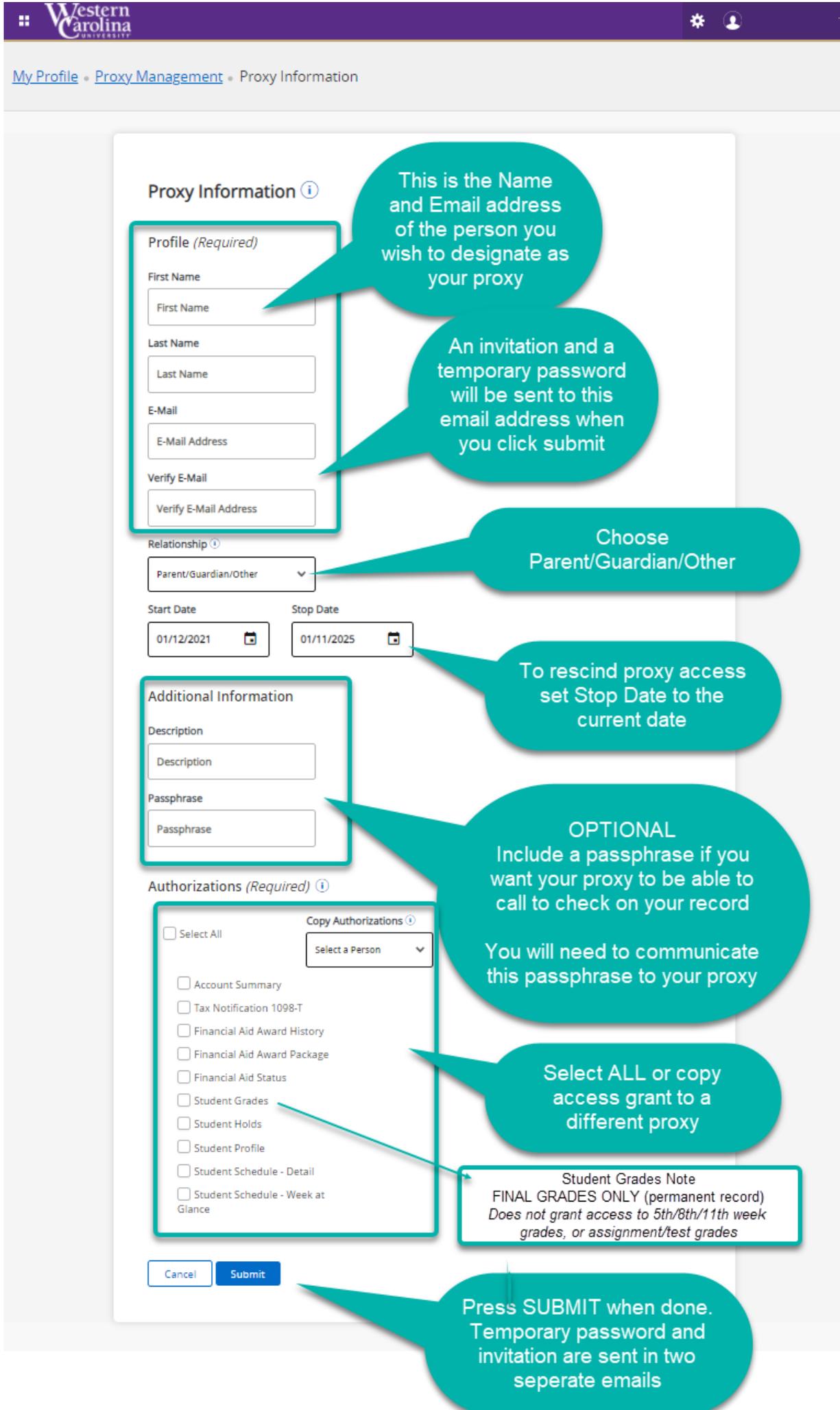


How to set up Proxy Access

As a student you have the right to protect your information. Proxy Access (sometimes called Guest Access) grants view-only access to your records. Students are not limited to only one proxy. A Proxy's email address is their username. You, the student, manage access (including proxy password resets).

Where to Start: Login in MyWCU; select Personal Services from quick links menu; select Student (tab); then Student Profile; next select the 4-square menu in upper left corner (looks like this ); select Banner; then select PROXY ACCESS and choose PROXY MANAGEMENT from menu. A list of your proxies should display. Click on a proxy's name to reset passwords and adjust permissions. Click Add New to add a new proxy.



Proxy Information ⓘ

Profile (Required)

First Name
First Name

Last Name
Last Name

E-Mail
E-Mail Address

Verify E-Mail
Verify E-Mail Address

Relationship ⓘ
Parent/Guardian/Other

Start Date
01/12/2021

Stop Date
01/11/2025

Additional Information

Description
Description

Passphrase
Passphrase

Authorizations (Required) ⓘ

Select All

Copy Authorizations ⓘ
Select a Person

- Account Summary
- Tax Notification 1098-T
- Financial Aid Award History
- Financial Aid Award Package
- Financial Aid Status
- Student Grades
- Student Holds
- Student Profile
- Student Schedule - Detail
- Student Schedule - Week at Glance

Cancel Submit

Callout 1: This is the Name and Email address of the person you wish to designate as your proxy

Callout 2: An invitation and a temporary password will be sent to this email address when you click submit

Callout 3: Choose Parent/Guardian/Other

Callout 4: To rescind proxy access set Stop Date to the current date

Callout 5: OPTIONAL Include a passphrase if you want your proxy to be able to call to check on your record

Callout 6: You will need to communicate this passphrase to your proxy

Callout 7: Select ALL or copy access grant to a different proxy

Callout 8: Student Grades Note
FINAL GRADES ONLY (permanent record)
Does not grant access to 5th/8th/11th week grades, or assignment/test grades

Callout 9: Press SUBMIT when done. Temporary password and invitation are sent in two separate emails