PARENT PORTAL: Proxy Management
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Welcome to MySRU

Find the MySRU Icon in the top right hand corner of every SRU webpage. To access Student Self-Service Banner as an authenticated user, you must successfully log-in with your username and network password in the MySRU portal. The website URL is http://mysru.sru.edu at the login screen: Enter your username (abc1234) and network password to launch the portal.

TRANSFER STUDENTS: Your SRU Username is the first part of your email address. You received this information in your Deposit Confirmation Letter. Ex: abc1234
Welcome to the MySRU portal. This is your Home Tab. To Access Self-Service Banner, Choose the “Student Self-Service” Tab.
PROXY MANAGEMENT - STUDENT GIVING AUTHORIZATION

On the Student Self-Service tab you will find the channels below. Access the Banner Self-Service applications by using this channel. Select the Banner specific channel under the Student Folder to access Proxy Management.

Access Proxy Management to “Add Proxy”
STUDENT: ADD PROXY

**Step 1:** Select Add Proxy at the bottom of the page

**Step 2:** Student needs to assign parent first name, last name and email address and then click on “Add Proxy”.

**Step 1:** Click on “Add Proxy”

**Step 2:** Assign first name, last name and email address of person you wish to give access to your information. Click on Add Proxy to submit proxy information.
**STUDENT: BEGIN AUTHORIZATION PROCESS**

**Step 3:** Now that a new proxy has been added (see lock). Click on the locked name to expand the authorization process.

- A new proxy has been successfully added.

**Proxy List**

What is a PROXY? A person who is given the power or authority to do something (such as access information) for someone else. Power or authority that is given to allow a person to act for someone else.

Expand a proxy to define relationship type, begin and end dates, and authorizations. The lock after a proxy's name indicates the person does not have access to your information. There is no submit or enter button to complete this screen. Entries are entered automatically.

- Expand Parent name

**Add Proxy**

RELEASE: 8.6

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There is no submit or enter button to complete this screen.

This statement will appear if the proxy was successfully added.

Step 3: The name of the added proxy will appear as shown. The lock indicates more steps needed to complete the authorization process. Click on locked name to expand.

Before adding another proxy to your list, complete STEPS 4 & 5 to authorize your assigned proxy.
Step 4: Complete the profile of assigned proxy - relationship; start date; end date. It is suggested that you add a passphrase and email to the proxy for identification purposes. You must complete the authorization tab (Step 5) to finalize the process.

Complete the Profile Tab first, then the Authorization Tab. There is no submit or enter button once finished with the profile tab.

Passphrase: Recommended for identification (security) purposes. Email passphrase to proxy with icon shown below. The Passphrase is only for the Academic Records Office, Student Accounts and Financial Aid. You are giving the proxy permission to discuss your record. This does not include permission to discuss information with the faculty. Please read the FERPA INFORMATION provided above.

FERPA INFORMATION

RECOMMENDED BEST PRACTICE

End Date: Set for anticipated graduation date.
STUDENT: AUTHORIZING ASSIGNED PROXY

AUTHORIZATION TAB

Steps 5 & 6: Once the profile tab is completed, select the authorization tab. Authorization is given to proxy to access specific student information within the portal.

Step 5: Select Authorization Tab and select only the information pages your proxy may have access. Optional: E-mail authorizations to proxy.

Log out when finished

Step 6: To add another proxy: Select “Add Proxy” to authorize additional relationship types beginning with Step 1 of the Proxy Management process.

The copy authorization allows you to duplicate the page authorization for your selected Proxy.

Use email icon to e-mail a copy of page authorizations to assigned proxy.
The communication tab contains a log of all communication between student and proxy.

**Communication Tab:** A log of all emails sent between student and proxy.

**Resend Communication:** Click on email icon to resend requested information to proxy.
**PARENT: CONFIRMATION TO ACTIVATE ACCOUNT**

**Step 1:** Parent must access their own email to activate authorization given by the student. Open the email with the subject “New Proxy Identity”, copy the selected PIN/password, and click on the hyperlink just before the password.

New proxy identity
noreply@sru.edu
Sent: Wed 4/9/2014 1:11 PM
To: Parent

SLIPPERY ROCK UNIVERSITY
125 ROCK SOLID EDUCATION
YEARS

To: Parent

Student has added Parent as a Slippery Rock University Proxy in Slippery Rock University’s Student Information System. The Slippery Rock University Proxy pages are available using Slippery Rock University’s Parent Portal at the following URL: https://mybanner.sru.edu/PROD/bwgkpxya.P_PA_Action?p_token=QUFCZWlVQUFSQUFBQC9kQUFE (Use J56EP4M6 as the PIN/password.)

When you first contact the web site you will be asked to establish a 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@sru.edu.

