

Proxy Users: Setting up Your Proxy Account

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

PLEASE NOTE: While the student completes the setup process, the proxy will be receiving emails instructing them on their next steps to finalize their access. One of these emails will contain a time-sensitive link. Thus, it is important that you complete all steps in sequence at one time to ensure your proxy doesn't experience any issues with finalizing their access.

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:

- If this is your first time being set up as a proxy, you will receive 3 emails.
 - If you have been a proxy in the past, you will only receive 2 emails:
- 1) The first email (**Subject line: New proxy identity**) provides a one-time-use URL, needed to set up your access. Please note that this URL is only used during this initial step. After successful registration as a proxy, the second email contains a permanent link for future proxy login.

New proxy identity ▾ Inbox x



noreply@nmsu.edu

Tue, Oct 24, 8:10 PM (14 hours ago)



to me ▾

To: [Redacted] ([Redacted]@gmail.com)

[Redacted] has added [Redacted] as a proxy in their school's Banner Web Proxy Access system. The Proxy Access pages are available using the school's Banner Web or through a proxy access login at the following URL:

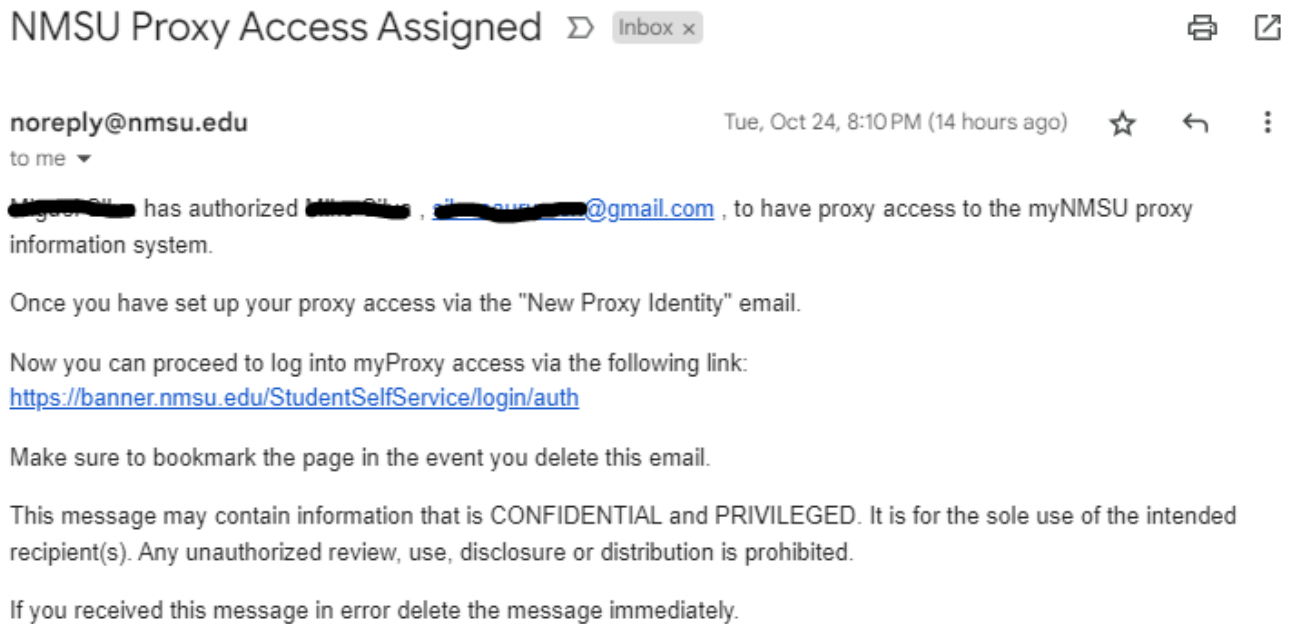
http://banner.nmsu.edu/StudentSelfService/ssb/proxy/proxyAction?p_token=QUFBWWp1QUJvQUFJQy9nQUFk

NOTE: This URL can only be used once and is active for a limited time. A temporary password will be sent to you in a subsequent email.

