



Proxy Portal

Parent/Guardian Instructions

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NEW PROXY INSTRUCTIONS TO SET UP STUDENT INFORMATION ACCESS

You will receive 3 emails *once your student adds you as a proxy user*:

- New proxy relationship
- New proxy account – contains the initial web URL to set up account
- Action required – proxy account – contains the initial password to access the account

☐ ☆ > noreply	Action Required-Proxy Account - Slippery Rock University Logo To: [REDACTED] as a FERPA pr...
☐ ☆ > noreply	New Proxy Account - Slippery Rock University Logo To: [REDACTED] as a Parent or Legal Guard...
☐ ☆ > noreply	New proxy relationship - Slippery Rock University Logo To: [REDACTED] as a proxy in Slippery ...

1. Click on the URL in the email “**new proxy account**” and enter in your email, the initial password you received in the email “**action required – proxy account**” and the password you wish to use. Click submit.



Reset your security password for Proxy Access.

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.

Email Address

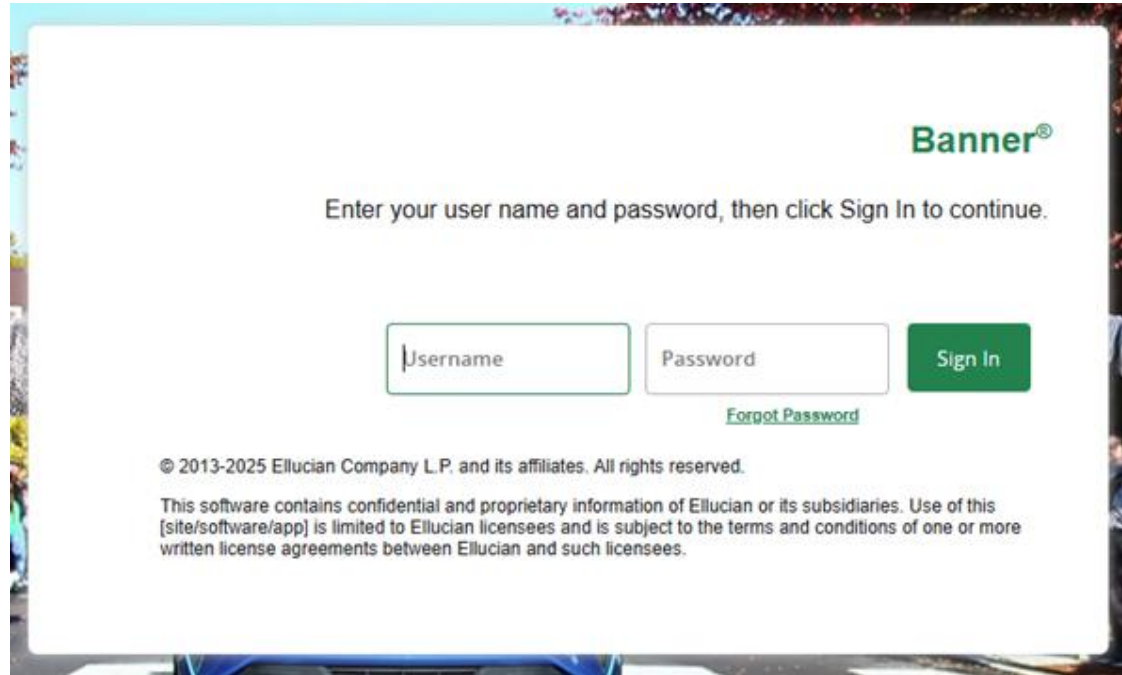
Initial Password

New Password

Validate Password

Submit

2. Enter in your username (email) and the password you just created. Click Sign In.

A screenshot of a login interface for Banner. The interface is white with a green border. At the top right is the "Banner®" logo. Below it is the instruction "Enter your user name and password, then click Sign In to continue." There are two input fields: "Username" and "Password". To the right of the "Password" field is a green "Sign In" button. Below the input fields is a green link that says "Forgot Password". At the bottom, there is a copyright notice: "© 2013-2025 Ellucian Company L.P. and its affiliates. All rights reserved." and a disclaimer: "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."

