

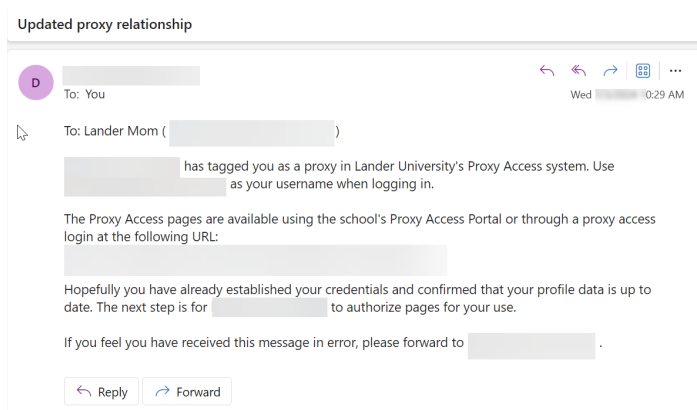
## Detailed Instructions for Parent Proxy Account Set-Up

Due to the necessity to keep Student Information protected by FERPA secure and provide students with the ability to designate Parent Proxies and control access to their federally protected academic records, Parents or Guardians that wish to view student records through the Parent Proxy must follow several steps to establish access. Only the student can grant this access, update a Parent Proxy email address, or reset a Parent Proxy password. The Office of Information Technology Services and/or the Registrar's Office cannot reset Parent Proxy access/passwords.

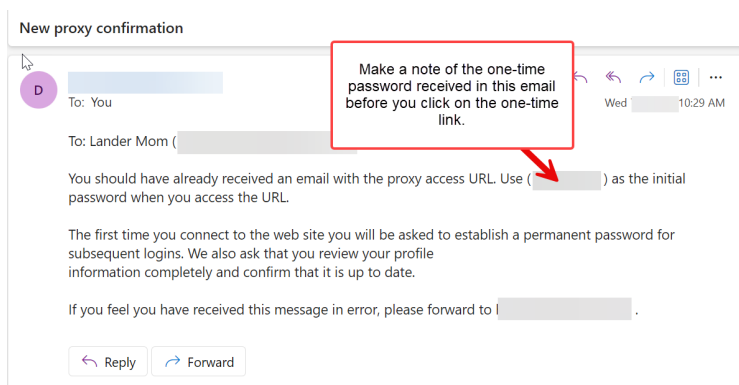
1. Once your student grants you access to the Proxy Portal, you will receive three initial emails to the email address entered by your student. Wait until you see three separate emails before clicking on links.

D	donotreply@lander.edu	Updated proxy relationship	To: La...	10:29 AM
D	donotreply@lander.edu	New proxy confirmation	To: Lande...	10:29 AM
D	donotreply@lander.edu	New proxy identity	To: Lander Mo...	10:29 AM

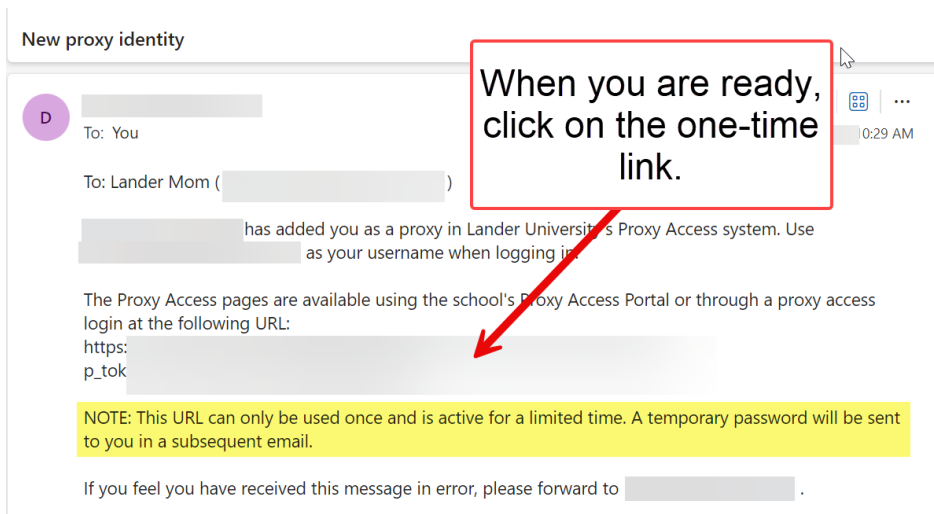
2. The first email you receive titled Updated proxy relationship will be a notification that your student designated you as a proxy.



