HOW TO ACTIVATE YOUR PROXY ACCOUNT

Once the student enters your name and email information in ASSIST, you will receive three emails to the email address your student has designated for your proxy account. The first email will provide a temporary account activation link followed by a second email containing your temporary password. Please note that the temporary account activation link is only active for five days. A third email will contain a link to the Proxy Portal that you can bookmark for future logins once your credentials have been created. If you do not activate your account within the five days, you will need to contact the student so that the emails may be resent.

1. Using the temporary activation link provided in the first email, navigate to the “Enter your Initial Password...” screen and enter the initial password that was provided in the second, separate email. Click Submit.
2. After you click Submit, a second screen titled “Reset your security password for Proxy Access” will appear. This screen will prompt you to set up your password for your proxy account. Enter the **email address** your student designated for your proxy account followed by the **initial password** that was provided in the second, separate email. Enter your **new password** in the last two fields. Use the guidelines below when creating your password. Lastly, click **Submit** to establish your credentials.

- **Password Requirements:**
  - Minimum 8 characters – the more characters, the better and stronger your password
  - A mixture of both uppercase and lowercase letters
  - Inclusion of at least one number

- **Password Recommendations:**
  - Inclusion of a special character, e.g., ! @ # ?

![Banner® Form](image)
3. On the next screen, you may proceed to log in to the Proxy Portal to review your student’s record. Your username will be your email address and the password will be the new password that you recently created. Click **Sign In** to log in.
4. Once you have logged in to the Proxy Portal, you will see a tile for the student(s) for whom you are proxy. Click on **Select to view** in the drop-down box to view the available authorized pages of the student’s record. Click on any of the available pages to proceed to view the information associated with that page.

**Important Notes:**

Proxy Access provides view-only privileges to a student’s record. This means student information cannot be edited or altered in any way.

You may navigate back to the Home page by clicking on “Home” at the top of the page or you may use the back button on your browser to return to the Home page if the particular page does not include a “Home” link.