



# Student Guide to Proxy Management

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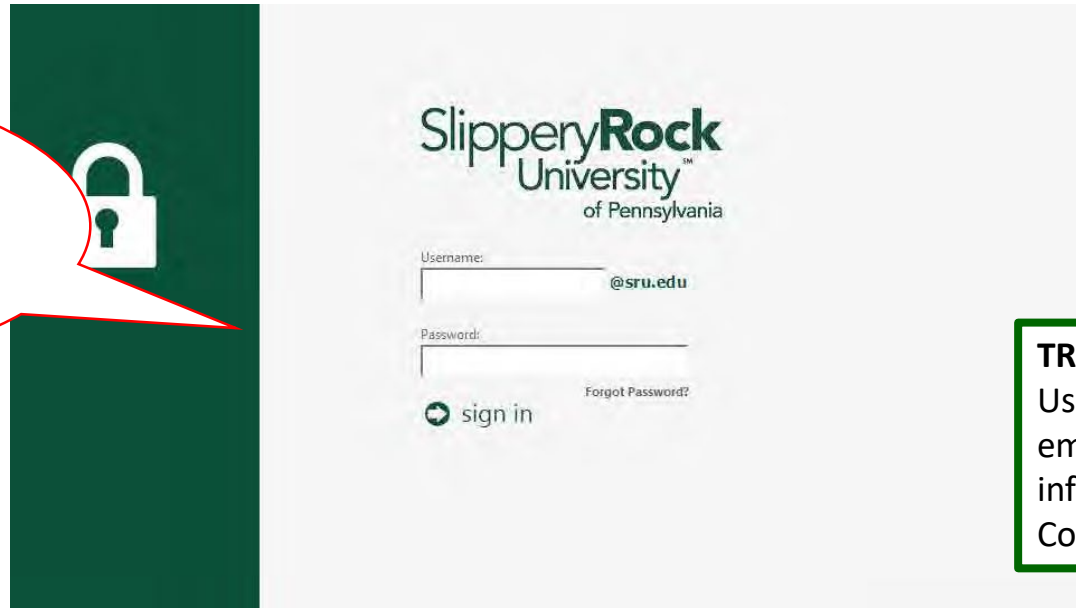
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## Welcome to MySRU

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.

