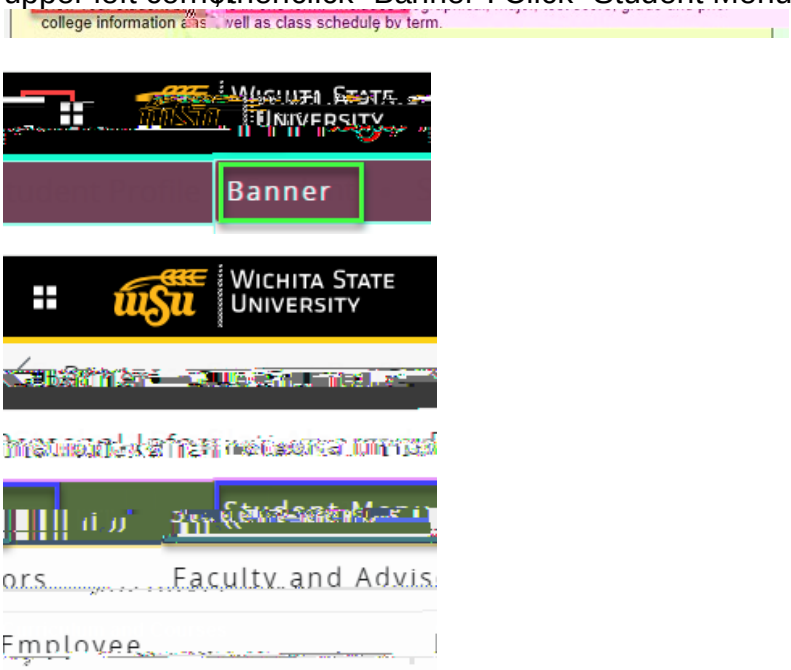
Creating an Authorized Proxy – Instructions for Students

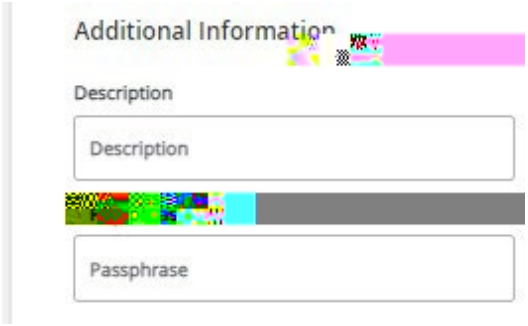
All parents, or other third-party proxies, must have a valid email address to be granted access. The same email address cannot be used more than once, i.e. each parent cannot establish a separate login with the same email address.

To start the Proxy process, login to myWSU with your myWSU id and password.

1. On the Home tab go to Banner Self-Service
   Click "Banner 9 Student Self-Service." This will open a new window. Click the "Square Menu" in the upper left corner, then click "Banner". Click "Student Menu" and then click "Manage Proxy Access"

