

Banner Web



COVENANT
COLLEGE

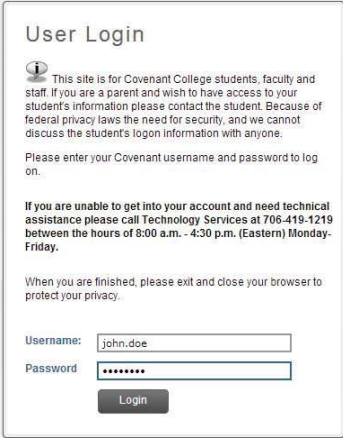
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Adding a Proxy on Banner

Purpose: A Banner proxy is another user, selected by you, that can view some of your account information. Often, students add a parent or guardian as a proxy so that their tuition bills or grades can be viewed remotely. At the end of the process, you'll be able to select the account permissions that your proxy receives, choosing which information they can view.

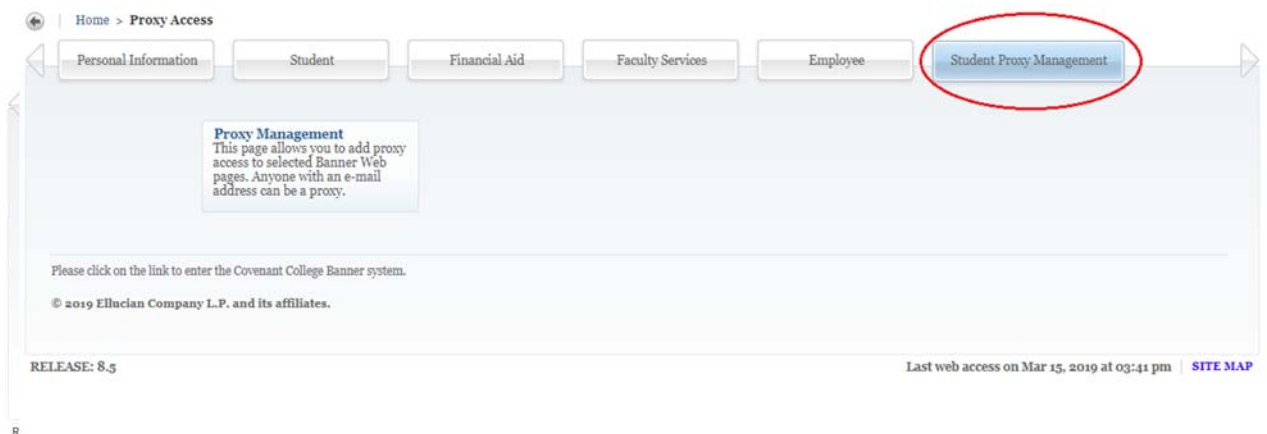
1. Make sure your proxy is available to give assistance.
2. Login to Banner

Home



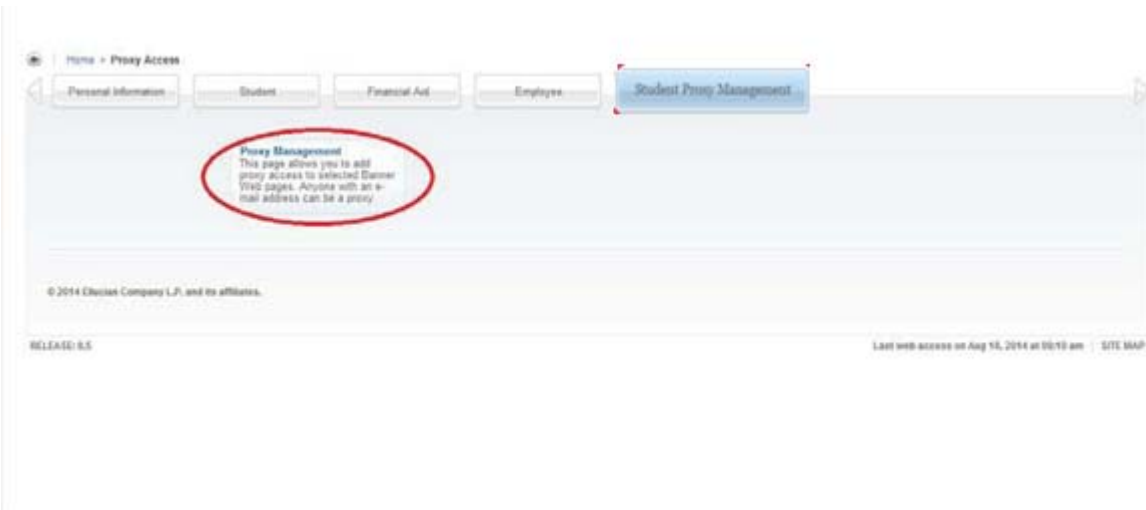
The image shows a 'User Login' form on a web page. The form is titled 'User Login' and contains the following text: 'This site is for Covenant College students, faculty and staff. If you are a parent and wish to have access to your student's information please contact the student. Because of federal privacy laws the need for security, and we cannot discuss the student's login information with anyone. Please enter your Covenant username and password to log on. If you are unable to get into your account and need technical assistance please call Technology Services at 708-419-1219 between the hours of 8:00 a.m. - 4:30 p.m. (Eastern) Monday-Friday. When you are finished, please exit and close your browser to protect your privacy.' Below the text are two input fields: 'Username:' with the value 'john.doe' and 'Password:' with a masked password '*****'. A 'Login' button is located below the password field.