Banner®

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

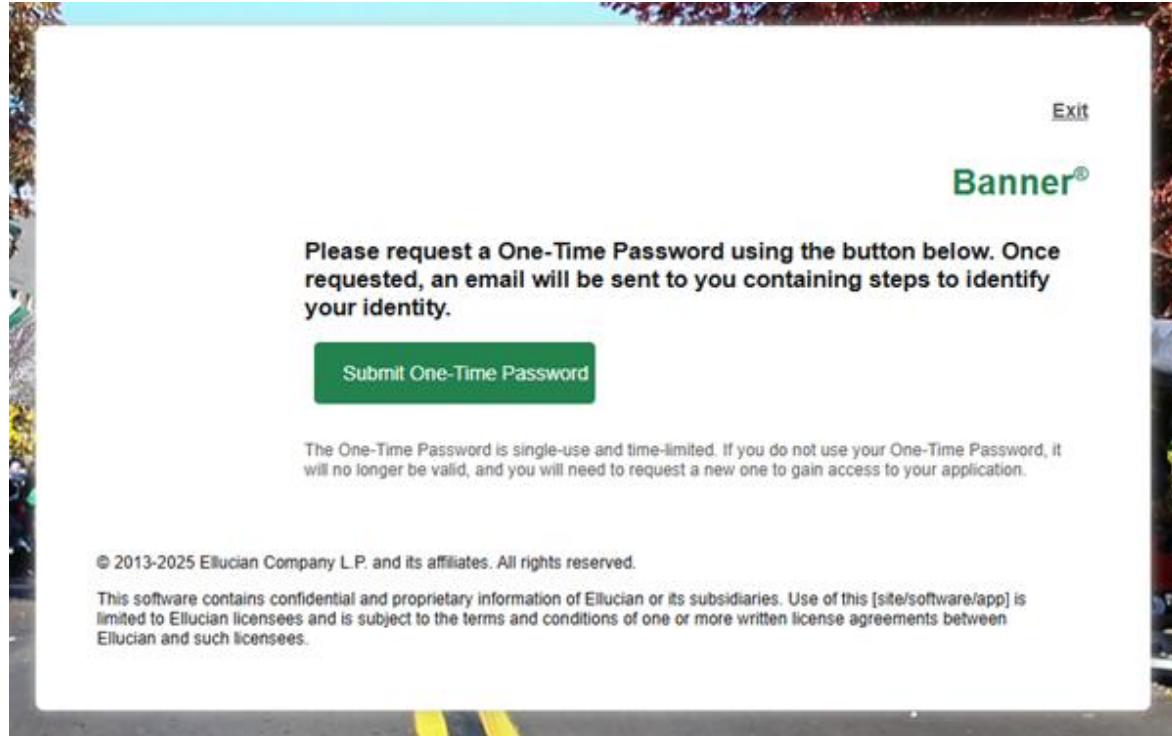
Username Password **Sign In**

[Forgot Password](#)

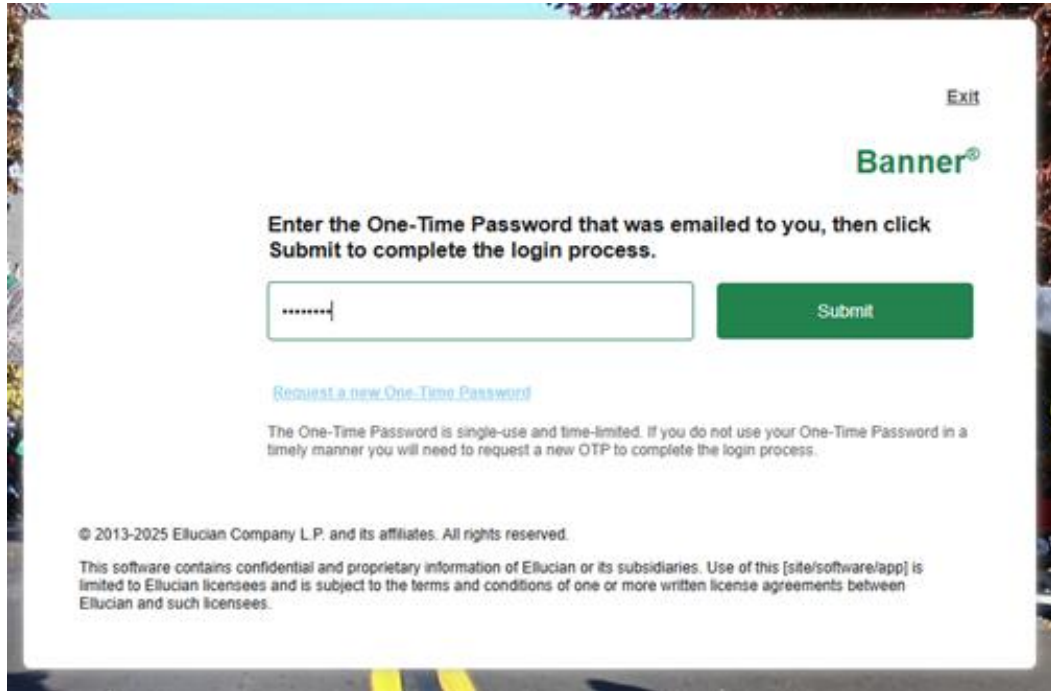
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3. Request a one-time password to verify your identity. Click “submit one-time password.”



