1. Login to the MyUTRGV student portal using an approved web browser. Banner 9 Self-Service Registration is recommended on this web browser.

2. Select the Application ASSIST.
3. Click on Student Profile.

4. Click on Proxy Management from the menu on the left-hand side.

5. Click on Add New.
6. On the next page under the Proxy Information tab, first enter the information for the person you are authorizing as a proxy: **their First Name, their Last Name, their E-Mail address twice**, then select the **Relationship** from the drop-down menu.
7. Once you have entered all of the required information, the **Start Date** and **Stop Date** will populate which indicates how long the proxy will have access to your record. The default Stop Date is one year from the date you are initially granting access. However, you can adjust the Stop Date as needed by clicking on the calendar icon if you want to grant access for a shorter or longer period than one year. The proxy will have access until midnight of the selected Stop Date.

8. You may also include an optional description of your proxy such as Mother, Father, etc., or you may leave this field blank.
9. Next, select the pages you want to authorize access to. You may check off the **Select All** box to grant access to all pages or you may also select certain pages individually by checking off the appropriate boxes. You can also **Copy Authorizations** from another assigned proxy if applicable. You will be able to update the authorized pages at any time if you decide you would like to alter your proxy’s authorizations in the future. Once you have selected all the necessary pages, click **Submit**.

![Authorization Options](image)

10. After clicking Submit, you will see a message in the upper right-hand corner letting you know the proxy has been created. Your proxy will receive three emails including a confirmation email and two emails containing information necessary for them to activate their account. The proxy will be listed on your Proxy Management page with a status of Inactive until they have activated their account.

![Proxy Created](image)