**Parent/Proxy Access**

*FERPA:* The Family Educational Rights and Privacy Act of 1974 (FERPA) was designated to transfer parental “rights” to their “adult” child when he or she enrolls in college, regardless of the age of the student. We may talk with parents of a verified dependent student, but we encourage the open exchange between parent and student.

*Parent/Proxy Access to a student’s Banner Web account:* This allows a student to permit a proxy to access designated information in Banner (grades, financial aid, account balance, not email). The student logs into their Banner account with their user name and password.

1. Click on the **Proxy Access** tab at the top right of the screen.
2. Click on **Proxy Management**
3. **Enter** the required information (name and any valid email address).
4. The student may **Expand** the proxy information to define authorizations.
5. An email will be sent to The Proxy to **confirm** their email and require that they change the temporary password that is sent to establish the Proxy account.