

STUDENT INSTRUCTIONS FOR SETTING UP A PROXY

Navigating to the Proxy Management page in Voyager

1. Log into Voyager.
2. Select the **Personal Information** tab.
3. Select the **Manage Voyager Proxy Access** tab or link.
4. Select the **Proxy Management** link.

Proxy Access Menu

Proxy Management

This page allows you to add proxy access to selected Banner Web pages. Anyone with an e-mail address can be a proxy.

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Now you're ready to add your proxy. This is also where you can update, add or end proxy access.

Four Steps to Add a Proxy

1. Select **Add Proxy**

Proxy Management

Expand a proxy to define relationship type, begin and end dates, and authorizations.

Your proxy list is empty.

 [Add Proxy](#)

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2. Enter the first and last name as well as the email address of the person to whom you want to give access and click **Add Proxy**.

Proxy Management

Expand a proxy to define relationship type, begin and end dates, and authorizations.

Your proxy list is empty.

Add a new proxy using the form below. Then edit their profile and authorization settings to enable appropriate access.

* - indicates a required field.

First Name*	<input type="text"/>
Last Name*	<input type="text"/>
E-mail Address*	<input type="text"/>
Verify E-mail Address*	<input type="text"/>
<input type="button" value="Add Proxy"/>	

After you click the Add Proxy button, this will initiate the set up process by sending an email to your proxy, with the login instructions and temporary password. An email will also be sent to your LU email address, confirming the proxy you added.

IMPORTANT: The proxy you added will have 0 pages of authorization until you complete steps 3 and 4 below.

- Click on the proxy name to expand the proxy information.
- Complete the Proxy Profile.

Profile
Authorization
History
Communication

Please select your relationship with this proxy. The list of pages available to the proxy is based on relationship type. The description field is your personal note about this proxy (dad, mom, soccer coach, company name). The passphrase can be used to determine FERPA identity for phone calls or other off-line queries by this proxy. You must communicate the passphrase to your proxy. You can control the start and end dates for proxy access below.

* - indicates a required field.

Relationship*

Description

Passphrase

Start Date (MM/DD/YYYY)*

Stop Date (MM/DD/YYYY)*

 E-mail Passphrase  Reset PIN  Delete Proxy Relationship

- **Relationship:** Student Proxy
- **Description:** Enter a relationship description of the proxy to you (mother, father, other, etc.)
- **Passphrase:** Entering a passphrase and clicking E-mail Passphrase will generate an email to your proxy notifying them of the passphrase. They can then use this passphrase to identify themselves as an approved proxy for phone calls.
- **Start & End Date:**
These will populate automatically, however you can change them if you want the proxy's access to start on a later date or end on a specific date. The stop date can be updated at any time if you want to end the proxy's access to your record.

- Select the **Authorization** tab to complete the proxy process. **Your proxy will only have access to the options you select.**

Profile
Authorization
History
Communication

Select the information pages your proxy should be able to access. Once authorized, your proxy will be able to view these pages when they log in.

Special authorization tab information text dealing with parents.

Financial Aid Menu Check to Select or Deselect ALL items below.

- Requirements
- Estimated Budget
- Awards by Aid Year

NOTE: Once you've completed selecting your authorization(s), you're finished. There is no save button.