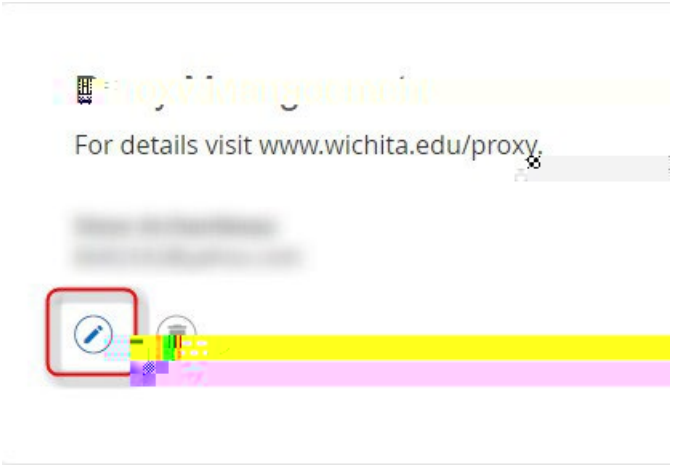


2. Click on the "Add New" in the upper right corner.

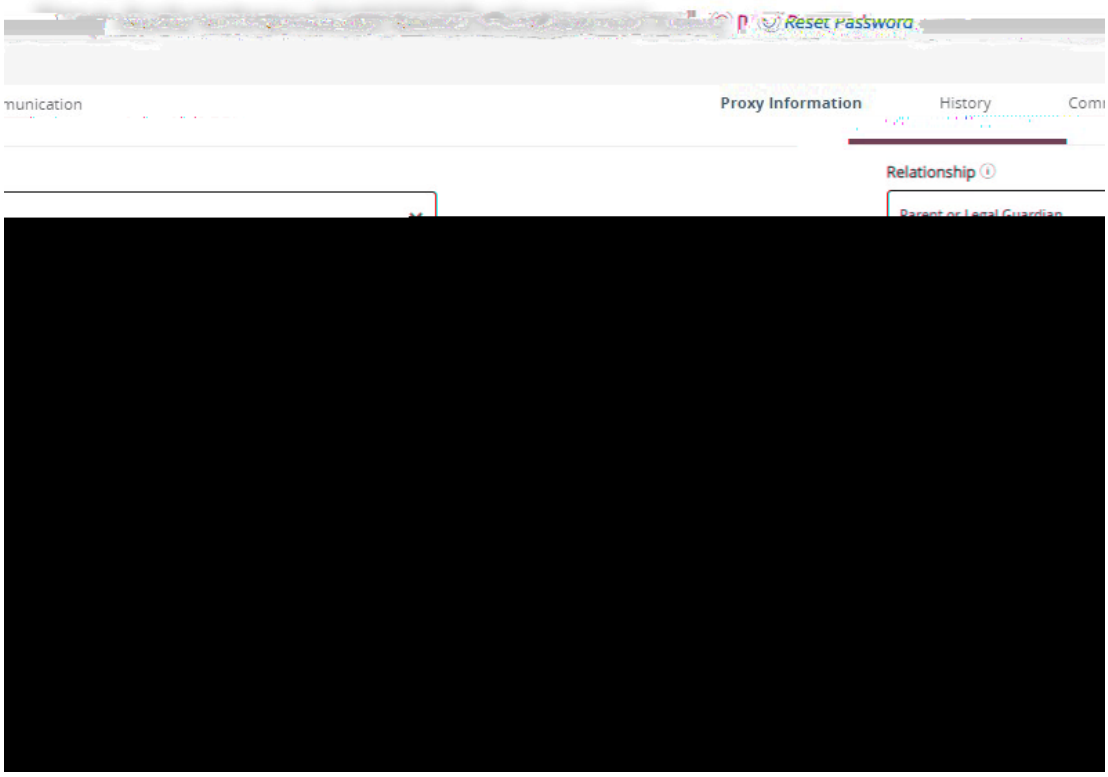


4. Authorize your Proxy to view records
   Check the box for the information you would like to authorize your proxy to view. For more information about what each authorization allows the proxy to view, visit www.wichita.edu/proxy. Note that you can also give WSU permission to speak with your proxy about the items you authorize. The proxy must know the passphrase in WSU to authenticate them. If you are setting up multiple proxies, you can also use the "Copy Authorizations" drop down to copy the same authorizations from one proxy to another. Click "submit" to save.

