



Proxy Portal

Parent/Guardian Instructions


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

<input type="checkbox"/> ☆ > noreply	Action Required-Proxy Account - Slippery Rock University Logo To: [REDACTED] as a FERPA pr...
<input type="checkbox"/> ☆ > noreply	New Proxy Account - Slippery Rock University Logo To: [REDACTED] as a Parent or Legal Guard...
<input type="checkbox"/> ☆ > 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

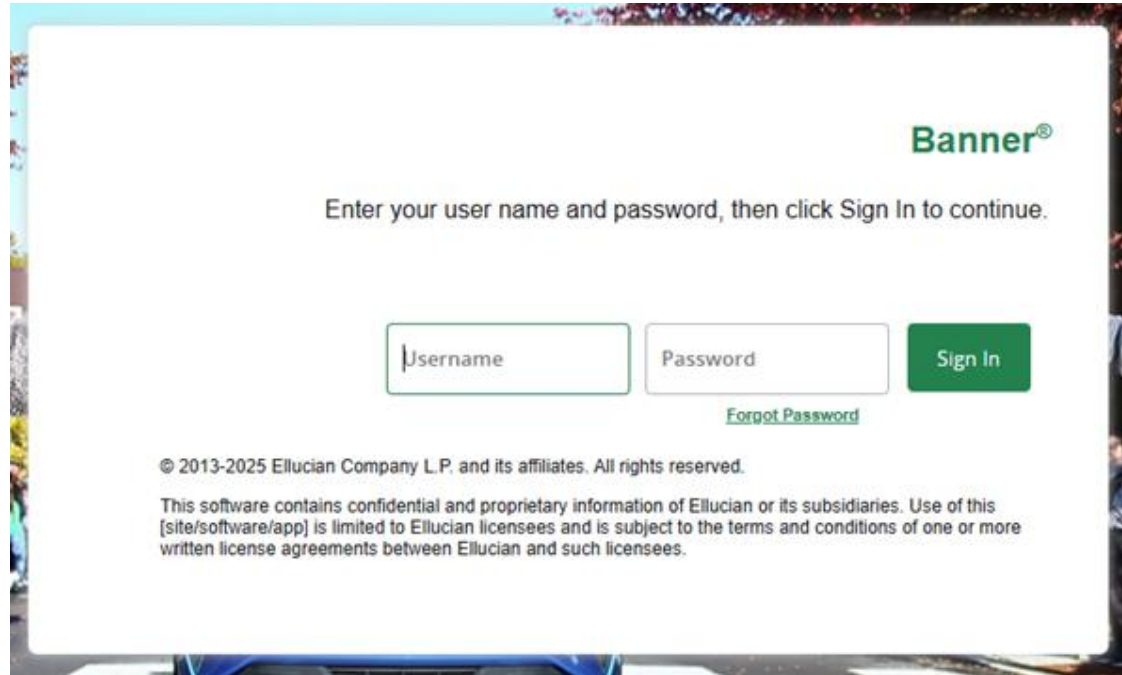
Initial Password

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 paragraph of legal disclaimer text.

