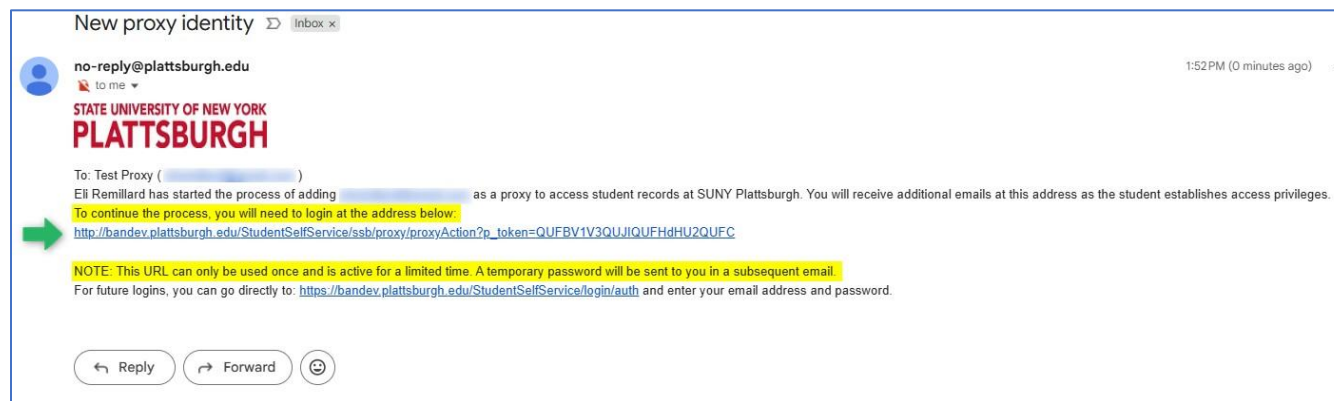


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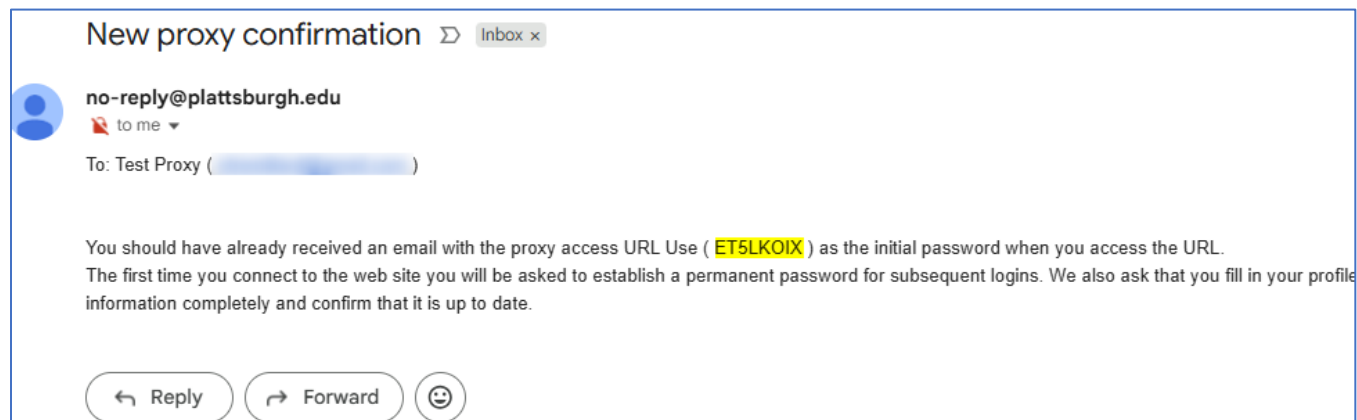
Proxy Instructions: How to Confirm & Establish your Proxy Account

When your student adds you as proxy to their account, **you will receive 2 emails**. These emails will be sent to the email address your student provided when they entered you as a proxy. If you do not see both emails, please be sure to check your spam/junk folder.

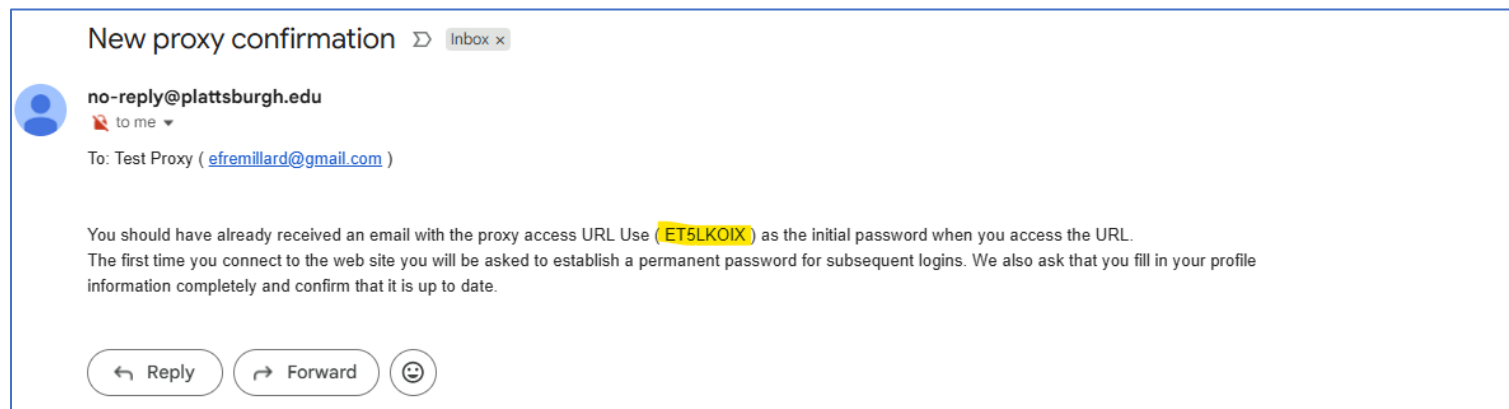
Email 1 - example - subject line 'New proxy identity'