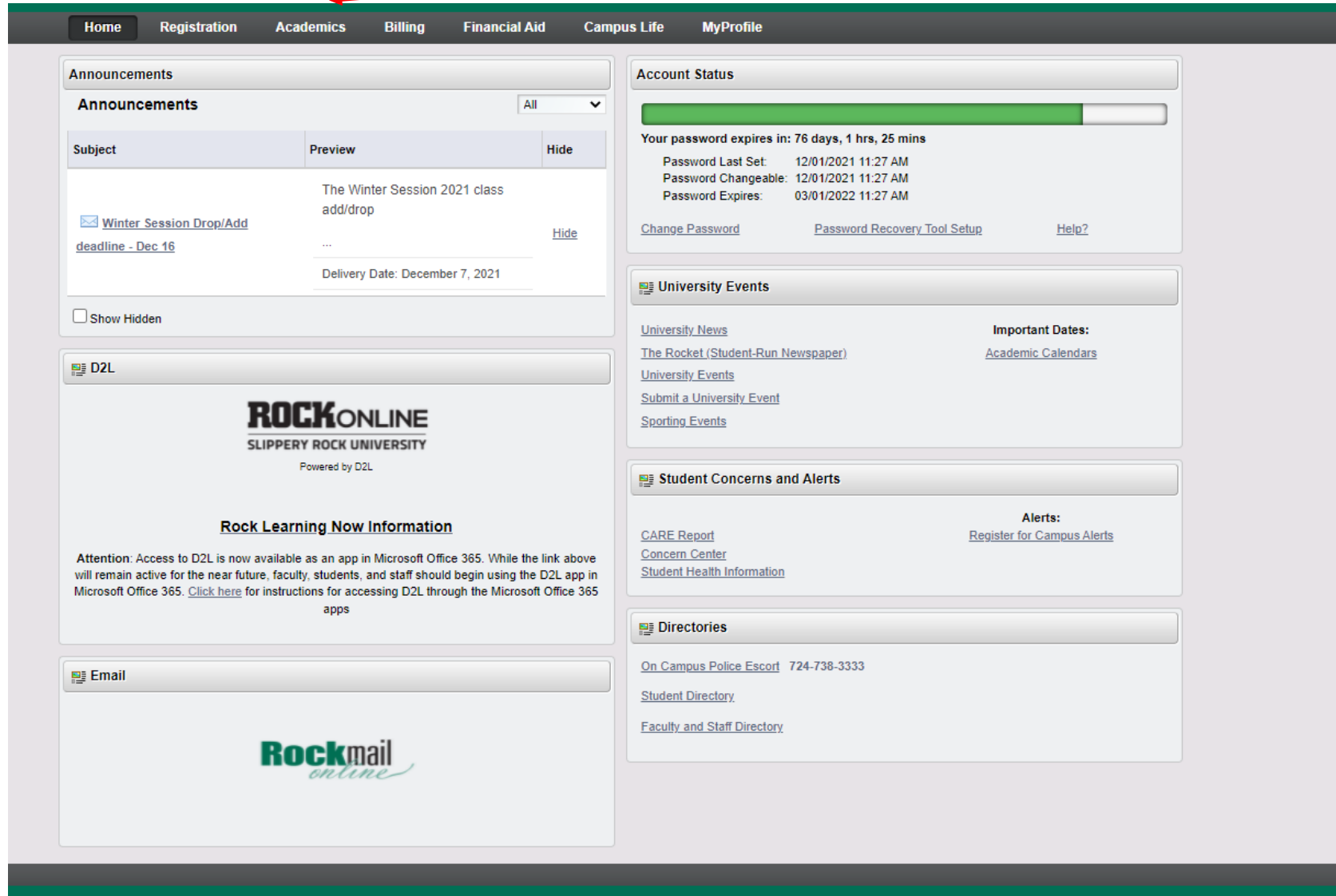
At the log in screen: Enter your username (i.e. abc1234) and network password to launch the portal.



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

**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)

Welcome to the MySRU portal. To access the Parent Portal Proxy information, Click the **Academics** tab.



The screenshot shows the MySRU portal navigation menu with the following tabs: Home, Registration, Academics, Billing, Financial Aid, Campus Life, and MyProfile. A red arrow points to the 'Academics' tab.

**Announcements**

Announcements All

Subject	Preview	Hide
<a href="#">Winter Session Drop/Add deadline - Dec 16</a>	The Winter Session 2021 class add/drop ... Delivery Date: December 7, 2021	<a href="#">Hide</a>

Show Hidden

**D2L**

**ROCKONLINE**  
SLIPPERY ROCK UNIVERSITY  
Powered by D2L

**Rock Learning Now Information**

Attention: Access to D2L is now available as an app in Microsoft Office 365. While the link above will remain active for the near future, faculty, students, and staff should begin using the D2L app in Microsoft Office 365. [Click here](#) for instructions for accessing D2L through the Microsoft Office 365 apps

**Email**

**Rockmail**  
*online*

**Account Status**

Your password expires in: 76 days, 1 hrs, 25 mins

Password Last Set: 12/01/2021 11:27 AM  
Password Changeable: 12/01/2021 11:27 AM  
Password Expires: 03/01/2022 11:27 AM

[Change Password](#) [Password Recovery Tool Setup](#) [Help?](#)

**University Events**

[University News](#) [Important Dates:](#)  
[The Rocket \(Student-Run Newspaper\)](#) [Academic Calendars](#)  
[University Events](#)  
[Submit a University Event](#)  
[Sporting Events](#)

