

Proxy Management (Parent)-Initial Log In

- I. Click on the link received in the initial email (**SUBJECT: New proxy identity**)
 - A. PIN/Password received in this email is **REQUIRED** for the initial setup and access
- II. Enter the PIN/Password received in the “Action Password” Field, then click “Submit”



The e-mail you received contained an Action Link (which you have used to get here) and an Action Password used to verify that you are the intended recipient. You will also use this value as the “Old PIN” on the following page when establishing your new PIN.

* - indicates a required field.

Action Password*

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- III. Enter your email address
 - A. This is the email used to identify you as a Proxy.
- IV. Enter the “PIN/Password” (provided in the initial email) in the Old PIN field
- V. Enter your NEW PIN in the “Enter New PIN” field and Reenter your NEW PIN in the “Validate PIN” field
 - A. Click “Save”



Enter your new PIN twice. A PIN can be a number, password or passphrase. For higher security, use a combination of uppercase letters, lowercase letters and numbers.

✓ Welcome to the Parent Portal Management system. Your e-mail address has been verified.

* - indicates a required field.

Minimum PIN length: 6 Maximum PIN length: 15.

Enter e-mail address*

Enter Old PIN*

Enter New PIN*

Validate PIN*

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VI. Profile

- A. Complete all of the required fields (indicated with *)
- B. Click Save

1. Once the Profile is successfully saved, you will receive an email confirmation with the information entered.

a. **SUBJECT: Send updated proxy profile data**

While in PROXY MODE any links and tabs above will be disabled. Select the Profile tab (or close your browser) to exit proxy mode.

When you activate a link, the focus will change to another browser window dedicated to proxy display. The window title and page content (including links) are only valid for the selected user.

✔ Your new PIN has been successfully saved.

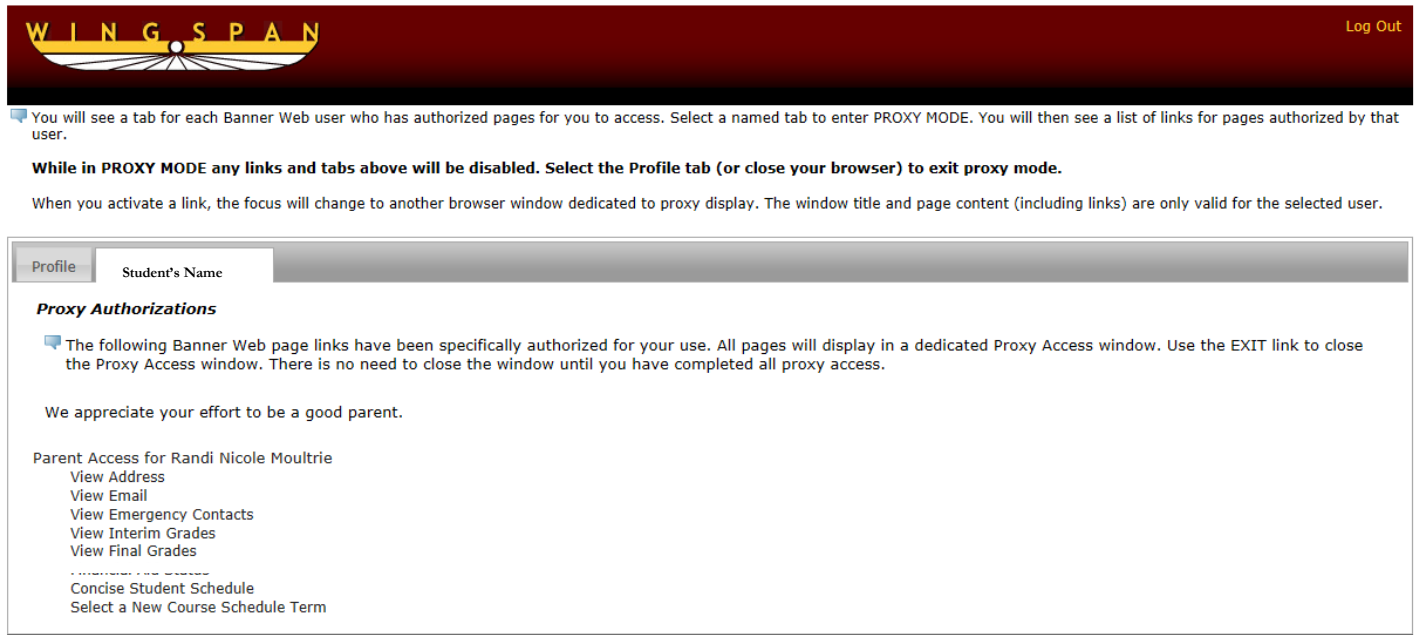
The screenshot shows a web browser window with a tab titled 'Student's Name'. The page content is titled 'Proxy Profile'. At the top, there is a message: 'Please keep your Banner Web proxy information up-to-date.' and a link: 'Click here to change your PIN'. Below this, a legend states: '* - indicates a required field.' The form contains the following fields: Salutation, First Name *, Middle Name, Last Name *, Name Suffix, Nickname, E Mail Address *, Permanent Phone Area Code, Permanent Phone Number, Permanent Phone Extension, Mailing Address Line 1 *, Mailing Address Line 2, Mailing Address Line 3, City *, State *, Zipcode *, Nation *, Gender, Birthdate (MM/DD/YYYY), and SSN/SIN/TIN. A 'Save' button is located at the bottom left of the form.