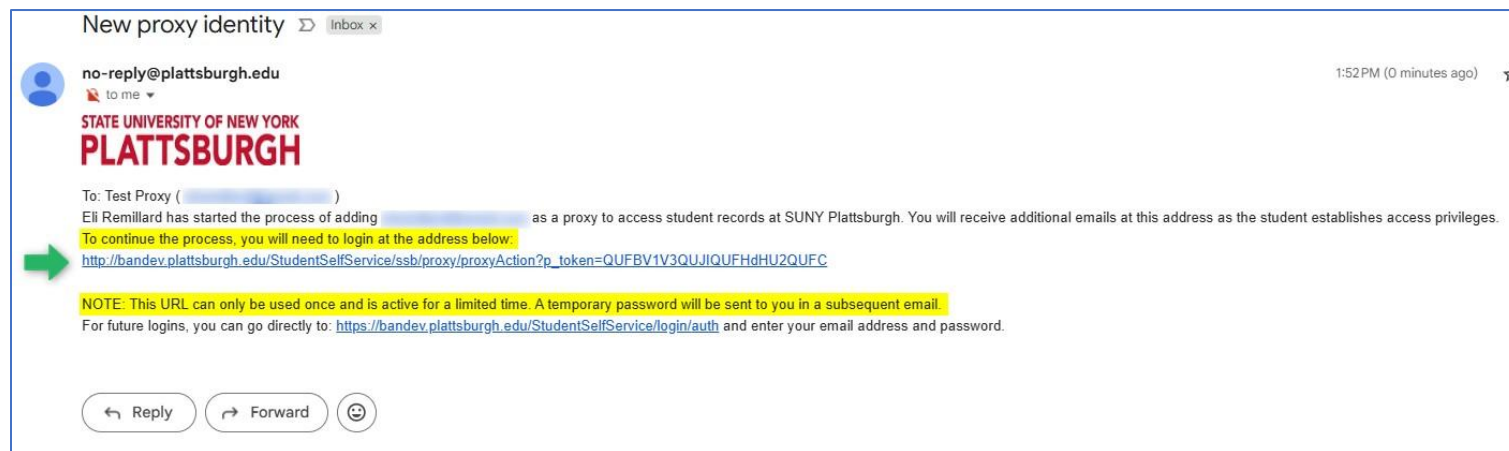
Email 2 - example - subject line 'New proxy confirmation'



Copy or record the initial password provided in the email you received with the subject line 'New proxy confirmation' (example shown below). You will need to enter this initial password on another screen in a following step.



Then click on the **first link** in the other email with the subject line 'New Proxy Identity' (shown below, the link next to the green arrow). **Please note this link can only be used once and the initial password is only valid a few days.**



Paste or type the initial password provided in the email on the screen shown below, then click 'Submit'.



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Enter your Initial Password, then click Submit to continue.

Submit

An email you received contained a URL (which you have used to get here), and a separate email contained an initial password. These are used together to verify that you are an intended recipient. You will also use the password for the Initial Password on the following page when establishing your new password.

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Then enter your email address, your initial password (the one you just entered on the previous screen from the email you received), your new password (the password that will be used for future logins), and then validate your new password by entering it again. When you are finished click 'Submit'.



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Reset your security password for Proxy Access.

Your email address has been verified. The next step is to save your password for proxy access. Enter your new password twice. For higher security, use a combination of uppercase letters, lowercase letters and numbers.

Submit

You will then be brought to the login screen shown below. Enter your full email address in the 'username' field, then enter the new password you just established, then click 'Sign In'.

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Enter your user name and password, then click Sign In to continue.



Sign In

[Forgot Password](#)

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You should then see the screen shown below.

Hello Test Proxy,

 You've been authorized to view content for the student(s) below. Click each tile to select the page you wish to view.

**Proxy Personal Information**
View/Update Proxy Personal Information. 

**I am a proxy for Remillard, Eli F**

Select to view 

Click on 'Proxy Personal Information' to add additional information about yourself if you wish (phone number, address, etc.) Make sure to click 'Submit' at the bottom when you are finished to save.