4. Check your email for “new proxy OTP code.” Enter in the code in found in that email and then click submit.



The image shows a web interface for Banner software. At the top right, there is an "Exit" link. Below it is the "Banner®" logo. The main instruction reads: "Enter the One-Time Password that was emailed to you, then click Submit to complete the login process." Below this is a text input field containing seven asterisks and a cursor. To the right of the input field is a green "Submit" button. Below the input field is a link: "Request a new One-Time Password". Further down, a paragraph states: "The One-Time Password is single-use and time-limited. If you do not use your One-Time Password in a timely manner you will need to request a new OTP to complete the login process." At the bottom, there is a copyright notice: "© 2013-2025 Ellucian Company L.P. and its affiliates. All rights reserved." and a disclaimer: "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."

Exit

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Enter the One-Time Password that was emailed to you, then click Submit to complete the login process.

.....|

Submit

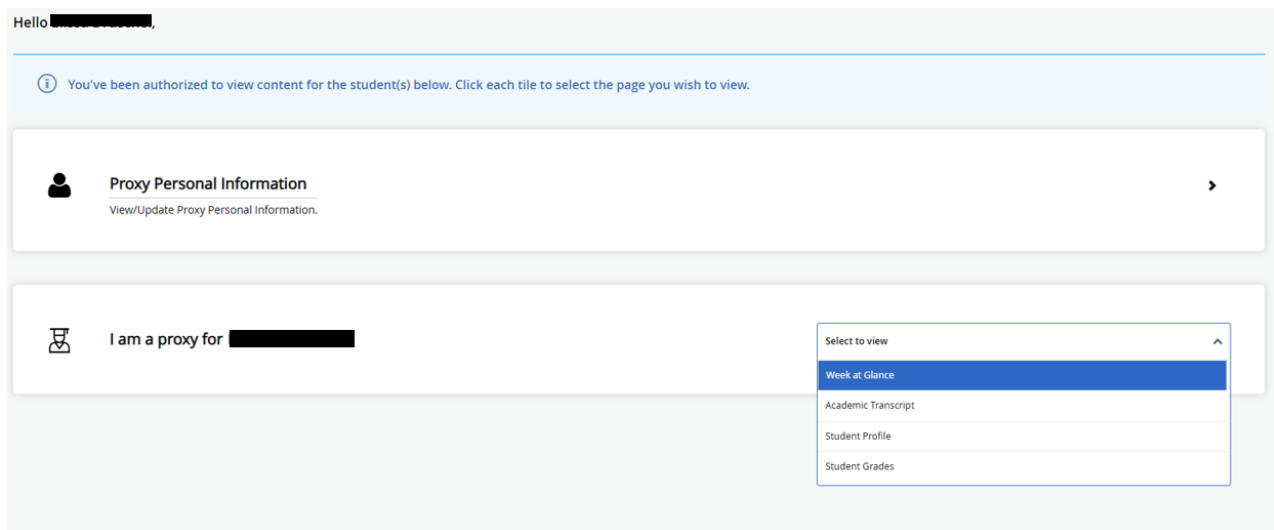
[Request a new One-Time Password](#)

The One-Time Password is single-use and time-limited. If you do not use your One-Time Password in a timely manner you will need to request a new OTP to complete the login process.

