

Proxy Users: Setting up Your Proxy Account to view Student Records Information

NMSU Students may provide “proxy access” to parents/guardians/spouses as desired by going online at my.nmsu.edu. Students can choose what information their proxies may have access to. For example, students may want their proxy to be able to view their NMSU Financial Aid history and status, Registration, Student Account or Student Records. By granting proxy access, the student permits their proxy to view this information online, and it also allows their proxy to have discussions about the information with NMSU Accounts Receivable.

Proxy User Instructions:

- If this is your first time being set up as a proxy, you will receive three emails. The emails may not arrive in order, so please see the instructions below to read them in the correct sequence.
- 1) The first email (**Subject line: New proxy identity**) provides a one-time-use link, needed to set up your access. Please note that this link 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

██████████ has designated ██████████@yahoo.com as a Student Records Proxy in NMSU's system.

As a Student Record Proxy, you will have access to information such as the student's Account Summary, Financial Aid details, Grades and more.

To get started, use the link below to set up your Student Record Proxy account. You will be prompted to enter an initial password, which will be sent to you in a separate email with the subject link "New Proxy Confirmation".

http://banner.nmsu.edu/StudentSelfService/ssb/proxy/proxyAction?p_token=QUFBWWp1QUI4QUFJa250QUFN

If you are unable to click on the above link, copy and paste into a browser.

NOTE: This URL can only be used once and is active for 24 hours.

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 feel you have received this message in error, please contact University Accounts Receivable, uar@nmsu.edu and delete this message immediately.

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

New Proxy Access Assigned

[REDACTED] has authorized [REDACTED], [REDACTED]@yahoo.com , to access the Student Records Proxy system.

Once your Student Records Proxy account has been successfully set up, please save or bookmark the following link - this will be your login link moving forward.

<https://banner.nmsu.edu/StudentSelfService/login/auth>

If you are unable to click on the above link, copy and paste into a browser.

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

New Proxy Confirmation

You should have received an email with the subject line "New Proxy Identity". The email includes a link to access the Student Records Proxy system. When you click the link, you will be prompted to enter your initial password: [REDACTED]

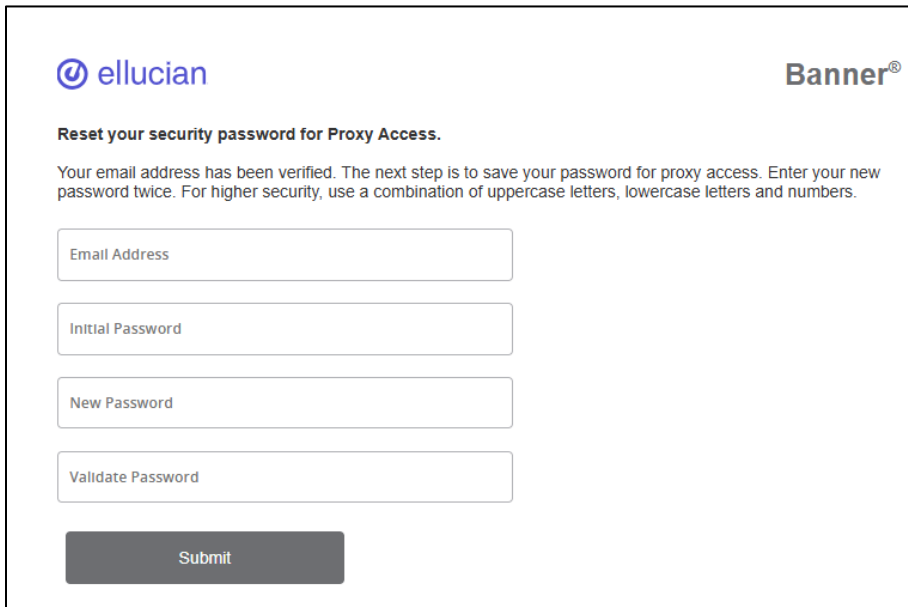
After entering the initial password, you will be asked to create a permanent password for future logins. Please also take a moment to complete your profile information and ensure all details are accurate and up to date.