3. Click on the "Student Proxy Management" tab



The image shows a navigation menu for the Banner system. The menu items are: Personal Information, Student, Financial Aid, Faculty Services, Employee, and Student Proxy Management. The 'Student Proxy Management' tab is highlighted with a red circle. Below the menu is a 'Proxy Management' section with the following text: 'This page allows you to add proxy access to selected Banner Web pages. Anyone with an e-mail address can be a proxy. Please click on the link to enter the Covenant College Banner system. © 2019 Ellucian Company L.P. and its affiliates. RELEASE: 8.5 Last web access on Mar 15, 2019 at 03:41 pm | SITE MAP'.

4. Click “Proxy Management”



5. Click “Add Proxy”

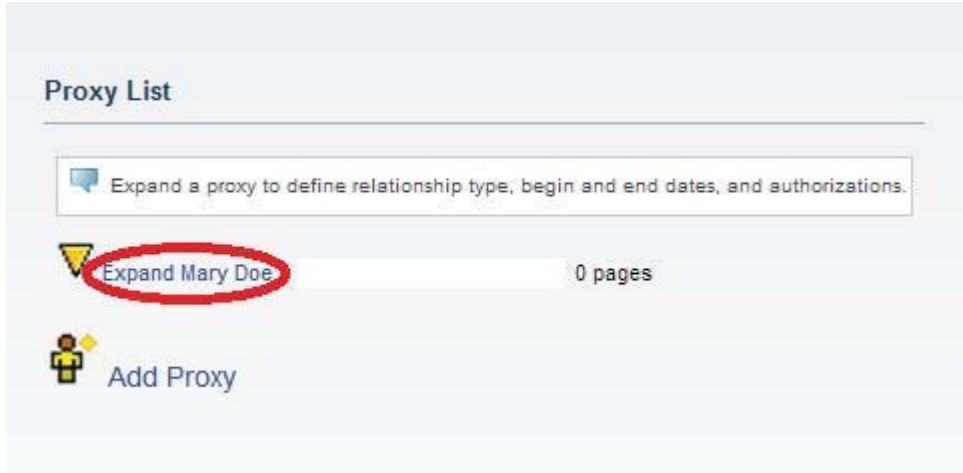


6. Enter your proxy's name (first and last) and email, and click “Add Proxy”

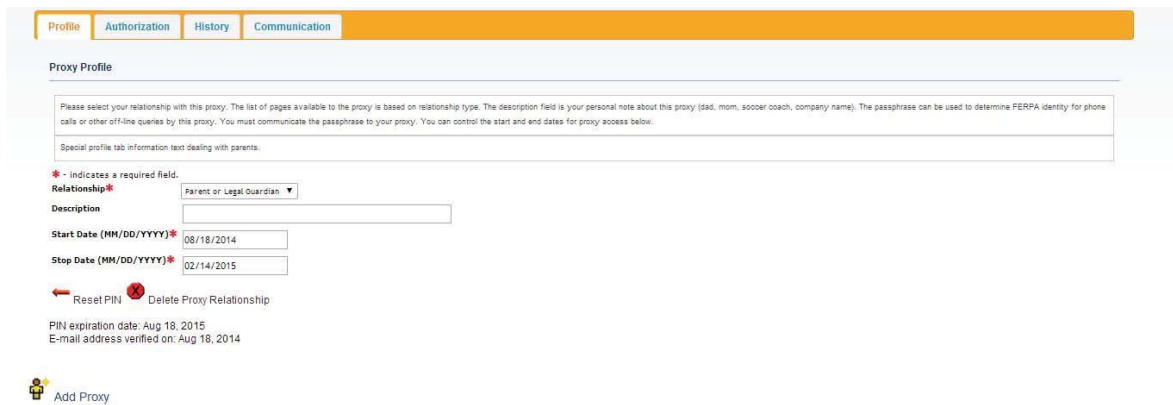
A screenshot of the 'Add a Proxy' form. The form title is 'Add a Proxy'. Below the title is a text box with the instruction: 'Add a new proxy using the form below. Then edit their profile and authorization settings to enable appropriate access.' Below this is a legend: '* - indicates a required field.' The form contains four input fields: 'First Name*' with the value 'Mary', 'Last Name*' with the value 'Doe', 'E-mail Address*' with the value 'mary.doe@email.com', and 'Verify E-mail Address*' with the value 'mary.doe@email.com'. A red circle highlights the 'Add Proxy' button at the bottom of the form.