VII. Click on the [Student's Name] Tab

- A. A list of records which you have been granted access by the student will display. Click on each link to see the record.
 - 1. View Addresses
 - 2. View Email
 - 3. View Emergency contacts
 - 4. View Interim Grades
 - a. Click "Submit"
 - i. Interim Grades will appear in October for the Fall semester and in either late February or early March for the Spring semester
 - 5. View Final Grades
 - a. Click "Submit"
 - i. Final Grades will appear in Late December for the Fall semester and early May for the Spring Semester

6. Concise Student Schedule

- a. Displays the student schedule which contains courses, meeting days, times, etc.



The screenshot shows the Banner Web Parent Portal interface. At the top, there is a dark red header with the 'WINGSPAN' logo on the left and a 'Log Out' link on the right. Below the header, a message states: 'You will see a tab for each Banner Web user who has authorized pages for you to access. Select a named tab to enter PROXY MODE. You will then see a list of links for pages authorized by that user.' A bold instruction follows: 'While in PROXY MODE any links and tabs above will be disabled. Select the Profile tab (or close your browser) to exit proxy mode.' Below this, it says: 'When you activate a link, the focus will change to another browser window dedicated to proxy display. The window title and page content (including links) are only valid for the selected user.'

The main content area is titled 'Profile' and shows 'Student's Name' in a dropdown menu. Underneath, the 'Proxy Authorizations' section contains a message: 'The following Banner Web page links have been specifically authorized for your use. All pages will display in a dedicated Proxy Access window. Use the EXIT link to close the Proxy Access window. There is no need to close the window until you have completed all proxy access.' Below this, it says 'We appreciate your effort to be a good parent.' A list of authorized links is shown under the heading 'Parent Access for Randi Nicole Moultrie':

- View Address
- View Email
- View Emergency Contacts
- View Interim Grades
- View Final Grades
- View Student Schedule
- Concise Student Schedule
- Select a New Course Schedule Term

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Things to Remember:

- Only the student can grant access to the Parent Portal
- At any time, the student can disable access to the Parent Portal
- All records may not be available to you as the student can grant access to specific records
- Once you have completed the initial set up, you can log in using your updated credentials:
https://ssb.winthrop.edu/prod/bwgkprxy.P_ProxyLogin
- If you forget your password, click on "Forgot Password" and instructions will be sent to your email address