

Dickinson

Self Service Banner 9 – Proxy Student Instructions

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Self Service Banner 9 – Proxy Student Instructions

Accessing Proxy Management

There are two ways a Student can access Proxy Management. For either, start at the Gateway homepage and click on the SSB (Banner Self-Service) icon to open Banner Self Service.



Option 1:

- a. Click the Proxy Access tab.
- b. Click the Proxy Management link on the Proxy Access Menu.

DICKINSON BANNER SELF SERVICE

Personal Information (Students only) | Student | Faculty & Advisors | Employee Dashboard | Finance | **Proxy Access**

Search Go

ACCESSIBILITY SITE MAP HELP EXIT

MAIN MENU

Personal Information (Students only)
View contact information and personal details. (Staff/faculty should reference Workday for personal information)

Student
Course request, Academic records, Financial Aid

Faculty & Advisors
Enter Grades and Registration Overrides, View Class Lists and Student Information

Employee Dashboard
Time sheets, time off, benefits, leave or job data, paystubs, W2 and W4 data.

Finance
View/update budget information and Expense Account List.

Class Schedule Search
Click on Browse Classes at the link above to search the class schedule.

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DICKINSON BANNER SELF SERVICE

Personal Information (Students only) | Student | Faculty & Advisors | Employee Dashboard | Finance | Proxy Access

Search Go

RETURN TO MENU SITE MAP HELP EXIT

PROXY ACCESS MENU

Proxy Management

This page allows you to set proxy access to selected Banner Web pages. Anyone with an e-mail address can be a proxy.

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Option 2:

- a. Click the Student tab.
- b. On the Student Profile screen, click Proxy Management (bottom of the menu on the left side).
- c. On the My Profile screen, click Proxy Management.

The screenshot displays the Dickinson Banner Self Service interface. At the top, a red banner reads "DICKINSON BANNER SELF SERVICE". Below it is a navigation bar with links: Personal Information (Students only), Student (highlighted in blue), Faculty & Advisors, Employee Dashboard, Finance, and Proxy Access. The main menu on the left includes sections for Personal Information (Students only), Faculty & Advisors, Employee Dashboard, Finance, and Class Schedule Search. The "Student" section is expanded, showing sub-links for Student Record, Academic records, Financial Aid, Faculty & Advisors, Employee Dashboard, Finance, and Class Schedule Search. The "Finance" link is highlighted in blue. The "Class Schedule Search" link is underlined. The "RELEASE: 8.11" and "© 2026 Ellucian Company L.P. and its affiliates." are also visible.

Student Profile - [REDACTED]

Term: Fall 2025 Current term | Standing: Good Standing, as of Fall 2024

Bio Information
Email: [REDACTED]
Phone: [REDACTED]
Date of Birth: [REDACTED]
Emergency Contact: [REDACTED]
Emergency Phone: [REDACTED]

General Information ⓘ
Level: [REDACTED]
Class: [REDACTED]
Status: [REDACTED]
Student Type: [REDACTED]
Residency: [REDACTED]

Advisors
Advisors are not assigned for the selected term.

Curriculum and Courses

Prior Education and Testing

Additional Links

Course Request & Registration

Course Priorities

Academic Transcript

Degree Audit

Grades

Registration History

Enrollment Verifications

Status of Transcript Request

Personal Information

Financial Aid

Account Information

Account Summary

Account Detail by Term

Statement and Payment History

Tax Notification

Proxy Management (highlighted in red)

Online Textbook Ordering

My Profile

View, edit and update your general information records.

Personal Information
View and update your biographical and demographic information.

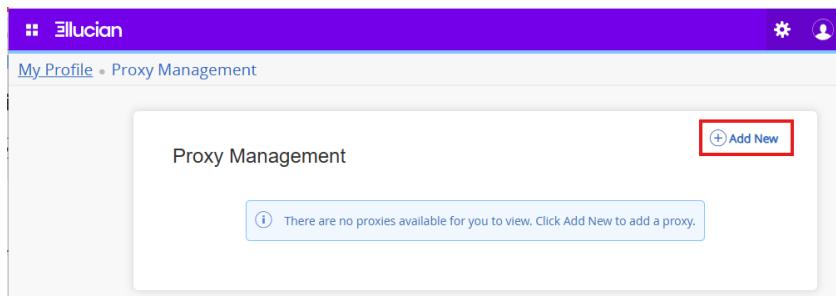
Direct Deposit
Create, view and update your direct deposit allocation(s).