7. Wait for your proxy to confirm by following the link in their email. Have your proxy complete steps 1-5 of “How do I act as a proxy on my student's account?”

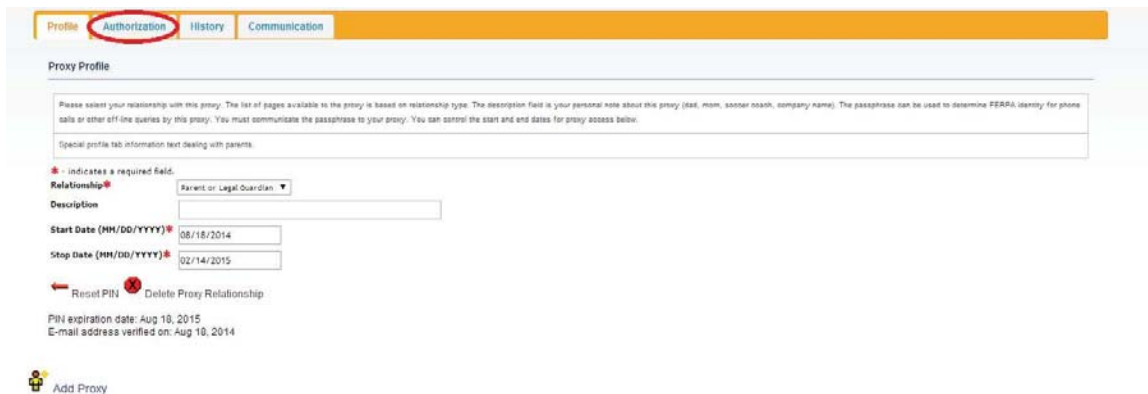
8. Next to your proxy's name, click “Expand”



9. Choose the relationship type, such as parent, and confirm or adjust the amount of time your proxy will be given access.



10. Click the “Authorization” tab




11. Choose what aspects of your account your proxy should have access to.

Profile Authorization History Communication

Page Authorization

Select the information pages your proxy should be able to access. Once authorized, your proxy will be able to view and/or update these pages when they log in.

Special authorization tab information text dealing with parents.

 E-mail Authorizations

- Employee Information Check to Select or Deselect ALL items below.
 - View/Print W2
 - View PayStub
 - View Benefit Statement
- Financial Aid Information Check to Select or Deselect ALL items below.
 - View Status
 - View Requirements
 - View Academic Progress
 - View Requirement Messages
 - View Award Messages
 - View Award History
 - View Award Package
 - View Loan Application History
 - View Cost of Attendance
- Personal Information Check to Select or Deselect ALL items below.
 - View Address and Phone
 - View Email Address
 - View Emergency Contacts
- Student Information Check to Select or Deselect ALL items below.
 - View General Student Record
 - View Academic Holds

12. You may add another proxy at any time by clicking the “Add Proxy” button.