**BOOKMARK THE HYPERLINK provided FOR FUTURE ACCESS** - copy the temporary PIN/Password provided to create account

**Temporary PIN/PASSWORD**

**Hyperlink:** Click on hyperlink to access screen to enter Temporary PIN/password, then when prompted, create your own PIN/password.
PARENT: PIN/PASSWORD

**Step 2:** Added proxy will receive an email with a Hyperlink. Click on the hyperlink and it will take you to the action password screen. Enter the temporary PIN/password in the space provided. When finished, click on the submit button.

**Step 3:** Authorized parent (proxy) must reset the PIN/password by entering their email address, the Temporary PIN/password (Old PIN), and the new PIN is the choice of the parent/proxy, which is entered twice and then Save.

Reset PIN/Password

- Your pin or password can be any combination of numeric values. An authorized Parent can reset the pin by entering their email address. Enter the "Action Password", you received in your email as the "Old Pin". Then set your new pin/password.

- Welcome to the Slippery Rock University’s Parent Proxy portal. Your e-mail address has been verified. The next step is to save your security PIN for proxy access.

- Any combination of numeric values for PIN/Password.
Step 4: Complete the profile information and Save.

Proxy Access Home

You will see a tab for each Student that authorized pages for you to access. Select a Student tab to enter PROXY MODE. You will then see a list of links for pages authorized by that student.

When you activate 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 student.

<table>
<thead>
<tr>
<th>Proxy Profile</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Profile</td>
<td>Student</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Proxy Profile</td>
<td></td>
</tr>
<tr>
<td>Please keep your Slippery Rock University Parent Portal, proxy information up-to-date.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>- indicates a required field.</td>
<td></td>
</tr>
<tr>
<td>Salutation</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Name Suffix</td>
<td></td>
</tr>
<tr>
<td>Nickname</td>
<td></td>
</tr>
<tr>
<td>E Mail Address</td>
<td></td>
</tr>
<tr>
<td>Phone Area Code</td>
<td></td>
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<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Phone Extension</td>
<td></td>
</tr>
<tr>
<td>MAILING ADDRESS Address Line 1</td>
<td></td>
</tr>
<tr>
<td>MAILING ADDRESS Address Line 2</td>
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</tr>
<tr>
<td>MAILING ADDRESS Address Line 3</td>
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<tr>
<td>State</td>
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<tr>
<td>Zipcode</td>
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<tr>
<td>Nation</td>
<td></td>
</tr>
<tr>
<td>Save</td>
<td></td>
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</tbody>
</table>

Click here to change your PIN

Click ONLY to change PIN/password
Step 5: Click on Student’s name and a listing will appear of all authorized pages the student has given parent (proxy) authorization to access. A tab will appear for each student giving the proxy access to the student’s record.

Proxy Access Home

You will see a tab for each Student that authorized pages for you to access. Select a Student tab to enter PROXY MODE. You will then see a list of links for pages authorized by that student.

When you activate 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 Student.

Profile  Student

Proxy Authorizations

The following page links have been specifically authorized for your use. All pages will display in a dedicated Proxy Access window. Use the EXIT link to close the Proxy Access window. There is no need to close the window until you have completed all proxy access.

- Financial Aid Information for Student
  - Financial Aid by Aid Year
  - Overall Status of Financial Aid Requirements
  - Payment Schedule
  - Award History
  - Eligibility Requirements

- General Information for Student
  - View Address and Phone
  - View E-mail Address
  - View Emergency Contacts

- Registration Information for Student
  - Registration Status
  - Look up classes
  - Concise student schedule
  - Week at a glance
  - Student detailed schedule
  - Active registrations
  - Registration history
  - View holds

- Student Academic Records for Student
  - Banner course catalog
  - View student information
  - Class schedule
  - View application to graduate

- Student Account Information for Student
  - Account summary by term
  - Account summary

When completely finished viewing student information, click on Profile tab, then Exit

Click on any hyperlink provided in the listing to view student information - See page 15
Step 6: View of Registration Status selected from the Proxy Authorizations page. When finished, click on EXIT which is located in the upper left hand corner of your screen.

**You are viewing Student information**

| If you have a hold that prevents you from registering, please click the "view holds" link at the bottom of the page. 
| If your "academic standing" or "student status" prevents you from registering, please contact Academic Records at extension 1010.

You may register during the following times
From Begin Time To End Time
Apr 08, 2014 09:00 am Nov 12, 2014 11:59 pm

☑ You have no Holds which prevent registration.
☑ Your Academic Standing is Good Standing which permits registration.
☑ Your Student Status permits registration.
☑ Your Class for registration purposes is Senior 1.