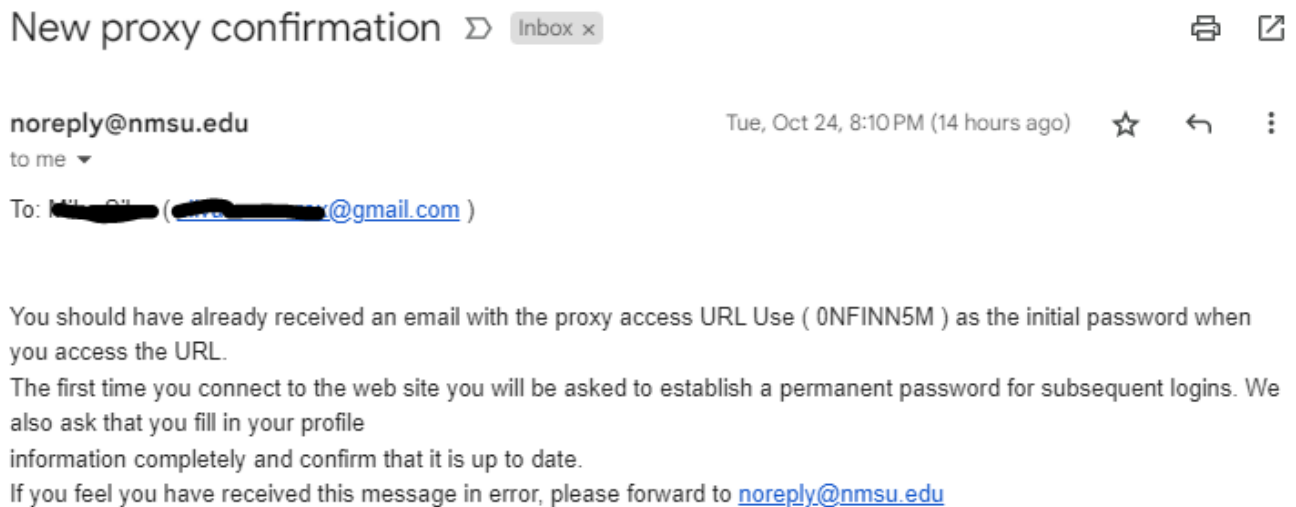
If you feel you have received this message in error, please forward to noreply@nmsu.edu



- 2) The second email (**Subject line: NMSU Proxy Access Assigned**) provides a permanent URL needed to access the proxy login page from this point forward. Use the URL in this email only after successfully registering as a proxy in step 1. Please save this email or bookmark the website for future reference.



- 3) The third email (**Subject line: New proxy confirmation**) provides a unique temporary password needed to access the URL from the first email.



- 4) Once you have received the emails, follow these next steps in order to set up your proxy access.
 - a) Click on the one-time-use URL provided in the first email.
 - b) You will be prompted to enter the temporary password provided in the third email. Click Submit.



- c) Enter your email address. Confirm that it is correct.
- d) For the Old Password, use the temporary password that was provided in the third email.
- e) Create your New Password.
- f) Re-enter you New Password to confirm that it is correct.
- 5) The final step in the set up will bring you to the **Proxy Access Home**.
 - a) You should see the following on your screen. If you are a proxy for more than one student, their names should also show up here after successful registration.
 - i) **Proxy Personal Information**-This is your personal proxy information, such as your name and email address.
 - ii) **I am a proxy for [student name]**-This contains a drop-down menu with a list of the content that your student has authorized you to view.

The screenshot shows a web browser window with the URL banner.nmsu.edu/StudentSelfService/ssb/studentCommonDashboard#/home. The page header includes the New Mexico State University logo and the slogan "BE BOLD. Shape the Future." The main content area is titled "Home" and displays a personalized greeting "Hello [redacted]". Below the greeting is a blue notification box stating: "You've been authorized to view content for the student(s) below. Click each tile to select the page you wish to view." There are two white tiles. The first tile is titled "Proxy Personal Information" and includes a sub-link "View/Update Proxy Personal Information." The second tile is titled "I am a proxy for [redacted]" and features a dropdown menu labeled "Select to view".

Note: If you have more than one student granting you access, make sure they each use your same email when they register you. A proxy can have more than one student granting them proxy access, simultaneously or otherwise. However, a proxy can only use one email address in order to view all of their students. In other words, one proxy, one email address. You will see a tab for each student that authorizes access for you.

- 6) From the drop-down menu, select the content that you wish to view.
- 7) To exit **Proxy Access**, click on the **Profile** tab on the top right corner of your screen and then **Sign Out** .
- 8) To return to **Proxy Access** for all future use, go to my.proxy.nmsu.edu. When signing in, be sure to use your full email address as your username.

Email University Accounts Receivable with any questions at uar@nmsu.edu