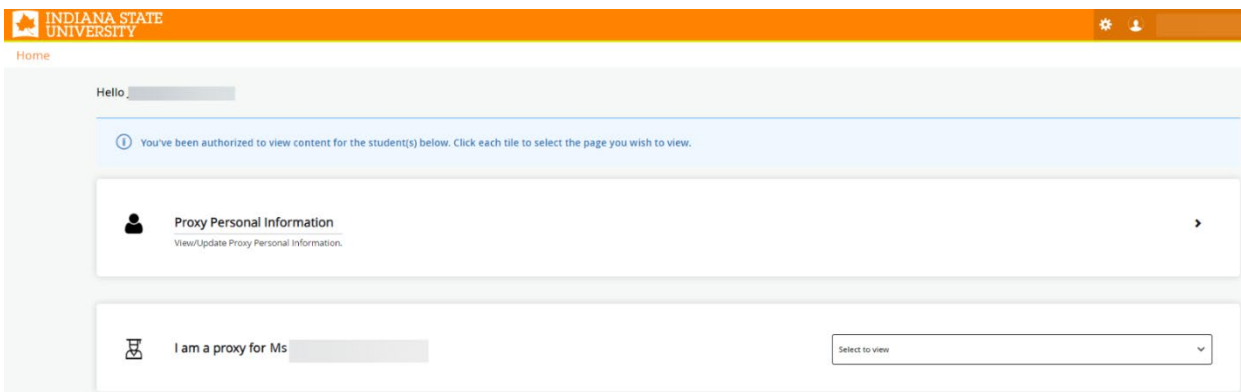
Enter your user name and password, then click Sign In to continue.



[Forgot Password](#)

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6. **Once logged in you will see:**

7. **To review the pages the student has authorized for you, select the dropdown 'Select to view.'**

Frequently Asked Questions

For Proxy

- **What is FERPA?**

FERPA stands for the Family Educational Rights and Privacy Act of 1974. Also known as the Buckley Amendment. This protects the privacy of a student's educational records. FERPA applies to all educational agencies or institutions that receive funds under any program administered by the Secretary of Education. This law is enforced by the Family Policy Compliance Office (FPCO) of the U.S. Department of Education, Washington DC. FERPA is applicable to both K-12 and higher education. The Family Compliance Office is responsible for both levels of education. The main difference in FERPA between these two levels is that the rights ascribed to the "student" at the higher education level are given to the parents at the K-12 level. FERPA rights are granted to parents until their son/daughter reaches the age of 18 or begins attending an institution of higher education regardless of age.

- **What is a passphrase?**

A passphrase is a unique code word or phrase that is assigned by a student to each proxy they set up. The passphrase is required when a proxy attempts to obtain information about their student. University administrators will need to confirm the passphrase prior to releasing authorized information about the student. This is done to protect the FERPA rights of the student.

- **I deleted my "New Proxy Identity" email. How do I log in?**

If you have logged in previously: www.indstate.edu/proxyaccess

If you have never logged in your student will need to log in to their MyISU Portal account and click on the Proxy Access tab, next click Proxy Management, select appropriate proxy, click on the Communications Tab and resend the 'Proxy Access Account Info' email.

- **I am a proxy, and I don't know the passphrase.**

Your student will need to log in to their MyISU Portal account and click on the Proxy Access tab, next click Proxy Management, select appropriate proxy, click on Email Passphrase. This will email the passphrase directly to the appropriate proxy.

- **How do I change the email I use to log into Proxy Access?**

On the Proxy Access profile page, update the email address and click save. The system will then send two email messages. The first email is sent to the old email address to indicate that a request for a change from this address has occurred. The second email is sent to the new email address indicating that a change to this address was initiated.

- **Can one email address be used for multiple proxies?**

No, each proxy must have a unique email address.

- **Can an e-mail address be assigned as a proxy for multiple students?**

Absolutely. Proxies are identified by e-mail address, and that address can be assigned as a proxy for multiple students. This is particularly useful in the case of siblings both attending Indiana State.

- **When a proxy is given access to multiple students, can the access granted be different for each student?**

Yes. Each student who grants proxy access to an e-mail address has complete control over the access for their account, including start and stop dates and permission levels.

- **Can I use Proxy Access to pay my students bill?**

You will be given the link to the ISU student account suite, please remember this requires separate access that your student grants.

- **I cannot see some of my student's information.**

The student is in control of what pages are authorized for you to view. Ask your student to email you the list of authorizations set up for you. If you are expecting to see something else, you need to discuss your need with your student.