Earned Credit

<table>
<thead>
<tr>
<th>Level</th>
<th>Type</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Institutional</td>
<td>$3,000</td>
<td></td>
</tr>
<tr>
<td>Undergraduate Transfer</td>
<td>26,000</td>
<td></td>
</tr>
</tbody>
</table>

Curriculum Information

<table>
<thead>
<tr>
<th>Current Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Science</td>
</tr>
<tr>
<td>Level: Undergraduate</td>
</tr>
<tr>
<td>Program: Geography-Appld Geo Tech (BS)</td>
</tr>
<tr>
<td>Admit Term: Fall 2013</td>
</tr>
<tr>
<td>Admit Type: READMIT</td>
</tr>
<tr>
<td>Catalog Term: Fall 2013</td>
</tr>
<tr>
<td>College: Coll of Health, Envrnmnt &amp; Sci</td>
</tr>
<tr>
<td>Campus: Slippery Rock University-Main</td>
</tr>
<tr>
<td>Major and Department: Geography - Applied Geo Tech, Geography, Geology &amp; Environm</td>
</tr>
</tbody>
</table>
Now that you have set up your account to access your students’ information, a parent portal login page has been created for easy access anytime as follows:

- **http://www.sru.edu**
- Click on “Family” link at the bottom of the page
- Click on “Parent Portal” on left hand side of page
- Locate ACCESS PARENT PORTAL at the bottom of page and click on the “click here” link for login screen

Or

- **http://www.sru.edu/family/parent-portal**
- Click on “Parent Portal” on left hand side of page
- Locate ACCESS PARENT PORTAL at the bottom of page and click on the “click here” link for login screen

If you experience any problems, please contact the IATS Help Desk

- Location: 104 Maltby Center
- Hours: Monday - Friday 8-4:30
- Phone: 724-738-4357 (HELP) or campus extension x4357
- Email: helpdesk@sru.edu
Frequently Asked Questions

1. **What is Self-Service Banner?**
   Self-Service Banner is the self-service (Web based) product used by students, faculty, staff and advisors. A secure web product, Self-Service Banner retrieves and records data directly to and from the Banner database, based upon the user's role in Banner. All information is live and in real time. Self-Service Banner provides information in an easy-to-read format that is available from any computer connected to the Internet.

2. **Which browser do I use?**
   If you run on Windows (PC) use Internet Explorer, Firefox, or Chrome. If you run on Mac use Firefox or Safari.

3. **As a student, how do I access Student Self-Service Banner?**
   Click the MySRU Icon located in the top right hand corner of Slippery Rock University’s Homepage. If problems occur, please use the following hyperlink: [https://mysru.sru.edu](https://mysru.sru.edu). To access Self-Service Banner (SSB), you will need your SRU username and network password. Policy prohibits access to the system by anyone other than the authorized user.

4. **Is there a time limit on Student Self-Service Banner (SSB)?**
   Yes. For your protection, if your Self-Service Banner (SSB) session has more than 60 minutes of inactivity, your session will be terminated.

5. **What if I get lost or stuck in Student Self-Service Banner (SSB)?**
   If you are having trouble or need to exit Student Self-Service Banner (SSB), always click on the EXIT button on the top right of the page. Any data that you entered on the page will be lost.
6. If my student status is “inactive”, will the proxy (parent) have access to the student records in the Parent Portal?
   No, once the student is coded as “inactive”, access to all student information is deactivated.

7. As a parent, how do I change my PIN/password?
   Located on the Parent Profile page, there is an icon to change your PIN.

8. As a proxy, what if I do not receive my email to activate my account?
   Contact the student assigning you as proxy. The student will need to access their communication tab within the proxy management and resend the email to your email account.

9. As a proxy, how much time do I have to set up my account once I receive my “New Proxy Identity” email?
   The encrypted link in the email you receive has a limited timeframe. If you wait too long, the student must resend the email labeled “New Proxy Identity”. The student can locate the email under the Communication Tab in the proxy management.

10. As a proxy, where do I locate the link to login to view my students’ information once I have set up my account?

   - http://www.sru.edu
   - Click on “Family” link at the bottom of the page
   - Click on “Parent Portal” on left hand side of page
   - Locate ACCESS PARENT PORTAL at the bottom of page and click on the “click here” link for login screen

   Or

   - http://www.sru.edu/family/parent-portal
   - Click on “Parent Portal” on left hand side of page
   - Locate ACCESS PARENT PORTAL at the bottom of page and click on the “click here” link for login screen
11. **How does the parent become an authorized user in the TouchNet system to access student billing information and payment options?**
   The student must authorize all new users for TouchNet to pay the bill. The student can locate this information in MySRU, click on Student Self-Service; under My Account at the bottom/center of the page, and click on Billing and Payment Center – TouchNet.

12. **What if I lose my TouchNet access information?**
   Contact Student Accounts at 724-738-2088 for assistance.

13. **Who do I call for help?**
   Contact the IATS Help Desk
   - Location: 104 Maltby Center
   - Hours: Monday - Friday 8-4:30
   - Phone: 724-738-4357 (HELP) or campus extension x4357
   - Email: helpdesk@sru.edu