Proxy Management
Add proxy access to selected Banner Web pages.

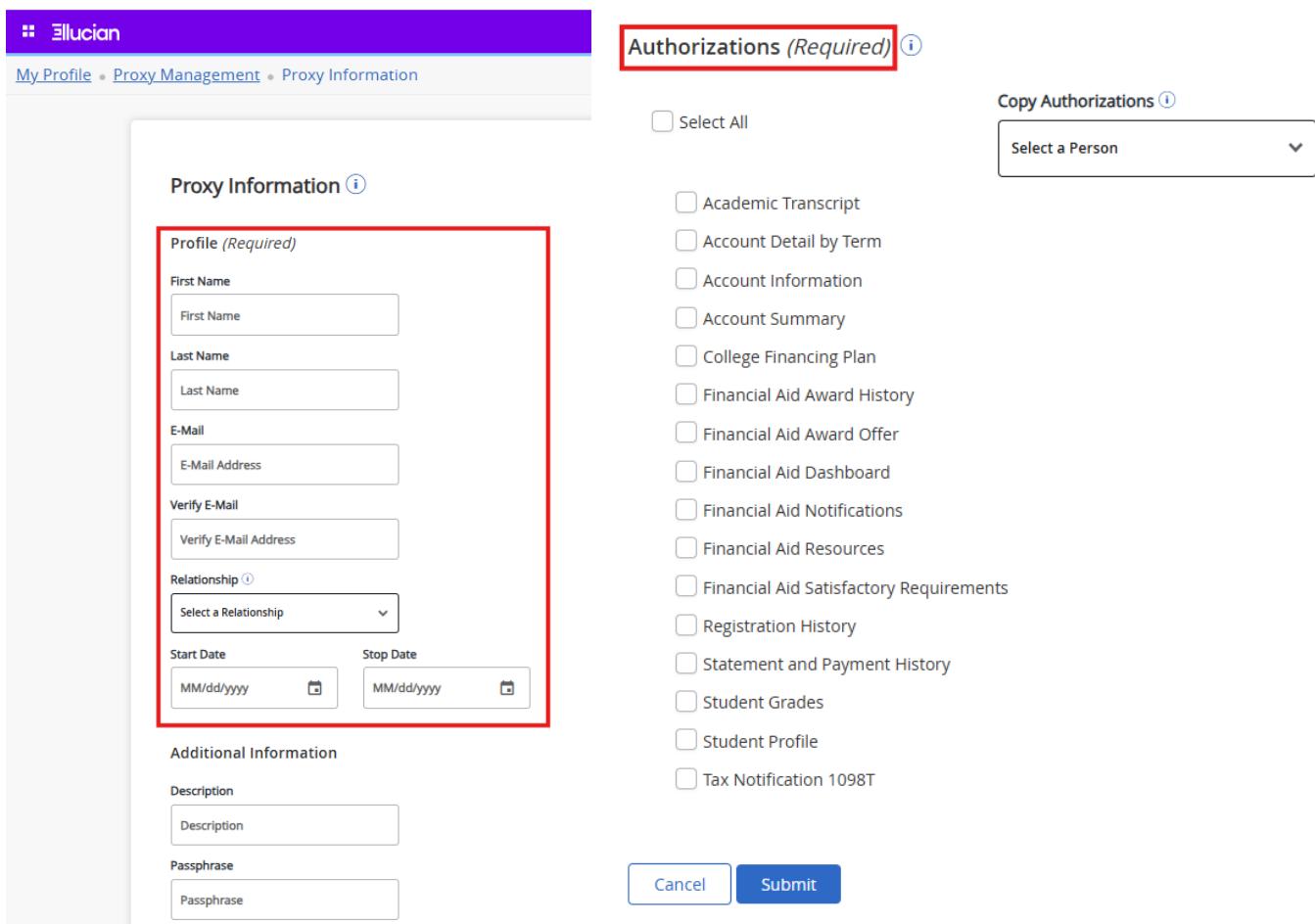
Self Service Banner 9 – Proxy Student Instructions

