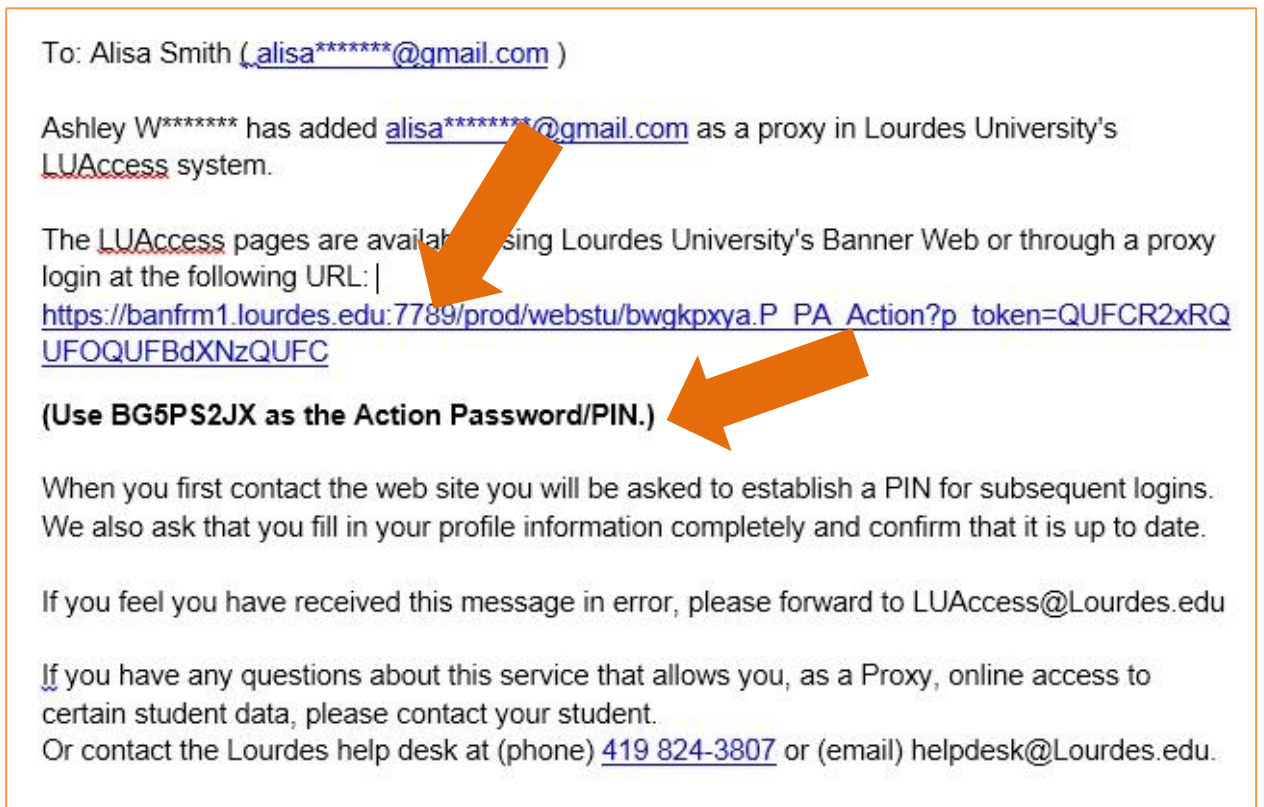
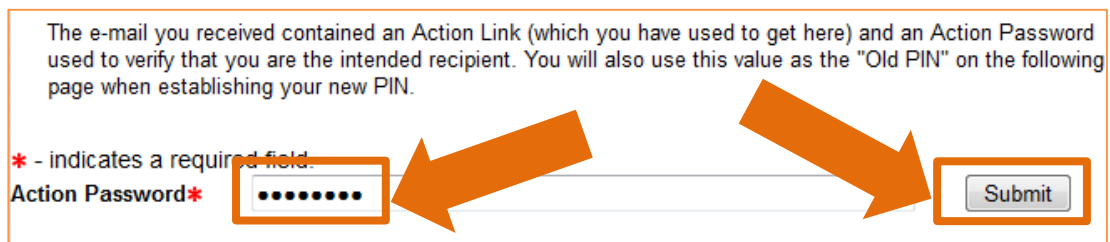


[LU Proxy Access setup instructions for PROXY \(Parent/Guardian\)](#)

1. The proxy user (Parent/Guardian) will initially receive two emails after student enters profile information. Login to the personal email that was identified by student while establishing the proxy profile.
2. Open the first email that says “**Lourdes University Proxy Account Created For You.**” It will provide an “**Action Password/PIN**” and a link to access the login page. Click on the link.



