



# Student Guide to Proxy Management

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# Welcome to MySRU

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>

The  portal icon is located at the top right corner of every SRU page.

At the log in screen: Enter your username (i.e. abc1234) and network password to launch the portal.

**SLIPPERY ROCK UNIVERSITY**  **ROCK SOLID EDUCATION**

**Slippery Rock University Experience Portal**  
Sign in using your SRU email address and password.  
[Sign In](#)  
**Need Help?**  
[Account Maintenance](#)  
[Reset Password](#)

**Applying to SRU**  
[Apply Now](#)  
**Already have an account?**  
[Admissions Log In](#)

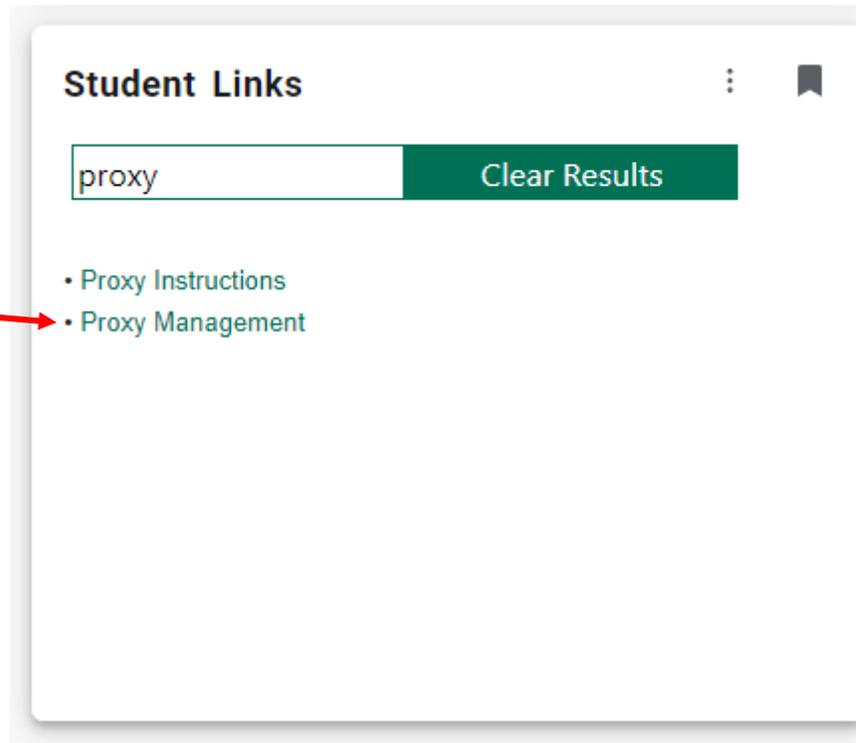
[Sislinks](#)  
[University Directory](#)

**TRANSFER STUDENTS:** Your SRU Username is the first part of your email address. You received this information in your Deposit Confirmation Letter. (i.e. abc1234)

# Proxy Management: Student Giving Authorization

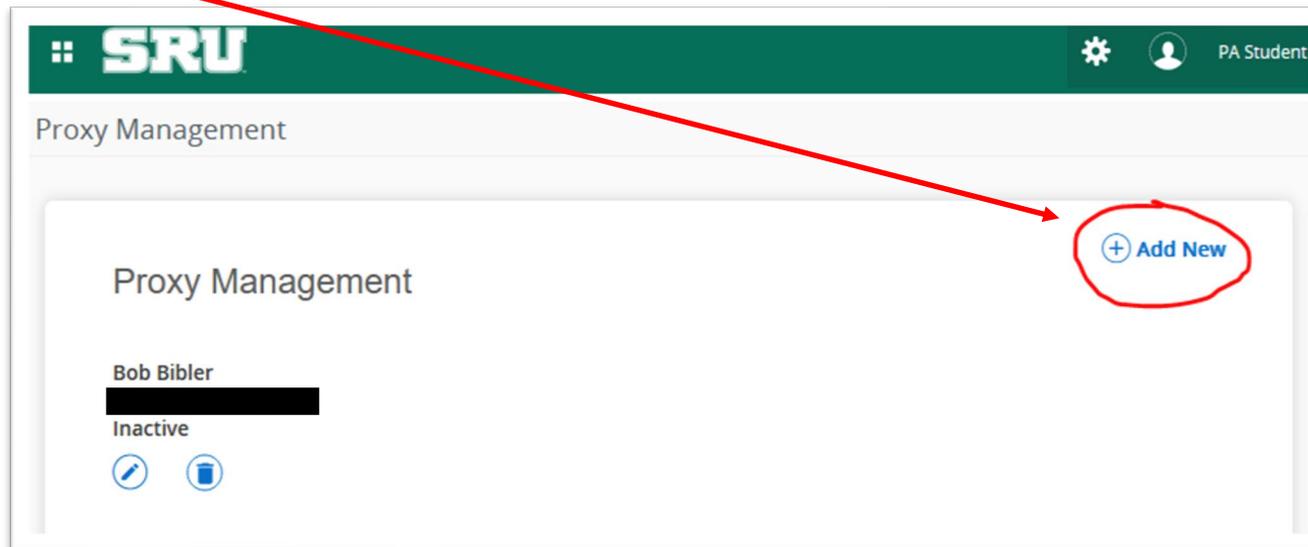
In the Student Links card, search for “proxy.”