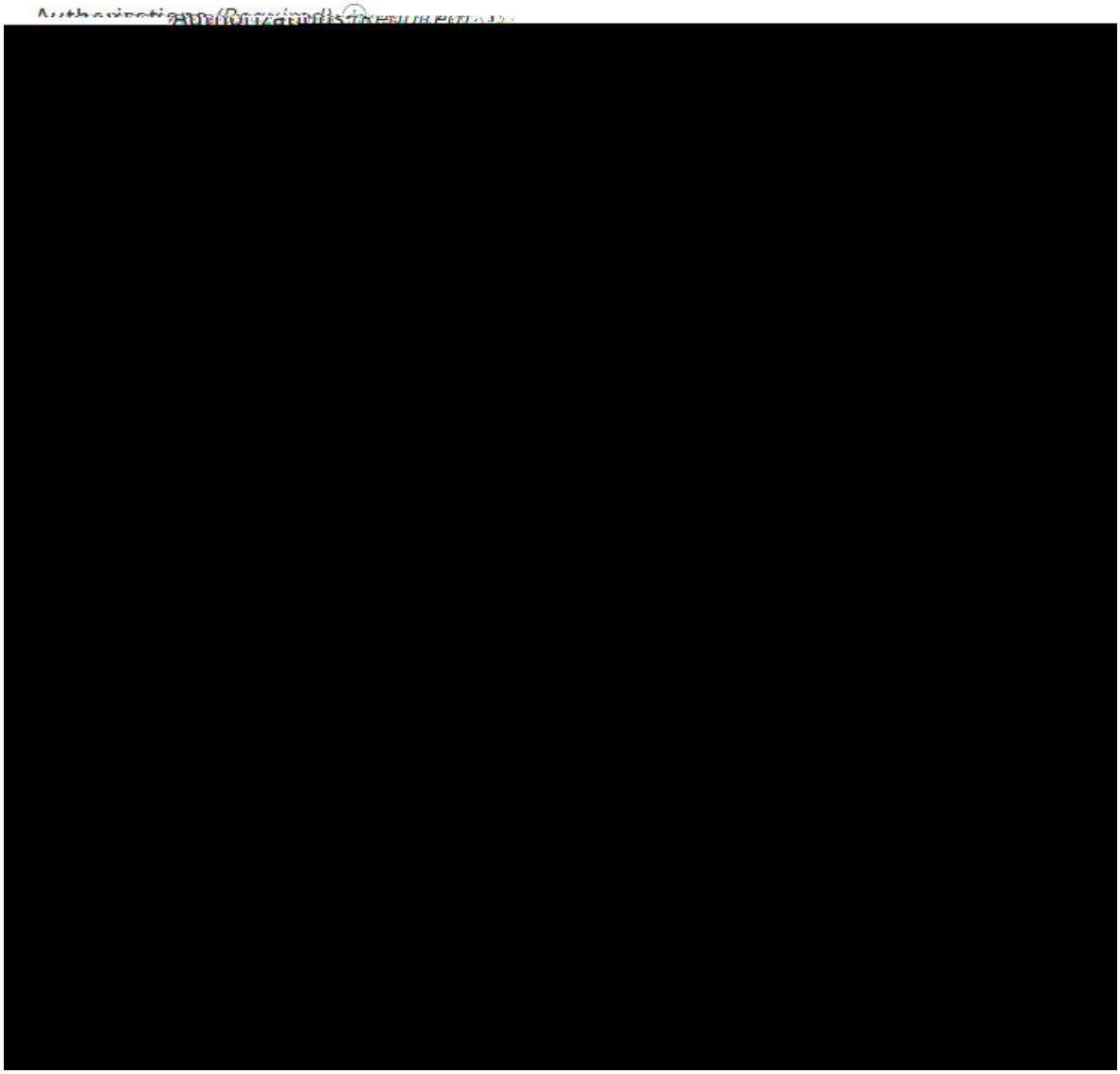
5. When a proxy is added, both the student and the proxy will receive confirmation emails. The proxy will be provided a link to set up a password for accessing the student's record.
6. After hitting submit and saving the proxy, you will be redirected back to the proxy management home screen. Once there, click on the pencil icon under the proxy's name to go back in to send emails regarding passphrase and authorizations.
    a. Click on the pencil icon to edit proxy.



    b. Select "E-mail Passphrase" if you set one up so the proxy receives an email with the passphrase.



c. Select "E-mail Authorization" to send an email to the proxy with a list of the authorizations they are able to view/discuss.



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