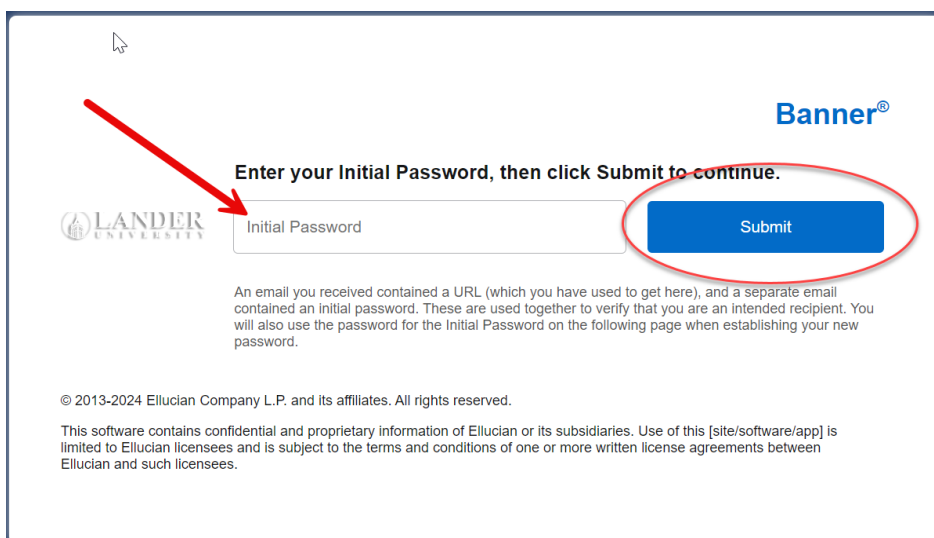
3. The next email with a Subject line New Proxy Confirmation will provide you with a one-time code to verify your email address and begin the process of accepting the proxy invitation. Make a note of the one-time password in this email before proceeding.



- The third email with a Subject line New Proxy Identity will provide you with a one-time link to initiate the process of accepting the proxy invitation. Make sure you have a copy of the one-time password from the New Proxy Confirmation email before clicking the link in this email.



- Once you click on the link, you will enter the one-time password you previously noted and click on the Submit button.



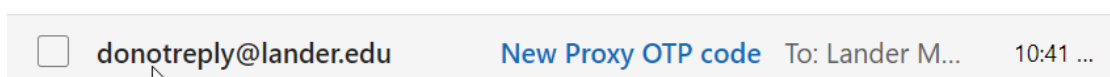
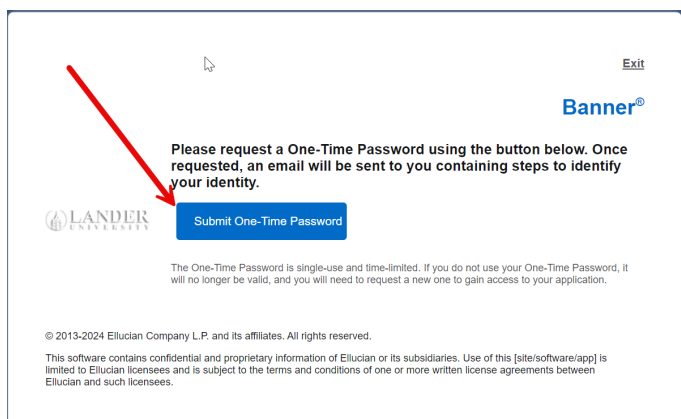
6. The first Submit serves to verify your email address. You will then be asked to Reset your security password for Proxy Access. Enter the same email address and the Initial Password you previously noted. Then choose a New Password for the Proxy Portal that you will be able to remember going forward. When you have entered all the requested information, click the Submit button.

