

# Banner Web



**COVENANT**  
COLLEGE

IN ALL THINGS CHRIST PREEMINENT

# Acting as a Proxy to Your Student on Banner

**Purpose:** Becoming a proxy user for your student's Banner account allows you to view important account information.

1. Ask your student to complete steps 1-7 of "How do I add a proxy to my account?" if they have not already done so.
2. Upon your student's completion of these steps, you should receive an email with the subject line "New Proxy Identity." Click on the link in this email.
3. Enter the Action Password (found in parentheses immediately after the link in the email) in the password field and click "Submit"

The e-mail you received contained an Action Link (which you have used to get here) and an Action Password used to verify that you are the intended recipient. You will also use this value as the "Old PIN" on the following page when establishing your new PIN.

\* - indicates a required field.

Action Password\* [password field] [Submit]

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

## Reset PIN

Home > Reset PIN

Enter your new PIN twice. A PIN can be a number, password or passphrase. For higher security, use a combination of uppercase letters, lowercase letters and numbers.

Welcome to the Banner Web proxy access system. Your e-mail address has been verified. The next step is to save your security PIN for proxy access.

\* - indicates a required field.

Minimum PIN length: 6 Maximum PIN length: 20.

The PIN must contain at least one numeric character and at least one alphabetic character.

Enter e-mail address\* mary.doe@email.com

Enter Old PIN\* [password field] — YOUR ACTION PASSWORD

Enter New PIN\* [password field] — YOUR NEW PASSWORD

Validate PIN\* [password field]

[Save]

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5. Have your student complete steps 8-12 of "How do I add a proxy to my account?".
6. On return visits to Banner, use the URL <https://portal.covenant.edu/banner/proxy> to log in.