Proxy Users: Setting up Your Proxy Account

NMSU Students may provide “proxy access” to parents/guardians/spouses/friends as desired by going online at myNMSU. Once the student provides access, the Proxy needs to set up an account in order to access the student information.

Student User Prerequisite:
1. The student sets you up as a proxy by following these simple instructions: Student User Instructions for Setting up a Proxy.

Proxy User Instructions:
1. You will then receive 2 emails:

A. The first provides instructions and a one-time link and password needed to set up your access.

Subject: NMSU Proxy Access Account Setup – READ THIS FIRST
---------- Forwarded message ----------
From: <noreply@nmsu.edu>
Date: Tue, Aug 11, 2015 at 1:11 PM
Subject: NMSU Proxy Access Account Setup - READ THIS FIRST
To: proxyparent@gmail.com

Dear Proxy Parent,

You have been granted myNMSU Proxy access for Proxy Student.

NOTE: This is the first of two emails you will receive fairly quickly. Please follow the steps in this first email before proceeding to the second.

To access myProxy you must first establish your profile by confirming your e-mail address for security purposes.

Confirming your e-mail:
1. Access your ACTION LINK: https://ssb.nmsu.edu/phar/bwgkpxya.P_PA_Action?p_token=QUFCSkpQ0UgQUFUE5Q0Fr
2. Enter your ACTION PASSWORD: OTTDX1WM also known as “PIN”
3. Complete “Reset PIN” page (Note: “Enter Old PIN” will be ACTION PASSWORD above.)
4. Select “SAVE”

Note: You are now in myProxy and should see two tabs: one for your profile and the other for Proxy Student. If there are no page links visible Proxy Student has not yet authorized any pages.

This message may contain information that is CONFIDENTIAL and PRIVILEGED. It is for the sole use of the intended recipient(s). Any unauthorized review, use, disclosure or distribution is prohibited.

If you received this message in error delete the message immediately.

B. The second provides the login link to access the student’s information once you establish your account. Subject: NMSU Proxy Access Assigned
Follow the instructions in the first email to set up your account.

A. Click on the **Action Link** provided within your email message.
B. Copy or type the **Action Password** that has also been provided within your email message. Click **Submit**.
C. Type your email address.
D. For the Old PIN, use the Action Password (provided within your email message).
E. Type and validate your new PIN.
F. Click **Save** to complete the initial setup.
3. The final step in the set up will bring you to the **Proxy Access Home**.

4. Read the instructions for important information.
5. You should now see multiple tabs:
   - Profile (Your Banner Web proxy information)
   - Student Name

**Note:** If you have more than one student granting you access, make sure they each use the same email. You will see a tab for each student that authorizes access for you.
6. Click on the student’s name to see the list of web page links the student has authorized.

7. Click on a link to view the student’s information.

8. Each link will open a new browser window with this message ***You are viewing Student’s Name information***. When you are finished viewing the information close or exit the browser window.
9. To exit **Proxy Access**, click on the **Profile** tab and then **Exit** at the top of the page.

**To return to Proxy Access** go to **my.proxy.nmsu.edu**.