

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:


 The e-mail you received contained an Action Link (which you have used to get here) and an Action Password used to verify that you are the intended recipient. You will also use this value as the "Old PIN" on the following page when establishing your new PIN.

* - indicates a required field.


Action Password*


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.

Reset PIN

 Enter your new PIN twice. A PIN can be a number, password or passphrase. For higher security, use a combination of uppercase letters, lowercase letters and numbers.

* - indicates a required field.

 Minimum PIN length: 8 Maximum PIN length: 15.

 The PIN must contain at least one numeric character and at least one alphabetic character.

Enter e-mail address*

Enter Old PIN*

Enter New PIN*

Validate PIN*

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.

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.



Your new PIN has been successfully saved.

Profile

Michelle M. Reynard

Proxy Profile



Please keep your Banner Web proxy information up-to-date.

[Click here to change your PIN](#)

* - indicates a required field.

First Name *

Freddie

Middle Name

Last Name *

Mercury

Home Email E Mail Address *

freddie@queen.com

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.

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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 [JCU BannerWeb](#)
2. On this page, select Proxy Access to log in to your account.

[Alumni and Friends](#) [Academic](#) [Financial Services](#) [Employee](#)

Search [SITE MAP](#) [HELP](#) [EXIT](#)

John Carroll University Banner Web

Enter Secure Area
Login here to view your personal information; Check your registration status and register for classes.

Student Financial Services
JCU Financial Services website with all information related to the cost, payments, and financial aid process to ensure your financial success at the University.


Registration Utilities
Course Catalog, Class Schedules and Seat Availability

View Final Exam Schedule

Proxy Access
Access to student information for Parents and other proxy users.

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.

Proxy Access Login

 **Welcome to the John Carroll University proxy access service.**

Please enter the email address and PIN provided by your student. Access to the JCU Proxy Access Service is maintained by your student. If you do not have access to this service, please request that your student configure your proxy access.

If you have forgotten your PIN, or believe someone may know your PIN, please click the "Forgot PIN" button or have your student reset it for you.

For questions, please have your student contact Student Services at enrollment@jcu.edu.

* - indicates a required field.

E-mail Address*

PIN*

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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Profile

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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.