Banner®

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

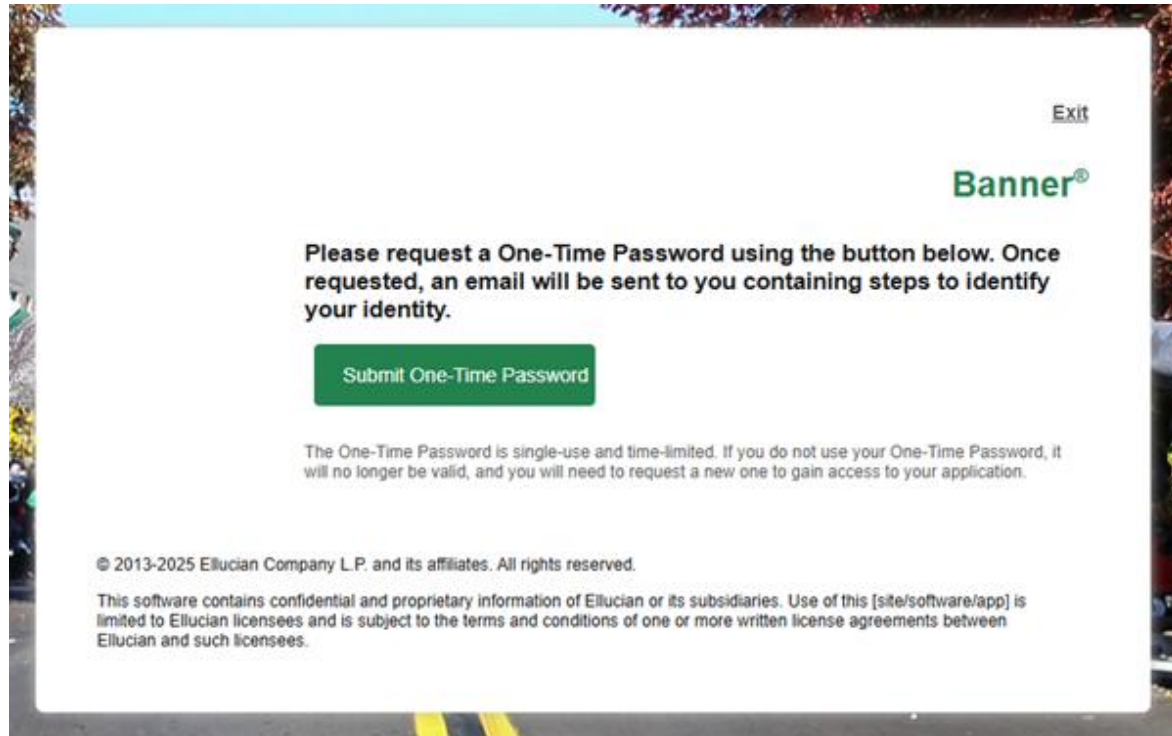
Username Password **Sign In**

[Forgot Password](#)

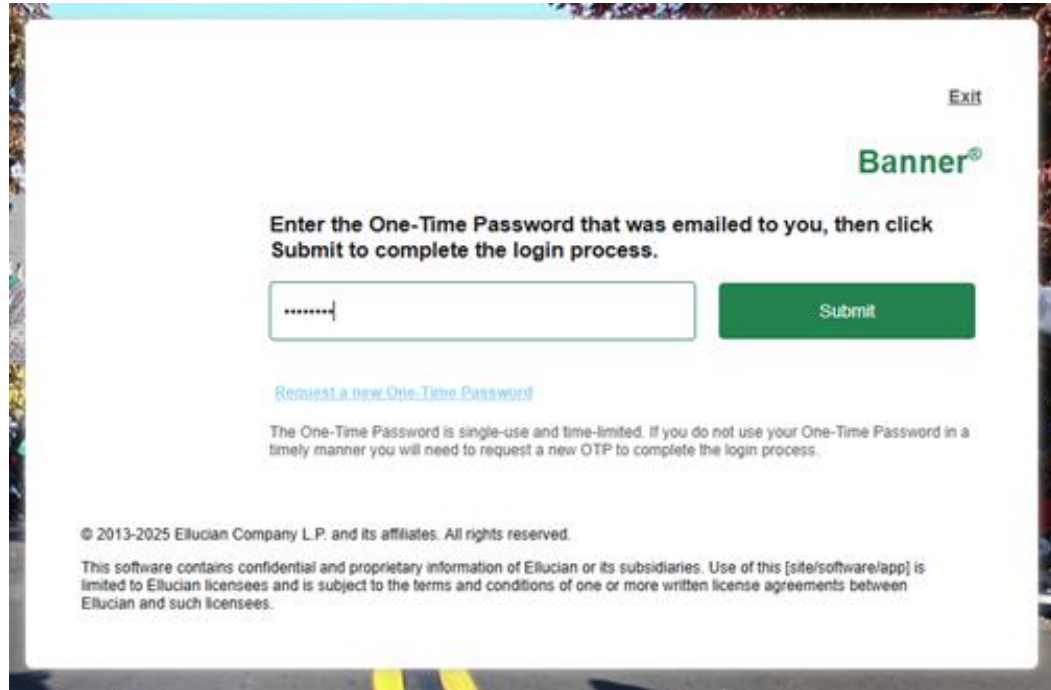
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3. Request a one-time password to verify your identity. Click “submit one-time password.”



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

A screenshot of a web application login screen. The background is a blurred image of a person's legs in blue jeans and yellow shoes. The login interface is a white rectangular box. In the top right corner of the box is a blue 'Exit' link. Below it is the 'Banner®' logo in green. 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 dots and a cursor. To the right of the input field is a green 'Submit' button. Below the input field is a blue link: 'Request a new One-Time Password'. Further down is a paragraph: '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 of the box 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.'

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.