The screenshot shows the Banner® password reset interface. At the top left is the Lander University logo, and at the top right is the Banner® logo. Below the logos, the text reads "Reset your security password for Proxy Access." A yellow highlighted box contains the instruction: "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." Below this, a red error message states: "Invalid password; please re-enter." There are four input fields: "Email Address", "Initial Password", "New Password", and "Validate Password". To the right of each field is a long red arrow pointing left, indicating a required character or length. At the bottom left, the "Submit" button is circled in red.

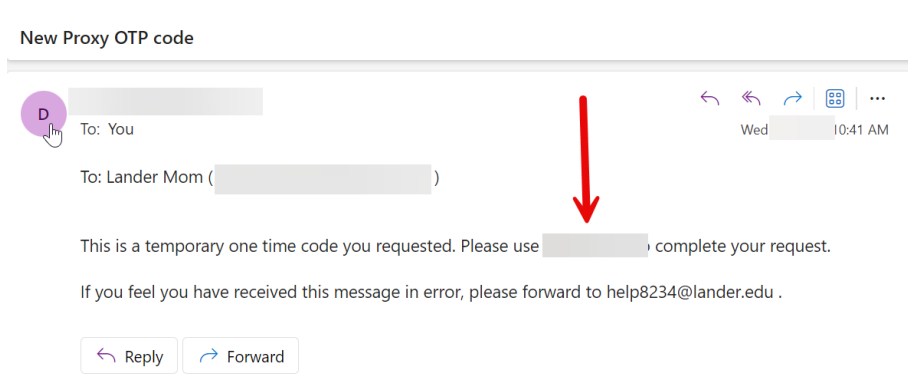
7. When you hit Submit, you will be prompted to Sign In with your Username (the same email address) and Password (this is the new Password you just set). Click on the Sign In button.

The screenshot shows the Banner® sign-in interface. At the top right is the Banner® logo. Below it, the text reads "Enter your user name and password, then click Sign In to continue." There are two input fields: "Username" and "Password". A red arrow points to the "Username" field, and another red arrow points to the "Password" field. To the right of the "Password" field is a blue "Sign In" button, which is circled in red. Below the "Password" field is a blue link that says "Forgot Password". At the bottom left is the Lander University logo. Below the logo, the copyright notice reads: "© 2013-2024 Ellucian Company L.P. and its affiliates. All rights reserved." Below the copyright notice, the disclaimer reads: "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."

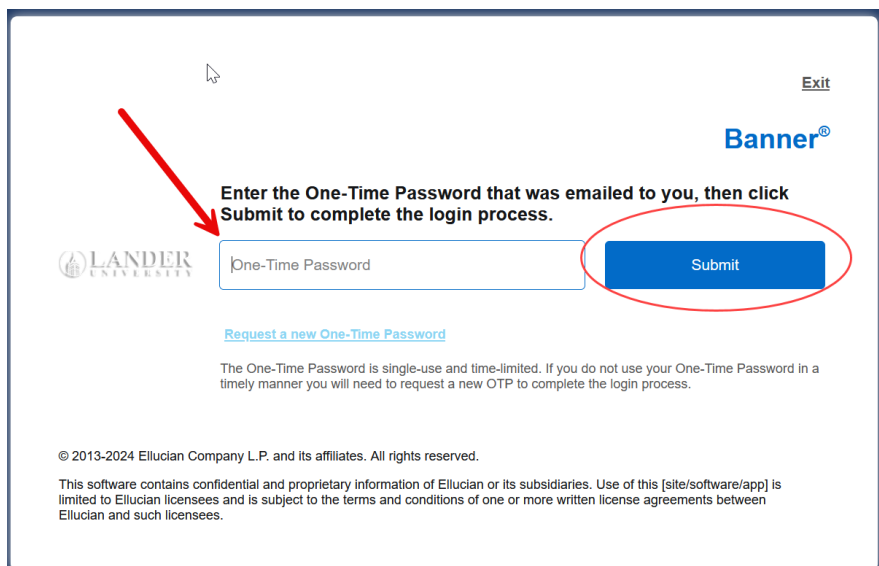
8. When you hit Sign In, you will be prompted to request a One-Time Password by clicking on the Submit One-Time Password button. When you click this button, a new email will be sent to your email address with a One-Time Password.

