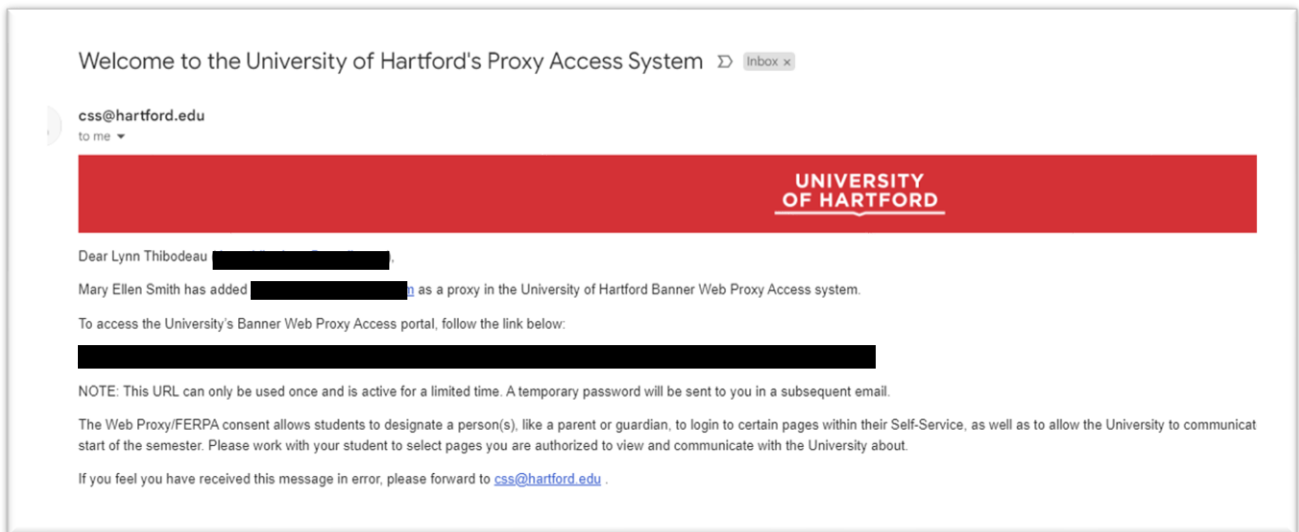


Directions New Proxy Designations

Web Proxy/FERPA consent allows the student to designate a person(s), like a parent or guardian, to login to certain pages within Self Service, as well to allow the University to communicate with the proxy on the same topics.

Getting started

Your University of Hartford student has designated you as their proxy. When the student portion of the process is complete, you will be issued three emails. The first email is designed to let you know that your name has been added and it will have the link to the proxy page you will need. The subject of this email is **Welcome to the University of Hartford's Proxy Access System**. This email will have the link you will use to connect to the proxy system for the first time. 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 security purposes, we will not send a link and the password in the same email. The second email has your first temporary password. Copy the password from the email entitled **Web Proxy Temporary Password** and then return to **Welcome to the University of Hartford's Proxy Access System** email to follow the link.

Banner® Web Proxy

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

**UNIVERSITY
OF HARTFORD**

lynn.thibodeau@gma

.....|

Sign In

[Forgot Password](#)

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The first time you connect to the web site you will be asked to establish a permanent password for subsequent logins. We also ask that you fill in your profile information completely and confirm that it is up to date.

**UNIVERSITY
OF HARTFORD** **Banner® Web Proxy**

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.

Email Address

Initial Password

New Password

Validate Password

When you click the Submit button, you will be prompted to sign in with your new password.

Banner® Web Proxy

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

**UNIVERSITY
OF HARTFORD**

lynn.thibodeau@gma

.....|

Sign In

[Forgot Password](#)

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After clicking the Sign In button, you will be asked to verify your identify. This is an added layer of security to ensure that confidential information is not made available to the wrong person. Please click the Submit One-Time Password button to continue. This password will be emailed to you in a message entitled **Web Proxy Authorization Code**.

[Exit](#)

Banner® Web Proxy

Please request a One-Time Password using the button below. Once requested, an email will be sent to you containing steps to identify your identity.

