Proxy Users: Setting up Your Proxy Account

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.

Please note: In order for a proxy to make a payment on a student account, the proxy will need to register as a Payer in the Payment Portal. This process is initiated by the student as follows **here**.

In order for a proxy to also have access to additional student records, please follow the instructions below.

Student User Prerequisite:
1. The student sets you up as a proxy by following these **simple instructions**.
    a. While the student is completing these steps, their proxy will be receiving emails with instructions needed to complete the process. Thus, it is important that the student completes all steps in sequence at one time, in order to ensure that their proxy doesn't experience any problems with gaining access.

Proxy User Instructions:
- If this is your first time being set up as a proxy, you will receive 3 emails. The emails may not arrive in order, so please see the instructions below to read them in the correct sequence.
- 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 ×

noreply@nmsu.edu   3:08 PM (49 minutes ago)   ☆   ↩   ⋮
to me ▾

To: Pistol Pete (pistolpeteproxy@gmail.com)

~~██████████~~ has added pistolpeteproxy@gmail.com 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:

https://banner-test.nmsu.edu/StudentSelfService/ssb/proxy/proxyAction?p_token=
QUFBWWp1QUJ4QUFFVzN5QUFw

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 <u>permanent URL</u> 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.

NMSU Proxy Access Assigned ➤ Inbox ×   🖶 ☒

noreply@nmsu.edu   3:08 PM (58 minutes ago)   ☆ ↩ ⋮
to me ▾

~~Miguel Silva~~ has authorized Pistol Pete pistolpeteproxy@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.

To log into myProxy access the following link: https://banner-test.nmsu.edu/StudentSelfService/login/auth. 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.

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

New proxy confirmation ➤ Inbox ×   🖶 ☒

noreply@nmsu.edu   3:08 PM (56 minutes ago)   ☆ ↩ ⋮
to me ▾

To: Pistol Pete (pistolpeteproxy@gmail.com)

You should have already received an email with the proxy access URL Use (FNG3ZKEA) as the initial password when you access the URL.
The first time you connect to the web site you will be asked to establish a permanent password for subsequent logins. We also ask that you fill in your profile
information completely and confirm that it is up to date.
If you feel you have received this message in error, please forward to noreply@nmsu.edu

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 <u>temporary password</u> provided in the third email. Click Submit.

c) Enter your email address. Confirm that it is correct.
d) For the Old Password, use the <u>temporary password</u> that was provided in the third email.
e) Create your New Password.
f) Re-enter your New Password to confirm that it is correct.

5) You will be asked to 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.

Banner®

Enter your user name and password, then click Sign In to continue.

⊘ ellucian   pistolpeteproxy@gma   ••••••••••••   Sign In

Forgot Password

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6) 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.

Hello Pistol Pete,

ⓘ You've been authorized to view content for the student(s) below. Click each tile to select the page you wish to view.

👤 **Proxy Personal Information**
View/Update Proxy Personal Information.   ❯

⧗ I am a proxy for ▓▓▓▓▓▓▓▓▓▓ | 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.

7) From the drop-down menu, select the content that you wish to view.
8) To exit **Proxy Access,** click on the **Profile** tab on the top right corner of your screen and then **Sign Out**.
9) 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