**Student Concerns and Alerts**

[CARE Report](#) [Alerts:](#)  
[Concern Center](#) [Register for Campus Alerts](#)  
[Student Health Information](#)

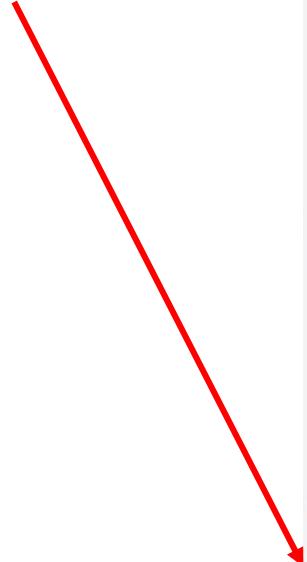
**Directories**

[On Campus Police Escort](#) 724-738-3333  
[Student Directory](#)  
[Faculty and Staff Directory](#)

# Proxy Management: Student Giving Authorization

On the Academics Tab, you will see the Parent Portal portlet.

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



**My Rock Audit**

[My Rock Audit](#)

**Help Documents:**  
[DW-My Rock Audit Frequently Asked Questions](#)  
[Problems Logging into My Rock Audit](#)  
[My Rock Audit Student Manual](#)  
[Transfer Grade Definitions](#)

**Transcripts and Enrollment Verification**

[View/Print Unofficial Transcript Request Official Transcript](#)      [Online Transcript Requests Transcript Request Check](#)

**Enrollment Verification**

Students may access and print their own Enrollment Verification by using the National Student Clearinghouse's (NSC) self-service site. Students may also view their historical enrollment information, proof of enrollment issued to providers, and specific information about their student loans.

[Self Service Enrollment Verification](#)  
[SRU Enrollment Verification Request](#)  
[Graduation Verification Request](#)

**Education Planning**

[Majors & Minors](#)      [Academic Policies – Undergraduate](#)  
[Course Equivalencies](#)      [Academic Policies – Graduate](#)  
[Fall -Final Examination Schedule](#)      [Academic Standing – Undergraduate](#)  
[Spring -Final Examination Schedule](#)      [Academic Standing – Graduate](#)  
[Academic Records Forms](#)      [Honors Program](#)  
[Threat Declaration and Change Form](#)  
[Rock Studies Requirements](#)  
[Code of Conduct - Student Responsibilities](#)

**Academic Support Tools**

[Rock Learning Now](#)      [Microsoft Office Productivity Applications](#)  
[Tutoring Request](#)      [Downloadable Productivity Applications](#)  
[Writing Center](#)      [Technology Learning Center](#)  
[College Success Workshops](#)      [IT Help Desk](#)  
[Exploratory/Undecided](#)      [GPA What If Calculator\(web app\)](#)  
[Services for Students with Disabilities](#)  
[Computer Labs](#)  
[Quallincs](#)

**Parent Portal**

[Proxy Management](#)  
[Proxy Instructions](#)  
[Student Instructions](#)

**Library**

[eReserve](#)  
[Research DB](#)  
[Catalog and Discovery](#)  
[Library Hours](#)  
[Interlibrary Loan](#)  
[LibGuides](#)

For additional questions or assistance please call the Bailey Library at 724-738-2058

