Georgia Gwinnett College
Self-Service Banner 9
Proxy (Guest) Access
# Adding Proxy (Guest) Access in Self-Service Banner 9

| Introduction | • Banner Proxy Access allows students to give others access to view student information. For example, a student could define parents, potential employers, advisors, or coaches as proxies. They can grant proxies access to information like the student's schedule, midterm and final grades, and financial aid awards.  
• GGC has determined the initial list of Self-Service pages a proxy type can access. A student can then limit the information the proxy can view by authorizing which of the pages the proxy can access.  
• A student must have access to Grizzly Den Within Banner (Self-Service Banner), using their GGC credentials to grant proxy privileges to someone else. A proxy uses the email the student identified when setting up the proxy to log in and access pages. |
| Proxy Access Conditions | A proxy must meet certain conditions to access the Banner Self-Service pages authorized by the student.  
**A guest (proxy) must meet the following conditions:**  
• The relationship between the person and the proxy is between the defined start and stop dates.  
• The student has authorized at least one page for the proxy to view. |
I. Creating a Proxy (Guest)

1. Select the “**Proxy Access**” link from the Grizzly Den within Banner dashboard. This will take you to the “**My Profile**” page. From there select “**Proxy Management**” tile to continue.

2. Select the “**Add New**” link in the right-hand corner.
3. Complete the Guest (Proxy) Information form. Be sure to complete each field. Although the “Description” field is optional, we encourage you use this field to assist in creating a unique profile for each guest (i.e. dad, coach, employer).

4. Under the “Select a Relationship” section, be sure to select a relationship for your guest.
5. You can modify the **Start** and **Stop** dates to your preference.

6. Be sure to select a **Passphrase** (any unique phrase you determine). This allows your guest to verbally authenticate if they need to contact GGC for technical assistance.

7. Once you have completed the proxy information, make sure you select the pages you want them to view and then click submit to confirm your guest authorizations.

8. The Proxy that you have granted authorization to will now show up on your dashboard on the student “My Profile” page.
II. Set up steps for Proxy (Guest)

Initial Proxy access

1. Once you have received the email with the temporary URL, use the initial code (also sent via email) to log in and begin creating your permanent password.

2. Complete your contact information – all fields with the red asterisk (*) must be completed.
3. Once you complete and submit your contact information, you can begin viewing the assigned student pages.

**Note:** Any changes that you make in your contact information will automatically trigger an email to the student letting them know what changes or request have been made.

All questions regarding access should be directed to the student. If you encounter technical issue, please send an email to helpdesk@ggc.edu.
### III. Managing Proxy (Guest) Profiles

The following section will allow you to reset proxy password, change access dates, select authorizations (pages to view), and resend communications to proxies.

<table>
<thead>
<tr>
<th>Reset Password</th>
<th>Add Authorization</th>
<th>Resend Communications</th>
</tr>
</thead>
</table>

![Proxy Profile Management Screen](image_url)

<table>
<thead>
<tr>
<th>Relationship</th>
<th>Start Date</th>
<th>Stop Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patient or legal guardian</td>
<td>10/20/2022</td>
<td>10/24/2023</td>
</tr>
</tbody>
</table>

Additional information:
- Description: Test
- Password:
  - User: User
  - Passphrase: Passphrase

Password-expiration date: 10/29/2023
E-mail address verified on 10/18/2022
- E-mail Passphrase

Authorization (Required):
- Select All
- View Student Grades
- View Student Profile
- View Exam Results
- View Grade History
- View Schedule Details
- View Student Grade at a glance
- View Student Info
- Financial Aid Dashboard
- Financial Aid Award Letter Details
- Financial Aid Information
- Financial Aid Notification
- Financial Aid Notification
- Financial Aid Academic Progress
- Financial Aid Application Summary
- E-mail Authorizations
Follow the steps below to access and/or update the proxy profile.

To “Reset Password” click on the reset password link at the top of the proxy profile page. The password will automatically be reset and an email will be sent to the proxy with a temporary password.
To change the **Start** and **Stop** dates, select the preferred dates from the calendar.

To select specific **Authorizations** (pages to view), either select All, or select specific pages you want the proxy to view. You can also copy authorizations from another proxy.

You can also resend any previous communication by selecting the Communications links across the top of the profile page.
If you have made any changes to the proxy profile, click the Submit button at the bottom of the page to complete the changes.