Banner Web

COVENANT COLLEGE

IN ALL THINGS CHRIST PREEMINENT
**PURPOSE:** Adding your parent as a proxy on Banner will give them the ability to view important information using the Banner interface, and will allow you to decide which information should be viewable to them.

**ADDING YOUR PARENT AS A PROXY ON BANNER (STUDENT):**

1. Make sure your parent is available to give assistance.

2. Login to Banner

3. Click on the “Proxy Access” tab
4. Click “Proxy Management”

5. Click “Add Proxy”

6. Enter your parent’s name (first and last) and email, and click “Add Proxy”
7. Wait for your parent to confirm by following the link in their email. Then have your parent complete steps 1-5 of “Becoming a proxy to your student on Banner” below.

8. Once your parent has completed steps 1-5, click expand.

9. Set the relationship type to parent, and if you like, adjust the amount of time your parent will be given access.

10. Click the “Authorization” tab.
11. Select any permissions you would like to grant your parent.

12. You may add another proxy at any time by clicking the “Add Proxy” button.
**BECOMING A PROXY TO YOUR STUDENT ON BANNER**
(PARENTS):

1. Ask your student to complete steps 1-7 of “Adding your parent as a proxy on Banner” if they have not already.

2. Click on the link in the email entitled “New Proxy Identity”

3. Enter the Action Password (found in the parentheses right after the link is given in the email) into the password field and click “Submit”

4. Enter your email address, your Action Password from the email, and your new password into the fields and click “Save”

5. Have your student complete steps 8-12 of “Adding your parent as a proxy on Banner”

6. On return visits to Banner you can go to http://banner.covenant.edu/proxy