Proxy Personal Information

[Click here to change your password.](#)

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

Personal Details

* - indicates a required field.

Salutation

Salutation

First Name*

Test

Middle Name

Middle Name

Last Name*

Proxy

Name Suffix

Name Suffix

Nickname

Nickname

Contact

* - indicates a required field.

Home E-Mail Address*

efremillard@gmail.com

Phone Area Code

Phone Area Code

Phone Number

Phone Number

Phone Extension

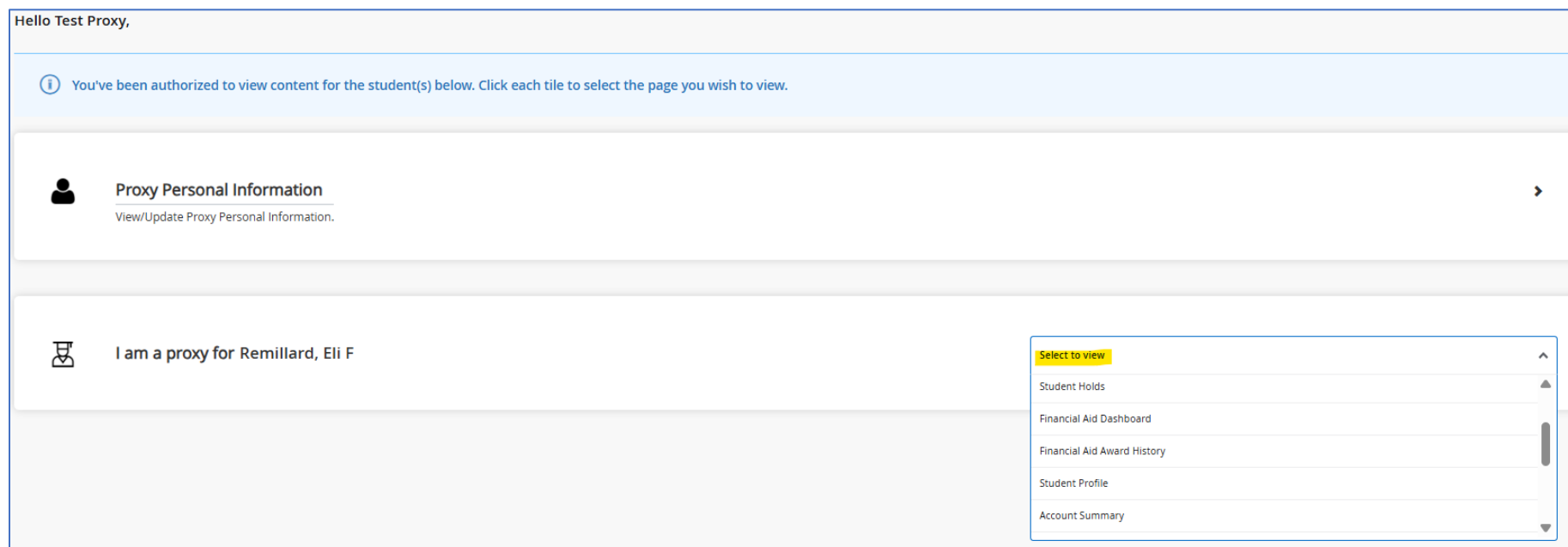
Phone Extension

Cancel

Submit

To access your student's information, select what area you'd like to view from the dropdown (shown below).

If a specific area is not shown in the dropdown, then your student has not authorized you to view that area. Please contact your student with any questions. The student, and only the student, can make changes to the authorizations provided to a proxy.



If you forget your password, or if your initial password expires before you establish your account.

- Go back to the email with the subject line 'New Proxy Identity'
- Click on the 2nd link in that email (example highlighted below on the following page)
- On the login screen, enter your full email address, then click forgot password.

- You will be sent new emails with a new initial password. Follow the same steps outlined previously in this document to establish your account and new password.
- Still need help? Please email registrar@plattsburgh.edu and we will be happy to assist!

New proxy identity

Inbox x

no-reply@plattsburgh.edu

to me

1:52 PM (1 hour ago)

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To: Test Proxy (efremillard@gmail.com)

Eli Remillard has started the process of adding efremillard@gmail.com as a proxy to access student records at SUNY Plattsburgh. You will receive additional emails at this address as the student establishes access privileges. To continue the process, you will need to login at the address below:
http://bandev.plattsburgh.edu/StudentSelfService/ssb/proxy/proxyAction?p_token=QUFBV1V3QUJlQUFHdHU2QUFC

NOTE: This URL can only be used once and is active for a limited time. A temporary password will be sent to you in a subsequent email.
For future logins, you can go directly to: <https://bandev.plattsburgh.edu/StudentSelfService/login/auth> and enter your email address and password.

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Enter your user name and password, then click Sign In to continue.



[Forgot Password](#)

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Reset Password

A web page link has been sent to your e-mail address. Use the link to reset your password.