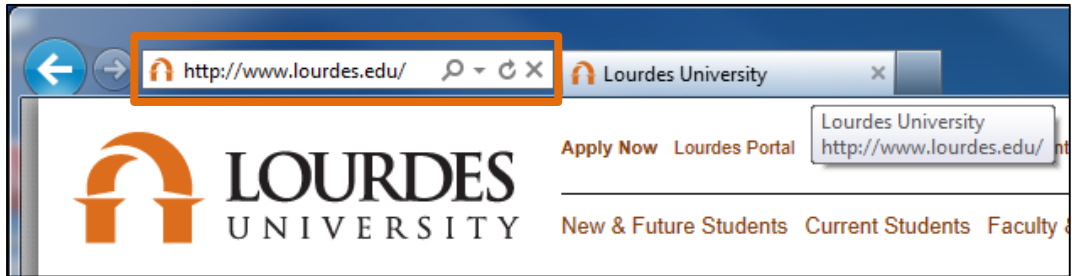
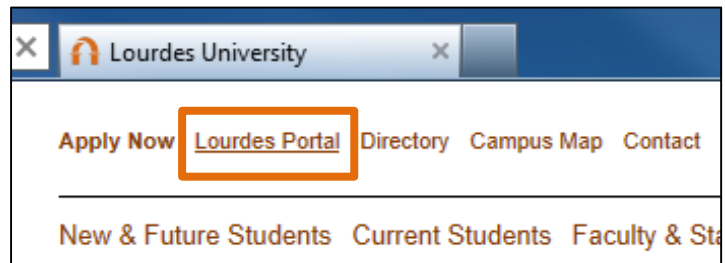


LU Proxy Access setup instructions for STUDENT

1. Navigate to the Lourdes University home page. <http://www.lourdes.edu/>



2. Click on the “Lourdes Portal” link.



3. Login to the Lourdes Portal with student username and password.

Username:

Password: Birthdate and last four digits of your SSN  
**Example-**

A screenshot of the 'Login' page on the Lourdes Portal. The page includes a padlock icon, the title 'Login', and contact information for the IT Helpdesk: '419-824-3807 or helpdesk@lourdes.edu'. There are two input fields: 'Login:' containing 'allison.walter' and 'Password:' containing '12021234'. A blue 'LOGIN' button is at the bottom right. Orange boxes and arrows connect the example data from the text to the corresponding input fields.

4. From the LaunchPad, click on “Web Self Service”.



5. Login to Web Self Service.

## USER LOGIN

Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login.

Your assigned user ID is your **Lourdes ID number**. If you have not yet set your PIN, please first use your **birth date** in MMDDYY format (e.g. January 20, 1976 becomes 012076). If you don't have birth date in our system, your PIN will be the **last six digits of your Lourdes ID** immediately upon entering Lourdes University Web. If you need assistance, please contact the Helpdesk at (419) 824-3807 for help.

**User ID:** Lourdes University student ID number or your social security number **Ex.- 900123456**

**PIN:** Date of birth in the six digit format (MMDDYY) **Ex.- December 2<sup>nd</sup> 1990**

User ID:

PIN:

6. On the resulting page, click the "LUAccess" tab

**Personal Information** Alumni and Friends Student Financial Aid Employee **LUAccess**

Search

---

**Welcome, Ashley** Last web access on Feb 27, 2015 at 12:47 pm

7. Two options will be displayed, click "Proxy Management" to set up proxies.

## LUAccess Menu

**Proxy Management**

This page allows you to add proxy access to selected Banner Web pages. Anyone with an e-mail address can be a proxy.


**Proxy Access**

This page enables access to any Banner Web user that has added you as a proxy and has authorized pages for you to view.

8. On the next displayed page click "Add Proxy."

**Proxy List**  
Expand a proxy to define relationship type, begin and end dates, and authorizations.

Your proxy list is empty.

 [Add Proxy](#)

9. This expands a form below. Enter the required profile information for the new proxy you wish to add.

**Add a Proxy**  
Add a new proxy using the form below. Then edit their profile and authorization settings to enable appropriate access.

\* - indicates a required field.

First Name\*

Last Name\*

E-mail Address\*

Verify E-mail Address\*

10. Click "Add Proxy."

11. On the resulting screen, click  **Expand** to enter more detail and information.

 **Expand** Alisa Smith alisasmith @gmail.com 0 pages 

12. From the **Profile** tab, fill in the required fields. You must specify “Parent or Legal Guardian” as the relationship. If you choose to have your proxy use a passphrase, enter it into the Passphrase field. Then you can click on “E-mail Passphrase”, so an email will be sent notifying the Proxy user.

The screenshot shows the 'Proxy Profile' form with the following fields and annotations:

- Profile** tab is highlighted with an orange box.
- Relationship\*** dropdown menu is set to 'Parent or Legal Guardian'.
- Description** and **Passphrase** are empty text input fields.
- Start Date (MM/DD/YYYY)\*** is set to 12/04/2014.
- Stop Date (MM/DD/YYYY)\*** is set to 12/04/2015.
- E-mail Passphrase** button is highlighted with an orange box and has an arrow pointing to it from the text above.
- Reset PIN** and **Delete Proxy Relationship** buttons are visible.
- Summary text below the form: Relationship set to PARENT, Start date set to Dec 04, 2014, Stop date set to Jun 02, 2015, PIN expiration date: Dec 04, 2015, E-mail address verified on: Dec 04, 2014.

13. Finally, click on the “**Authorization**” tab AND select specific pages for your proxy to access.

The screenshot shows the 'Authorization' tab highlighted with an orange box and an arrow pointing to it from the text above. The other tabs are Profile, History, and Communication.

- Proxy Access Parent Menu Check to Select or Deselect ALL items below.
  - Student Schedule by Day and Time
  - Concise Course Schedule
  - View Holds
  - Account Summary
  - View Term Grades
  - Registration Status
  - Term Final Grades
  - View Emergency Contacts
  - Award Package for Aid Year
  - Degree Evaluation Record