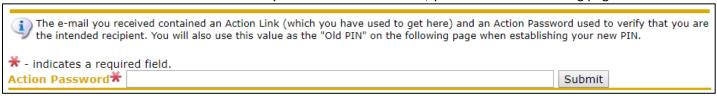
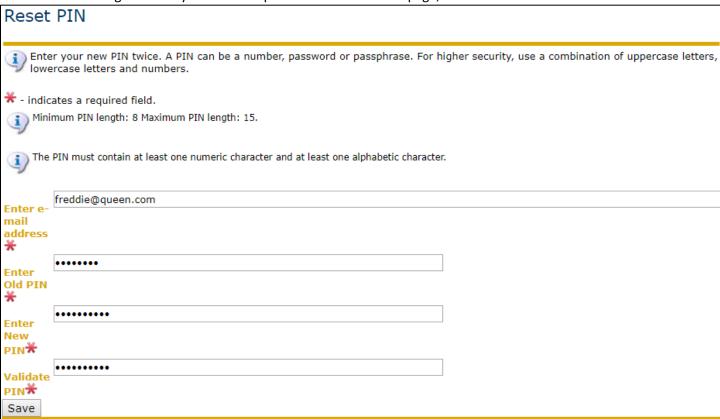
Proxy Access

To log in to your Proxy Access account for the first time:

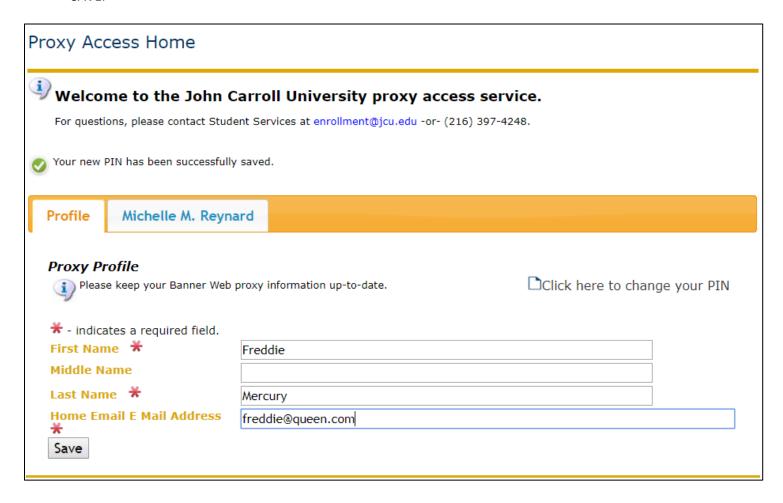
1. When a student authorizes you for Proxy Access, you will receive an email with a link to the Proxy Access system as well as an Action Password. When you click on the email link, you will see the following page:



- 2. Copy the Action Password from the email you received and paste it into the Action Password field and click submit.
- 3. On the next page, you will be required to create a new PIN to log in. This new PIN must be between 8-15 characters with at least one letter and one number. In the **Enter Old PIN** field, you will need to paste the Action Password again. Once you have completed the fields on this page, click SAVE.



4. On the next page, you will need to enter your name and verify the email address you would like to use to login. SAVE.



5. The tab(s) on this page will also list the student(s) who have authorized you as a proxy on their account. Clicking on the tab(s) will bring you to a page that lists the pages the student has authorized you to view. Clicking on the page names will bring up a new window with that page from the student's account.

Proxy Access Home



Welcome to the John Carroll University proxy access service.

For questions, please contact Student Services at enrollment@jcu.edu -or- (216) 397-4248.

Profile

Michelle M. Reynard

Proxy Authorizations



The following Banner Web page links have been specifically authorized for your use. All pages will display in a dedicated Proxy Access window. Use the EXIT link to close the Proxy Access window. There is no need to close the window until you have completed all proxy access.

We appreciate your effort to be a good parent.

Parent Access to Student Financials for Michelle M. Reynard

Current Student Account

Student Financial Aid Award

Federal Shopping Sheet

Student Financial Aid Requirements

Student Account History

Parent Access to Student Records for Michelle M. Reynard

View Course Schedule Detail

Student Schedule by Day and Time

View Mid-Term Grades

View Final Grades

View Student Transcript

View Holds on Student Account

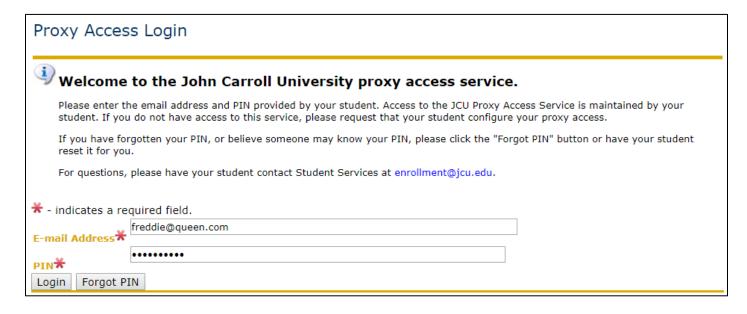
6. The student has the option to create a Passphrase for you. This Passphrase allows you to call into the Student Services Counselors or Financial Aid staff (216-397-4248) and discuss information that the student has authorized. If the student has created a Passphrase for you, you will receive a separate email containing your Passphrase. Note: This Passphrase is intended to allow the Student Services Counselors or Financial Aid staff to verify your identity over the phone; the Passphrase cannot be accessed by other campus offices.

To log in to your Proxy Access account after your initial login:

- 1. In a web browser, navigate to www.jcu.edu/bannerweb
- 2. On this page, select Proxy Access to log in to your account.



3. To log in, you need to enter the email address for which Proxy Access was enabled and enter the PIN you created. As a reminder, the PIN must be between 8-15 characters with at least one letter and one number.



4. Once you have logged in, you will see your profile page. The tab(s) on this page will also list the student(s) who have authorized you as a proxy on their account. Clicking on the tab(s) will bring you to a page that lists the pages the student has authorized you to view. Clicking on the page names will bring up a new window with that page from the student's account.

Proxy Access Home



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Things to note:

What information is displaying:

The student may change what information you are authorized to view AT ANY TIME. If you have questions about what information is being displayed, please contact the student to discuss.

For Student Account access:

The student will need to set you as an Authorized User on their student account in order for you to receive email notifications regarding their student account, to see account activity, make payments, and set up a Payment Plan via the Student Account Suite. Instructions for this setup can be found here: http://sites.jcu.edu/aid/pages/billing-and-payment/

Login Issues or Forgotten Passphrase:

The student is the only person who can reset your PIN, and change/send an email reminder of your Passphrase. Please contact the student if you have login issues or if you have forgotten your Passphrase.