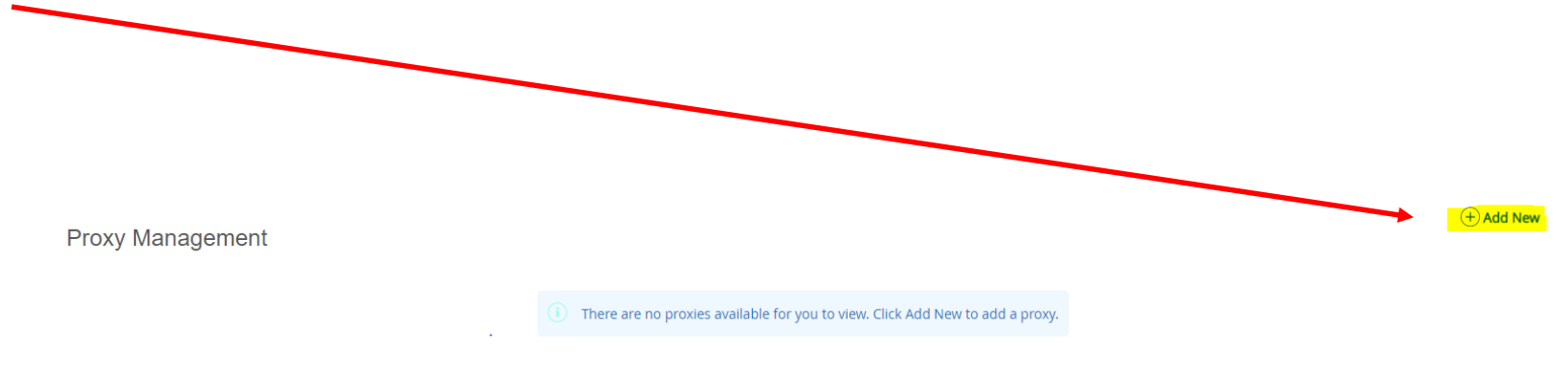
**Career Planning**

[Job & Internship Search](#)  
[Resume Assistance](#)  
[Grad School Prep](#)  
[On Campus Employment](#)  
[Handshake](#)

**Teacher Education**

## Student: Add Proxy

Click **Add New** to add a Proxy



Note: Additional Proxy's 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 the following offices: Academic Records & Registration Office, Student Accounts and/or Financial Aid.
- You are giving the proxy permission to discuss your record. This **does not** include permission to discuss information with faculty.

## Click Submit

Proxy Management • Proxy Information

**Proxy Information** ⓘ

Profile (Required)

First Name

Last Name

E-Mail

Verify E-Mail

Relationship ⓘ

Start Date

Stop Date

**Additional Information** ⓘ

Description

Passphrase

Authorizations (Required) ⓘ

## Student: Authorizing Assigned Proxy – Profile Tab

- Once the Relationship has been selected, a list of Authorizations will populate.
- Check only 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

Cancel

Submit

Copy Authorizations ⓘ

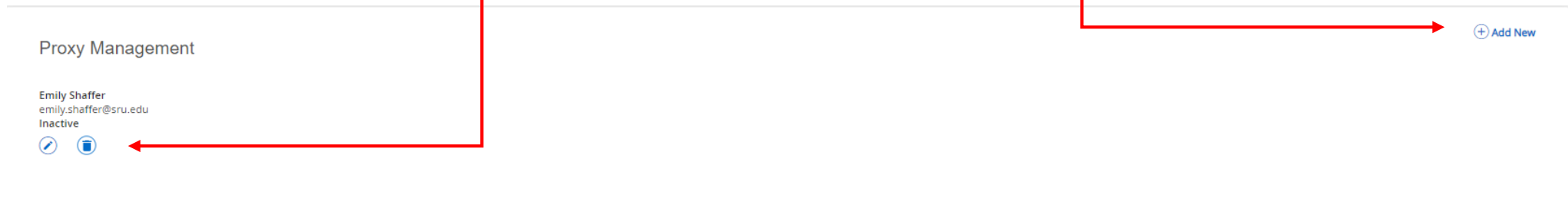
Select a Person

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



## 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



# 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.

## 6. 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.

## 7. 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.

## FAQ

8. As a parent, how do I change my PIN/password?

Located on the Parent Profile page, there is an icon to change your PIN.

9. 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.

10. 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.

11. 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> 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

12. 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.

13. What if I lose my TouchNet access information?

Contact Student Accounts at 724.738.2088 for assistance.

14. 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)