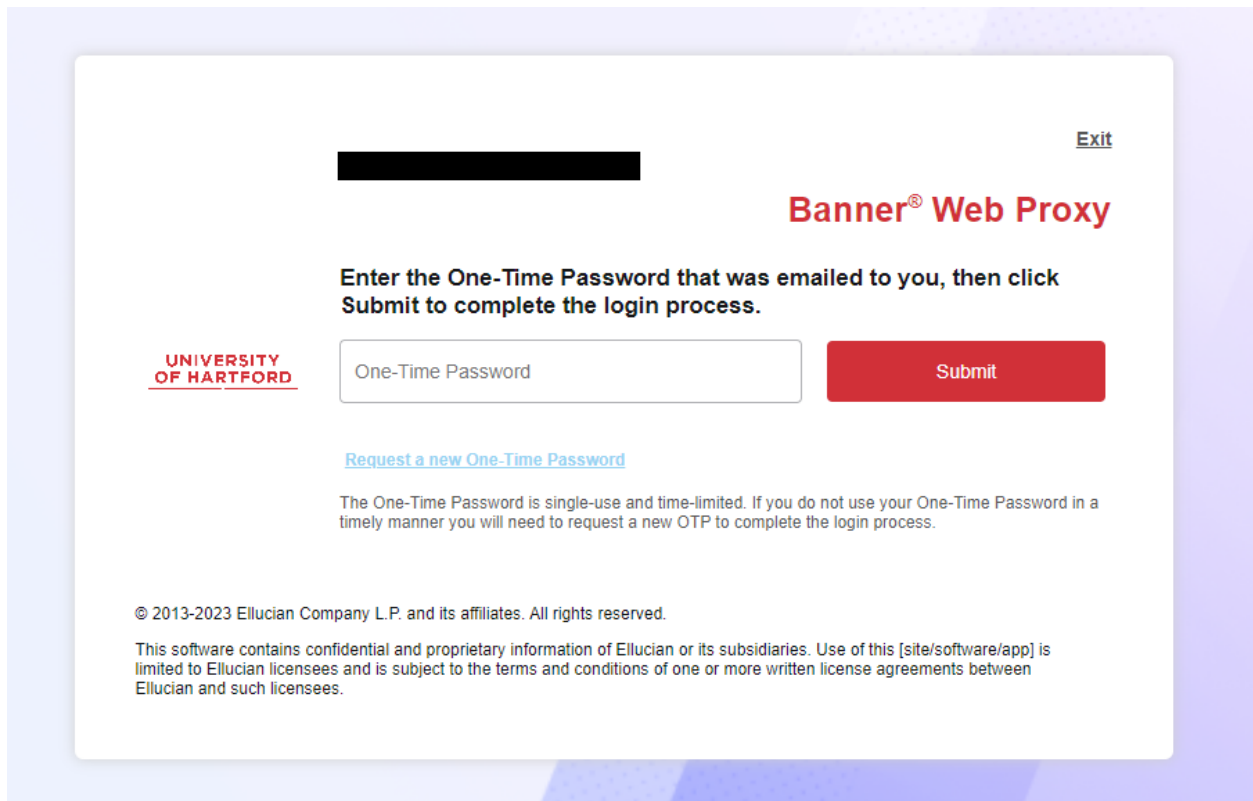
**UNIVERSITY
OF HARTFORD**

Submit One-Time Password

The One-Time Password is single-use and time-limited. If you do not use your One-Time Password, it will no longer be valid, and you will need to request a new one to gain access to your application.

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Personal Proxy Information

After you copy and paste the one-time use code into the field above, clicking Submit will bring you to a screen to complete your Proxy Personal Information. Please make sure that we have a complete record for you. Required fields are indicated with a red asterisk.

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	First Name*	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name*	Name Suffix	Nickname
<input type="text"/>	<input type="text"/>	<input type="text"/>

Contact * - indicates a required field.

After you click the Submit button, you will be forwarded to the welcome screen for your student. Please notice that you have a drop-down menu of options for the kind of information made available to you. For each authorization type listed, there is a new screen to explore.

Hello Lynn Thibodeau,

 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 Mary Ellen Smith

Select to view