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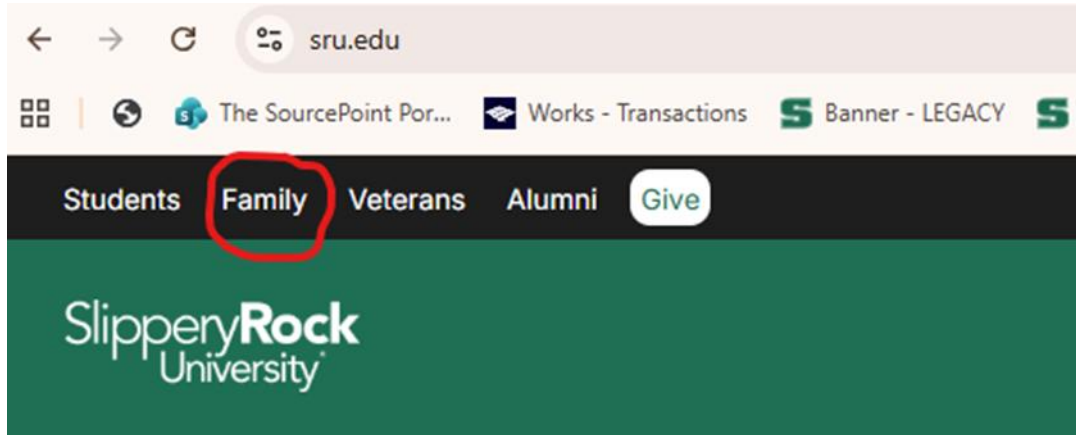
5. Complete your personal profile information and click submit.
6. From the Proxy portal homepage, you can now view the information you were given access to by your student by clicking the drop-down menu to the right of their name.



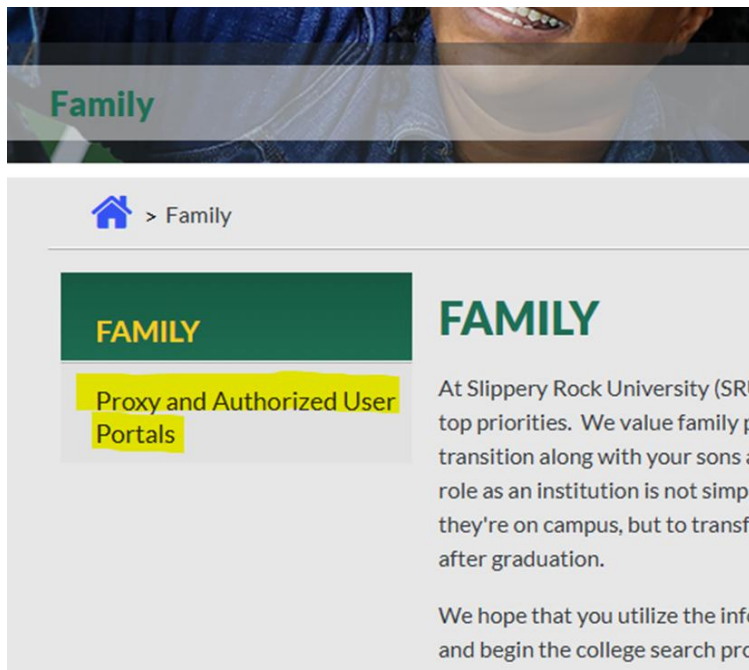
EXISTING PROXY INSTRUCTIONS TO ACCESS STUDENT INFORMATION

To access the proxy portal sign in:

1. Navigate to sru.edu
2. Near the top left-hand corner of the landing page, click on FAMILY.



3. From the Family page, click on “Proxy and Authorized User Portals” on the left-hand side.



4. On the “Proxy and Authorized User Portals” page, locate and click on “Proxy Portal.”

FAMILY
Proxy and Authorized User Portals

PROXY AND AUTHORIZED USER PORTALS

NOTICE: Proxy and authorized user portal additions or adjustments are temporarily unavailable. You will not be able to use the links below to process any proxy updates. Please be sure to revisit this page for updated information.