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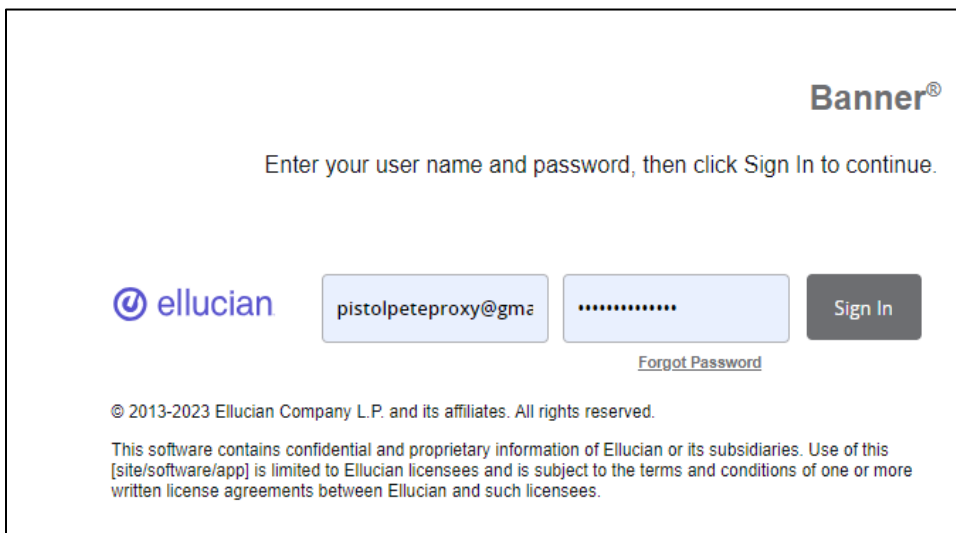
- 4) Once you have received the emails, follow these next steps to set up your proxy access.
- Click on the one-time-use link provided in the first email.
 - You will be prompted to enter the initial password provided in the third email. Click Submit.
 - Enter your email address. Confirm that it is correct.
 - For the Initial Password, use the initial password that was provided in the third email.

- e. Create your New Password.
- f. Re-enter your New Password to validate that it is correct.



The screenshot shows the Banner® 'Reset your security password for Proxy Access' form. It includes the ellucian logo and Banner® logo. The instructions state: 'Your email address has been verified. The next step is to save your password for proxy access. Enter your new password twice. For higher security, use a combination of uppercase letters, lowercase letters and numbers.' The form contains four input fields: 'Email Address', 'Initial Password', 'New Password', and 'Validate Password'. A 'Submit' button is at the bottom.

- 5) You will enter your username and password. Be sure to use your full email address in the username. The password is the *new password* that you just created. Click Sign In.



The screenshot shows the Banner® 'Sign In' form. It includes the ellucian logo and Banner® logo. The instructions state: 'Enter your user name and password, then click Sign In to continue.' The form contains two input fields: 'pistolpeteproxy@gmail' and a masked password field. A 'Sign In' button is to the right. Below the input fields is a 'Forgot Password' link. At the bottom, there is a copyright notice: '© 2013-2023 Ellucian Company L.P. and its affiliates. All rights reserved.' and a disclaimer: 'This software contains confidential and proprietary information of Ellucian or its subsidiaries. Use of this [site/software/app] is limited to Ellucian licensees and is subject to the terms and conditions of one or more written license agreements between Ellucian and such licensees.'

- 6) The final step in the setup 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.
 - iii. From the drop-down menu, select the content that you wish to view.

- iv. To exit **Proxy Access**, click on the **Profile** tab on the top right corner of your screen and then **Sign Out**.
- v. To return to Proxy Access for future use, please go here:
<https://banner.nmsu.edu/StudentSelfService/login/auth>

The screenshot shows the Banner Student Self-Service Proxy Access interface. At the top, it says "Hello Pistol Pete,". Below this is a light blue banner with an information icon and the text: "You've been authorized to view content for the student(s) below. Click each tile to select the page you wish to view." Below the banner are two white tiles. The first tile has a person icon, the title "Proxy Personal Information", and the text "View/Update Proxy Personal Information." with a right-pointing arrow. The second tile has a shield icon, the text "I am a proxy for [redacted]", and a dropdown menu labeled "Select to view" with a downward arrow.

Note: If you have more than one student granting you access, make sure they each use the 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 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.

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