Click on **Proxy Management** to give authorization.



## Student: Add Proxy

Click **Add New** to add a Proxy



Note: Additional Proxies can be added. See pg. 9.

# Student: Authorizing Assigned Proxy – Profile Tab

## Proxy Information

Student needs to assign Proxy (Parent/ Legal Guardian) by completing the *Required* Profile information.

End Date: Best practice is to set for anticipated graduation date.

## Additional Information

Description (optional): How you know the proxy, or their relationship to you.

Passphrase (optional): Used for identification (security) purposes.

- The Passphrase is used when a Proxy (Parent/ Legal Guardian) wants to call and discuss information with University Staff: i.e. Academic Records & Registration Office, Student Accounts and/or Financial Aid.
- You are giving the proxy permission to discuss your record.

Proxy Management • Proxy Information

**Proxy Information** ⓘ

Profile (Required)

First Name  
First Name

Last Name  
Last Name

E-Mail  
E-Mail Address

Verify E-Mail  
Verify E-Mail Address

Relationship ⓘ  
Select a Relationship

Start Date  
Start Date

Stop Date  
Stop Date

**Additional Information** ⓘ

Description  
Description

Passphrase  
Passphrase

Authorizations (Required) ⓘ

Cancel Submit

## Student: Authorizing Assigned Proxy – Profile Tab

- Once the Relationship has been selected, a list of Authorizations will populate.
- Check or uncheck the information you want visible to the Proxy.
- Click Submit

Authorizations (Required) ⓘ

Select All

Account Summary

Award Package

Award History

Student Detail Schedule

Week at Glance

Financial Aid Status

Student Grades

Student Holds

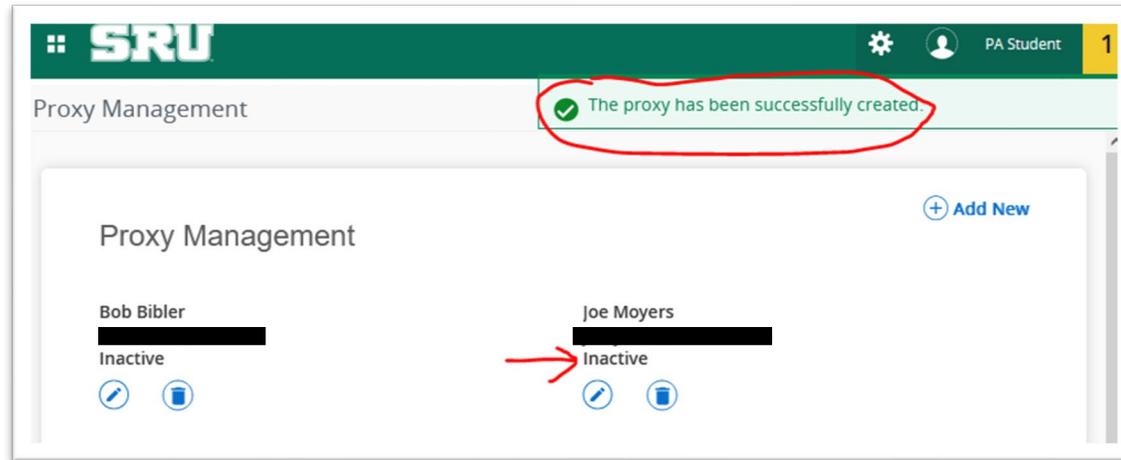
Copy Authorizations ⓘ

Select a Person ▼

Cancel Submit

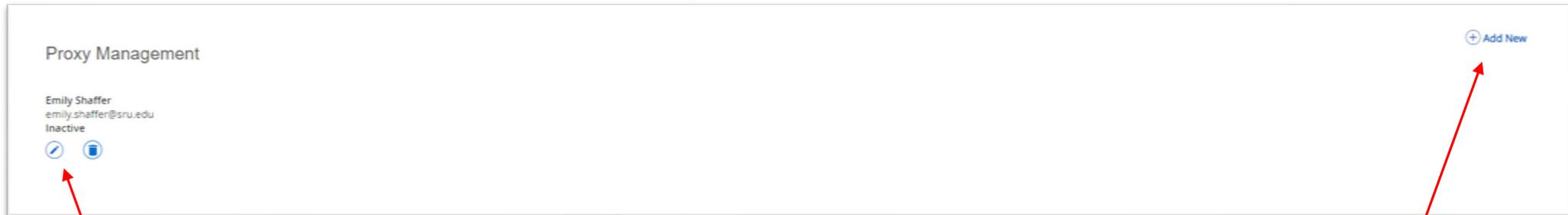
Copy Authorization allows you to duplicate authorization(s) if you add additional Proxy(s).

