Proxy Access

Students can grant others access to view certain pieces of information in Self Service Banner and/or to have conversations with select departments. This is called granting "proxy access," and the other person is referred to as your proxy. The most common scenario is granting a parent or spouse access to your personal information. Access is granted by e-mail address, so you must know the e-mail address of the person you wish to grant access.

To establish proxy access:

- 1) Log in to MyBSU at http://my.bsu.edu/ using your Ball State username and password.
- 2) Select SSB Self Service Banner.
- 3) Select the Proxy Access menu and select the link for Proxy Management.
- 4) Read the text on the page and make sure that you understand the implications and responsibility of granting proxy access to your information.
- 5) Select Add Proxy.
- 6) Enter the first name, last name, and e-mail address of the person you wish to grant proxy access.
- 7) Confirm that you wish to add this person by selecting Add Proxy again.
- 8) The person you just added will be sent an e-mail asking that they set up a PIN/Password. You will also be sent a copy of this e-mail to your Ball State account.
- 9) Now, you must define what access the proxy will have.

Defining Access:

- 1) On the Proxy Management self service page, select the line that says Expand (Proxy Name).
- 2) Complete the Profile Tab.
 - a. You must select a relationship for this proxy if you don't, you will not be able to authorize any access for the proxy.
 - b. Enter a description for the person's relationship to you, such as "mom," "wife," or "employer."
 - c. Enter a passphrase for the person. This is a required field if you are going to allow the proxy to have verbal conversations with anyone at Ball State University. Essentially, this is a password.
 - d. The start and end dates will default in. You can change them if you desire.
 - e. If you set a passphrase, select the E-Mail Passphrase icon. This will send your proxy an email with their passphrase included they will need that for any assistance from the HelpDesk or by any department.
- 3) Complete the Authorization Tab
 - a. When you select the Authorization tab, you will see all the access that you can extend to your proxy. You can grant item-by-item access, or you can select the main check boxes next to the major categories to grant access to all items in each category (for example,

- all Financial Aid Access items can be granted by selecting the check box next to Financial Aid Access).
- b. After you have checked all the items your proxy should have access to, select the E-Mail Authorizations icon to the right. This will generate an e-mail to your proxy indicating what you have granted them access to.