3. This will open the following page that enables your to confirm your email address. Enter your “**Action Password/PIN**” from the first email then click “**Submit**”.



- On the resulting page, set up your new PIN by entering your email address, the Old Pin (Action Password/PIN from email) and creating new PIN of your choice. Your PIN must be between six and fifteen characters long. Once information has been entered, click **“Save”**.

RESET PIN

Enter your new PIN twice. PIN length is between 6 and 15 characters and must be numeric.

Welcome to the Banner Web proxy access system. Your e-mail address has been verified. The next step is to save your security PIN for proxy access.


* - indicates a required field.
Minimum PIN length: 6 Maximum PIN length: 15.

Enter e-mail address*

Enter Old PIN*

Enter New PIN*

Validate PIN*



- Then, enter your personal information as shown below to finish creating your profile. Click **“Save”** when done.

Profile Ashley

Required data missing : Address Line 1 : City : State : Zipcode : Nation

Proxy Profile

Please keep your Banner Web proxy information up-to-date. [Click here to change your PIN](#)

* - indicates a required field.

Salutation

First Name *

Middle Name

Last Name *

Name Suffix

Nickname

Home E-Mail E Mail Address *

Permanent Phone Area Code

Permanent Phone Number

Permanent Phone Extension

Permanent Address Line 1 *

Permanent Address Line 2

Permanent Address Line 3

City *

State *

Zipcode *

Nation *

Gender

6. After saving, exit that page and revisit your email inbox. Open the second email that states “**Lourdes University Additional Proxy Account Created For You.**” Click on the link to access the login page.

To: Alisa Smith (_alisa*****@gmail.com)

Ashley ***** has tagged _alisa*****@gmail.com as a personal proxy in Lourdes University's LUAccess system.

The LUAccess pages are available using Lourdes University's Banner Web or through a proxy login at the following URL:
<https://banfrm1.lourdes.edu:7789/prod/webstu/bwgtkprxy.P.ProxyLogin>

Hopefully you have already established your credentials and confirmed that your profile data is up to date. The next step is for Ashley to authorize pages for your use. Contact Ashley Wagner at ashley.*****@mymail.lourdes.edu and ask to be sent a list of current authorizations.

If you feel you have received this message in error, please forward to LUAccess@Lourdes.edu

If you have any questions about this service that allows you, as a Proxy, online access to certain student data, please contact your student.
Or contact the Lourdes help desk at (phone) [419 824-3807](tel:419-824-3807) or (email) helpdesk@Lourdes.edu.

7. On the resulting page displayed, enter your email address and the PIN that you created in step four above and then select “**Login**”.

LUACCESS LOGIN

Enter the e-mail address that was registered as a Banner Web proxy. Then enter the PIN that you previously defined. Banner Web users can register any e-mail address as a proxy and can then enable individual proxy access to selected Banner Web pages. All Banner Web pages are personal and confidential. The proxy PIN should never be shared. If you suspect that someone else may know your proxy credentials, enter your e-mail address and then reset your PIN using the 'Forgot PIN' or 'Reset PIN' button.

* - indicates a required field.

E-mail Address*

PIN*

8. After logging in, you will have access to your profile and to the tabs for each student who has authorized pages for you to access. Click on the student tab and then click any of the available links. You will only see links your student has selected.

PROXY ACCESS HOME

You will see a tab for each Banner Web user who has authorized pages for you to access. Select a named tab to enter PROXY MODE. You will then see a list of links for pages authorized by that user.

While in PROXY MODE any links and tabs above will be disabled. Select the Profile tab (or close your browser) to exit proxy mode.

When you activate a link, the focus will change to another browser window dedicated to proxy display. The window title and page content (including links) are only valid for the selected user.

Changes have been saved.

Profile **Ashley**

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.

Proxy Access Parent Menu for Ashley

- Student Schedule by Day and Time
- Concise Course Schedule
- View Holds
- Account Summary
- View Term Grades
- Registration Status
- View Emergency Contacts
- Award Package for Aid Year
- Academic Transcript