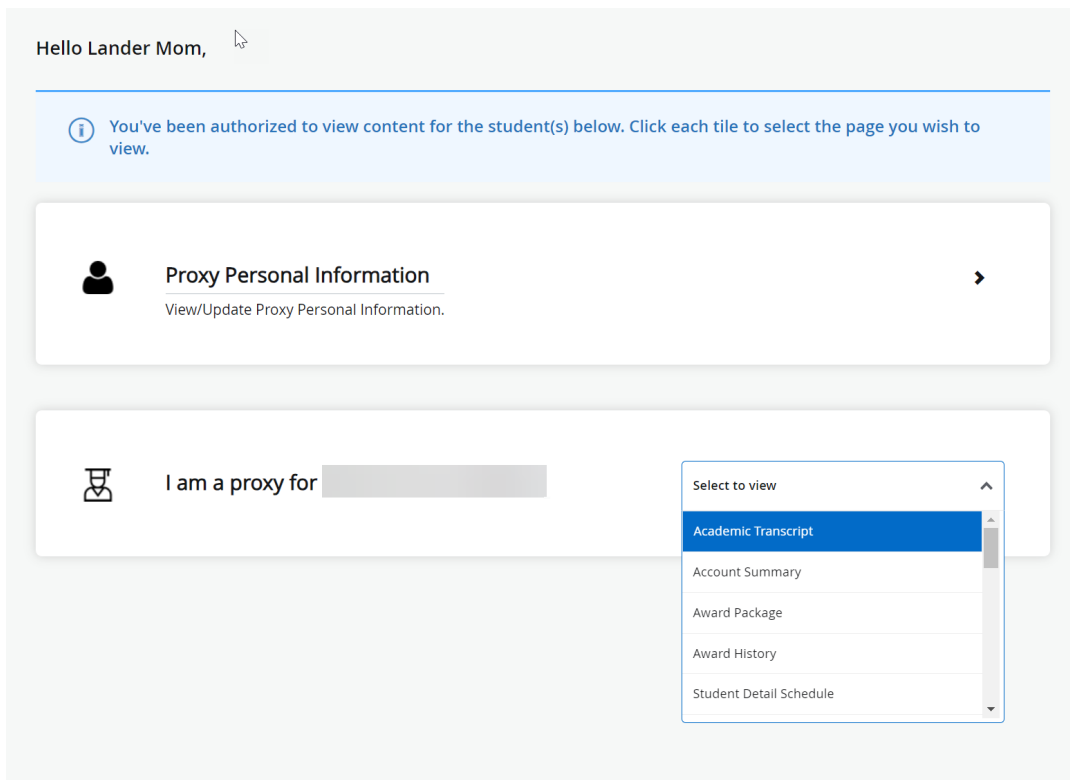


9. Note or Copy the One-Time Password from this email.



10. Once you enter the One-Time Password, you will be able to View the Proxy information designated by your student:





11. Navigate within the Proxy Portal using your browser's back button to return to access the drop-down menu.
12. Next time you wish to access Lander's Proxy Portal, you can access the Proxy Portal [here](#). Your Username is your email address and the Password is the Password you set up in Step 6. You will once again be prompted to generate and submit a One-Time Password as indicated in Step 7.

If you find yourself locked out of the Proxy Portal, forget your Proxy Portal Password, or need to change your Proxy Portal email address, please request that your student assist you with these tasks.

**Only the student can grant access, update a Parent Proxy email address, or reset a Parent Proxy password.**

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