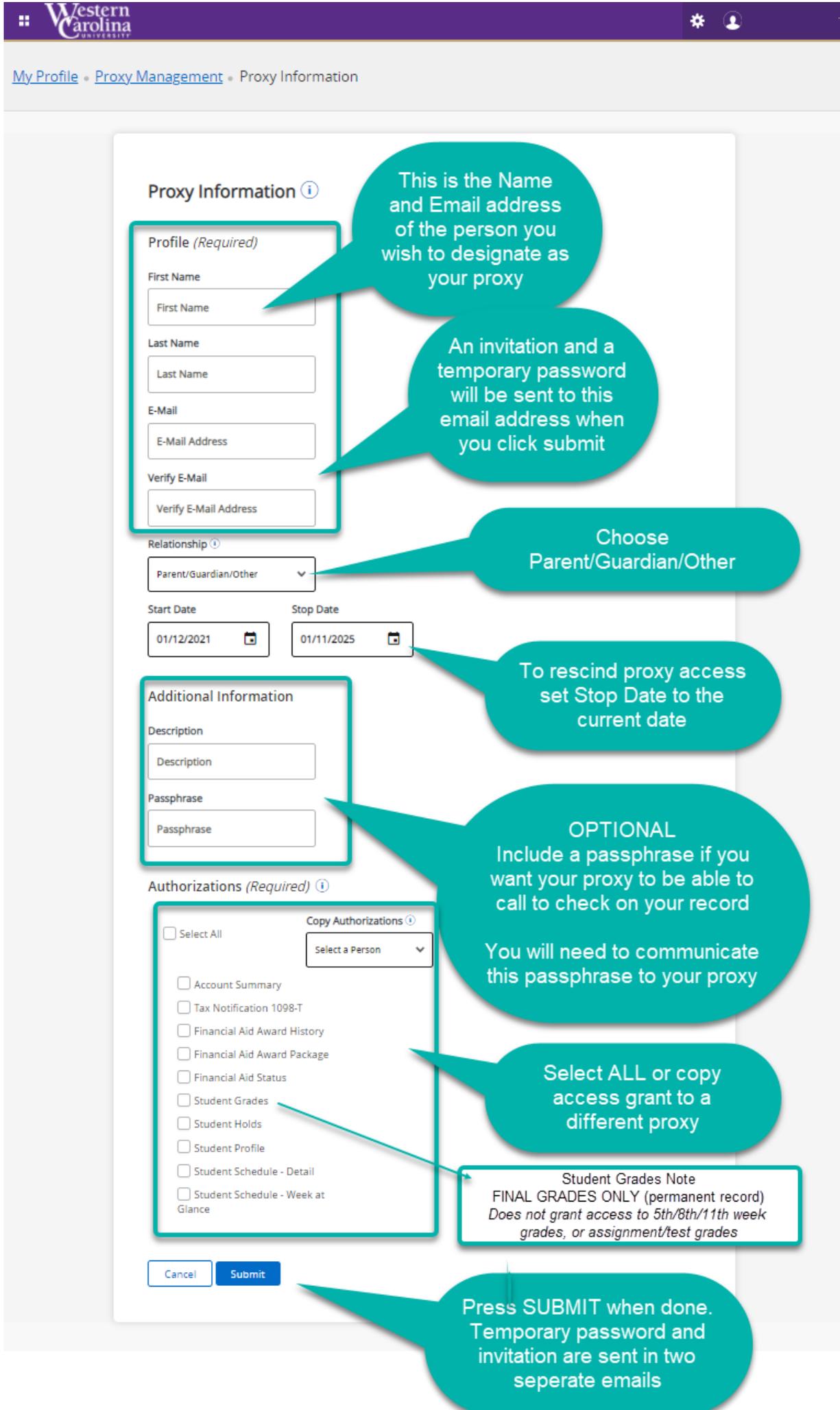# How to set up Proxy Access

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.