Proxy Users: Setting up Your Proxy Account

NMSU Students may provide “proxy access” to parents/guardians/spouses/friends as desired by going online to 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:
- You will then receive 2 emails:

1) 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/hwglpxya_P_PA_Action?p_token=QUFCSkpGQVFyQUFFUF63QUFr
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.
2) Follow the instructions in the first email to set up your account.
   A. Click on the Action Link provided within your email message.
      a. The next page has a message at the top:
         “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.”
   B. Copy or type the Action Password from your email message into the space provided (refer to eight (8) character password in the email pictured above). Click Submit.

3) The second provides the login link to access the student’s information once you establish your account.
   Subject: NMSU Proxy Access Assigned

   -------- 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.

   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.
A. Type your email address.
B. For the Old PIN, use the **Action Password** (Refer to step 2A above).
C. Enter a new eight (8) character PIN of your choosing.
D. Validate your new PIN by entering the same PIN from step C.
E. Click **Save** to complete the initial setup.

### 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.**

- Indicates a required field.
- Minimum PIN length: 8.

<table>
<thead>
<tr>
<th>Field</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter e-mail address</td>
<td>**********</td>
</tr>
<tr>
<td>Enter Old PIN</td>
<td>**********</td>
</tr>
<tr>
<td>Enter New PIN</td>
<td>**********</td>
</tr>
<tr>
<td>Validate PIN</td>
<td>Select</td>
</tr>
</tbody>
</table>

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F. 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.

To select the Profile tab and click “Exit” at the top of the page or close your browser. You cannot exit while on a named 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:**

These are the New Mexico State University computer systems, 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 laws. 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 on a person assigned a proxy role about an individual’s records.

G. Read the instructions for important information.
H. 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.
I. Click on the student’s name to see the list of web page links the student has authorized.

![Proxy Authorizations](image)

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

K. 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.

![Statement and Payment History](image)
L. To exit **Proxy Access**, click on the **Profile** tab and then **Exit** at the top of the page.

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](http://my.proxy.nmsu.edu).**