

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/pban/bwgkpxya.P_PA_Action?p_token=QUFCSkpGQUFvQUFFUE53QUFr
2. Enter your ACTION PASSWORD: OTDX1WM 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**

1A

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

Proxy Student has authorized Proxy Parent , proxyparent@gmail.com , to have proxy access to the myNMSU proxy information system.

NOTE: If this is the first time you are being assigned as a proxy, you should also receive an email with the subject "Proxy Access Account Setup". Please follow the steps in that email before proceeding.

1B

To log into myProxy access the following link:
<http://my.proxy.nmsu.edu>. Make sure to bookmark the page in the event you delete this email.

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.

2. 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**.

Search [SITE MAP](#) [HELP](#) [EXIT](#)

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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2A-B

- 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.

HELP EXIT

Reset PIN

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.

NOTE: Your PIN expires every 120 days and a new PIN will have to be created.

* - indicates a required field.
 Minimum PIN length: 8.

Enter e-mail address*

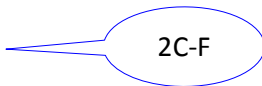
Enter Old PIN*

Enter New PIN*

Validate PIN*

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3. The final step in the set up will bring you to the **Proxy Access Home**.

Proxy Access Home

You will see a tab for each Banner Web user who has authorized pages for you to access. Select a named tab to act as Proxy. You will then see a list of links for pages authorized by that user.

To exit select the Profile tab and click 'Exit' at the top of the page or close your browser. You cannot exit while on a name tab.
 When you click 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.

Please review the terms below before accessing the student's account:
 This is the New Mexico State University computer system, which may be accessed and used only by authorized persons, for lawful and legitimate purposes as intended by NMSU. Use of this service is subject to all NMSU policies, procedures, and guidelines. NMSU reserves the right to review and/or monitor system transactions for compliance with its policies and/or applicable law. Upon reasonable cause, NMSU may disclose such transactions to authorized persons for official purposes, including criminal and other investigations, and permit the monitoring of system transactions by law enforcement agencies. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

Proxy access does not authorize a New Mexico State University employee to speak to a person assigned a proxy role about an individual's records

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.

Profile John Friend 5

Proxy Profile

Please keep your Banner Web proxy information up-to-date. [Click here to change your PIN](#)

* - indicates a required field.

First Name *

Last Name *

E Mail Address *

6. Click on the student's name to see the list of web page links the student has authorized.

Profile | **John Friend** | **Jane Friend**

Proxy Authorizations

The following Banner Web page links have been specifically authorized for this user. Click on the link to close the Proxy Access window.

- EMPLOYEE for **Jane Friend**
 - Pay Stub
- FINANCIAL AID for **Jane Friend**
 - Financial Aid Status
 - Financial Aid Holds
 - Student Requirements
 - Academic Progress
 - Award for Aid Year
- STUDENT ACCOUNT for **Jane Friend**
 - Account Summary
 - Account Summary by Term
 - Account Detail for Term
 - Student Account Holds
 - Select Year for Tax Notification

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.

HELP EXIT

Statement and Payment History

You are viewing Jane Friend's information

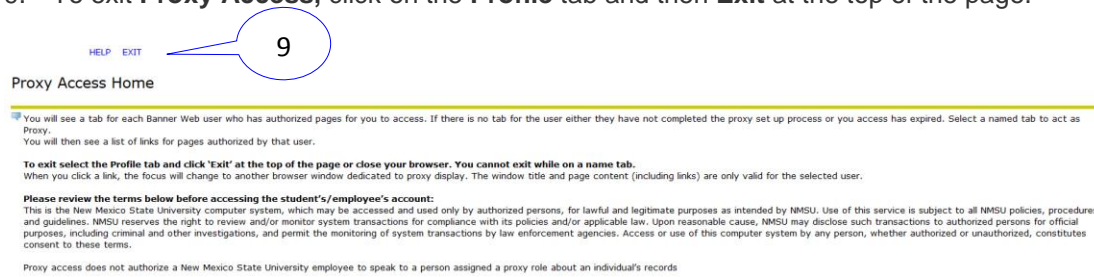
Statement | Payment History | Unbilled | All

- ⚠ There are no Statements available for review.
- ⚠ No payment history exists since May 01, 2015
- ⚠ No unbilled activity exists on your account.

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9. To exit **Proxy Access**, click on the **Profile** tab and then **Exit** at the top of the page.



The screenshot shows the top of the Proxy Access Home page. At the top left, there are two links: "HELP" and "EXIT". A blue callout bubble with the number "9" inside points to the "EXIT" link. Below the links is the text "Proxy Access Home". A horizontal line separates this header from the main content area. The main content area contains several paragraphs of text, including instructions on how to use the proxy service and a disclaimer.

HELP EXIT

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Proxy Access Home

You will see a tab for each Banner Web user who has authorized pages for you to access. If there is no tab for the user either they have not completed the proxy set up process or you access has expired. Select a named tab to act as Proxy.
You will then see a list of links for pages authorized by that user.

To exit select the **Profile** tab and click 'Exit' at the top of the page or close your browser. You cannot exit while on a name tab.
When you click 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.

Please review the terms below before accessing the student's/employee's account:
This is the New Mexico State University computer system, which may be accessed and used only by authorized persons, for lawful and legitimate purposes as intended by NMSU. Use of this service is subject to all NMSU policies, procedures, and guidelines. NMSU reserves the right to review and/or monitor system transactions for compliance with its policies and/or applicable law. Upon reasonable cause, NMSU may disclose such transactions to authorized persons for official purposes, including criminal and other investigations, and permit the monitoring of system transactions by law enforcement agencies. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

Proxy access does not authorize a New Mexico State University employee to speak to a person assigned a proxy role about an individual's records

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