After clicking the Submit button, the student sees the following message and shows the new Proxy as Inactive. The Proxy will receive three emails to the email address provided by the student. Once the Proxy has created their account, they will become active. See separate PDF for Proxy Portal Instruction guide.



## Student: Proxy Management

- Once your Proxy has been added, you will see them listed under Proxy Management.
  - To add another Proxy. Click **Add New**
  - As the student, you can **edit and/or delete** the Proxy. Click Edit to view the History tab and Communication tab. You can also click Edit to reset the password for the Proxy.



Click the edit button to update Proxy information or reset password.

Click Add New to add another proxy.

# Student: Edit Proxy Authorizations

Emily Shaffer (emily.shaffer@sru.edu) [Reset Password](#)

Click Reset Password for a message to be emailed to Proxy to reset their password.

Email Passphrase to Proxy.

- Different from the Password
- Refer to page 7 for passphrase access

Edit Authorizations by checking **Select All** or checking only the boxes next to contents you authorize the Proxy to access.

Set/Edit dates Proxy has authorization to view information.

- Stop Date edits will take overnight to update

Email Authorizations to Proxy for the proxy to know what they particularly have access to view.

Click Submit to save any changes made to Proxy information.

Proxy Information    History    Communication

Relationship <sup>ⓘ</sup>

Parent or Legal Guardian

Start Date: 12/14/2021    Stop Date: 06/12/2022

Additional Information

Description

Passphrase

[E-mail Passphrase](#)

Authorizations (Required) <sup>ⓘ</sup>

Select All

- Account Summary
- Award Package
- Award History
- Student Detail Schedule
- Week at Glance
- Financial Aid Status
- Student Grades
- Student Holds

[E-mail Authorizations](#)

Copy Authorizations <sup>ⓘ</sup>

Select a Person

Cancel    Submit

## Student: History Tab

The History Tab contains an Authorized Log of authorized actions, you the student, set for the Proxy (Parent/Legal Guardian) to view. This list is ordered newest to oldest.

Proxy Information

**History**

Communication

### Authorization Log ⓘ

Date	Action	Page
11/22/2021 10:47 AM	View	Week at a Glance
11/22/2021 10:47 AM	View	Proxy Personal Information
11/22/2021 10:46 AM	View	Award Package
11/22/2021 10:45 AM	Login	Display authorization menu
11/18/2021 01:13 PM	Enable	Account Summary
11/18/2021 01:13 PM	Enable	Award History
11/18/2021 01:13 PM	Enable	Award Package
11/18/2021 01:13 PM	Enable	Financial Aid Status

## Student: Communication Tab

Log of all emails sent between student and proxy.

Proxy Information    History    **Communication**

Communication Log ⓘ

Transmit Date	Subject	Action Date	Expiration Date	Resend
11/22/2021 10:47 AM	Send updated proxy profile data			
11/22/2021 10:46 AM	Send updated proxy profile data			
11/18/2021 01:13 PM	New proxy identity	11/22/2021	01/02/2022	
11/18/2021 01:13 PM	New proxy confirmation		01/02/2022	
11/18/2021 01:13 PM	Updated proxy relationship			

Expiration Date: When the URL within the message will be inactivated.

Action date: When the proxy activated the URL within the message.

Student can resend information to Proxy by clicking blue email icon next to corresponding message.

# FAQ

## 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. 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. Self-Service Banner (SSB) will timeout after 60 minutes.

## 5. If my student status is "inactive," will the proxy (parent) have access to student records in the Parent Portal?

No, once the student is coded as "inactive," access to all student information is deactivated.

## FAQ

6. As a student, can I change the Stop date of the proxy?

Yes. If the end date is updated, it will be an overnight process.

7. How much time does a proxy have to set up my account once they receive the “New Proxy Identity” email?

The encrypted link in the email you receive has a limited timeframe – 3 days.

If the proxy does not set up within 3 days, the student must resend the email labeled “New Proxy Identity”. The student can locate the email under the Communication tab in the proxy management.

8. How often should I update Proxy permissions?

Check permissions each semester you are an active student to ensure they are correct.

9. Where do proxy’s locate the link to login to view my students’ information once I have set up my account?

<http://www.sru.edu> and click on the **Family** link at the bottom of the page

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.

# FAQ

10. 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 will login to MySRU.

Click on the Billing Tab.

Click "Pay or View My Bill."

Under My Profile Setup, choose Authorized Users, the Add Authorized User.

11. What if I lose my TouchNet access information?

Contact Student Accounts at 724.738.2088 for assistance.

12. Who do I call for help? Contact the IATS Help Desk

Location: 104 Maltby Center

Hours: Monday - Friday 8:00 a.m. - 4:30 p.m.

Phone: 724.738.4357 (HELP) or campus extension x4357

Email: [helpdesk@sru.edu](mailto:helpdesk@sru.edu)