There are two distinct portals for parents or guardians to access academic and financial information related to their SRU students – a proxy portal and an authorized user billing portal.

APPLY >>

For security purposes, your SRU student must initiate the process to set up account access as a proxy and/or authorized user. Students can designate multiple people as proxy and/or authorized users.

VISIT >>

Once assigned, the Proxy will be able to view student information such as mid-term grades, final grades, student class schedule, student account information, and financial aid information. The Proxy will also be given permission by the student via the Passphrase (created by the student) to discuss viewable content with the offices of Academic Records, Student Accounts, and Financial Aid. Please have the student log into their account and verify permission settings. It is good practice to have the student review proxy access every semester they are an active student. FERPA rules apply and the Passphrase does not permit the Financial Aid Office to disclose FAFSA information to non-custodial parents. Students must sign a Financial Aid Release of Information for the non-custodial parent to speak with Financial Aid.

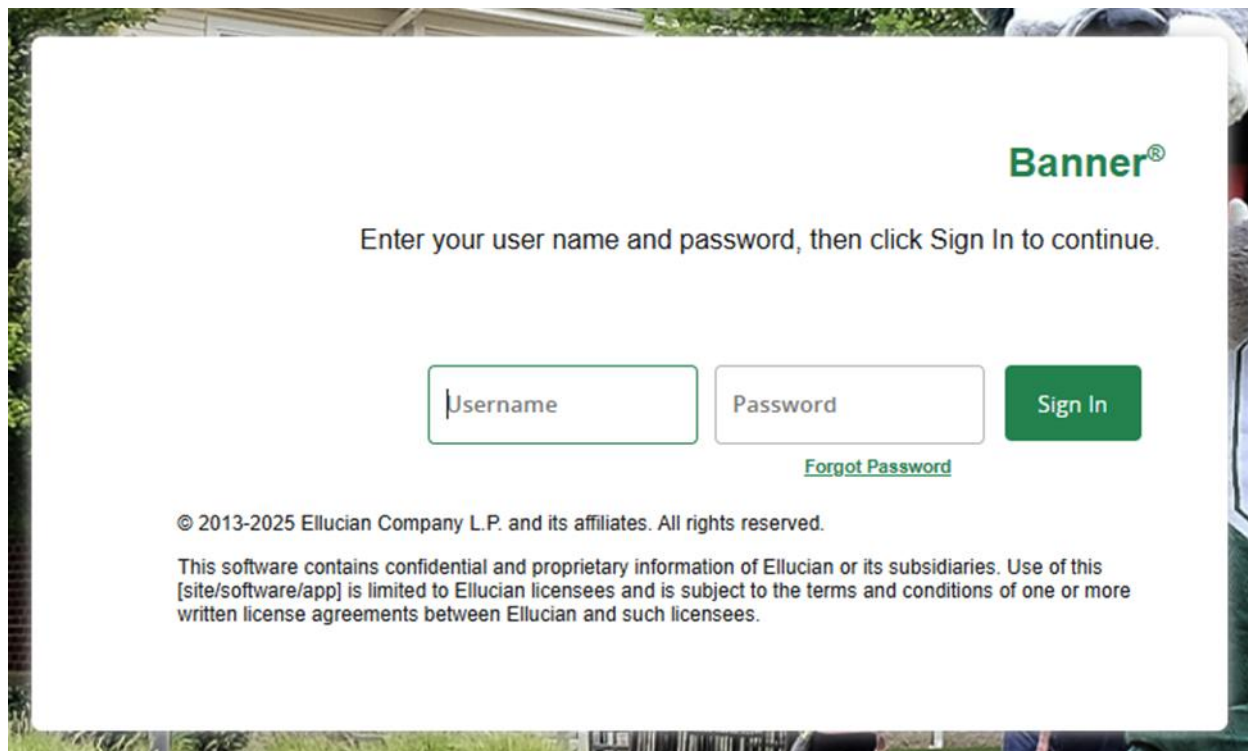
REQUEST INFO >>

Already have a username and password? Log in here:

[Proxy Portal](#)

[Authorized User Billing Portal](#)

5. Enter in your previously created username and password.

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

Username Password Sign In

[Forgot Password](#)

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