Creating a Proxy

1. On the Proxy Management page, click Add New.



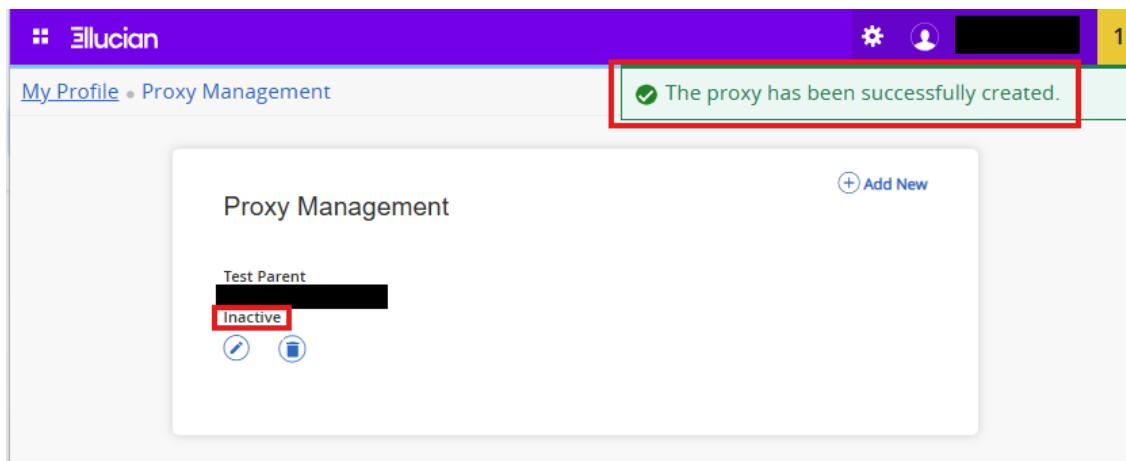
2. On the Proxy Information page,
 - a. Complete the required Profile fields.
 - b. After completing the required Profile fields, the Authorizations choices will become active.
 - c. Scroll down to view and make choices. There are three methods for selection:
 - i. Select All
 - ii. Individually select
 - iii. Copy Authorizations from an existing proxy
 - d. Click Submit to create a proxy with the selected authorizations.

A screenshot of the Ellucian Proxy Information page. The page title is "Proxy Information". The "Authorizations (Required)" section is highlighted with a red box. The "Profile (Required)" section is also highlighted with a red box. On the right side, there is a list of checkboxes for selecting authorizations. At the bottom right, there are "Cancel" and "Submit" buttons. The Ellucian logo is in the top left corner.

Self Service Banner 9 – Proxy

Student Instructions

3. A confirmation message will be displayed indicating the proxy has been created. The status will show Inactive until the proxy logs in for the first time and completes their profile.

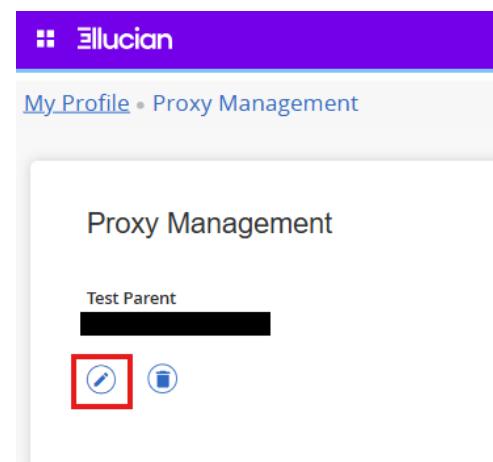


4. Upon successful creation of the proxy, three emails will be sent from PROXY_ACCESS@dickinson.edu to the proxy and the student.
 - a. **New proxy user request** – one-time use URL for initial login. **NOTE:** This initial URL is active for a limited time.
 - b. **New proxy confirmation** – initial password. Proxy will be asked to establish a permanent password and complete their profile for subsequent logins.
 - c. **New proxy relationship** – URL for subsequent logins.

TIP: There may be a delay in receiving these proxy notification emails and all three may not arrive at the same time. Allow 5-10 minutes for delivery.

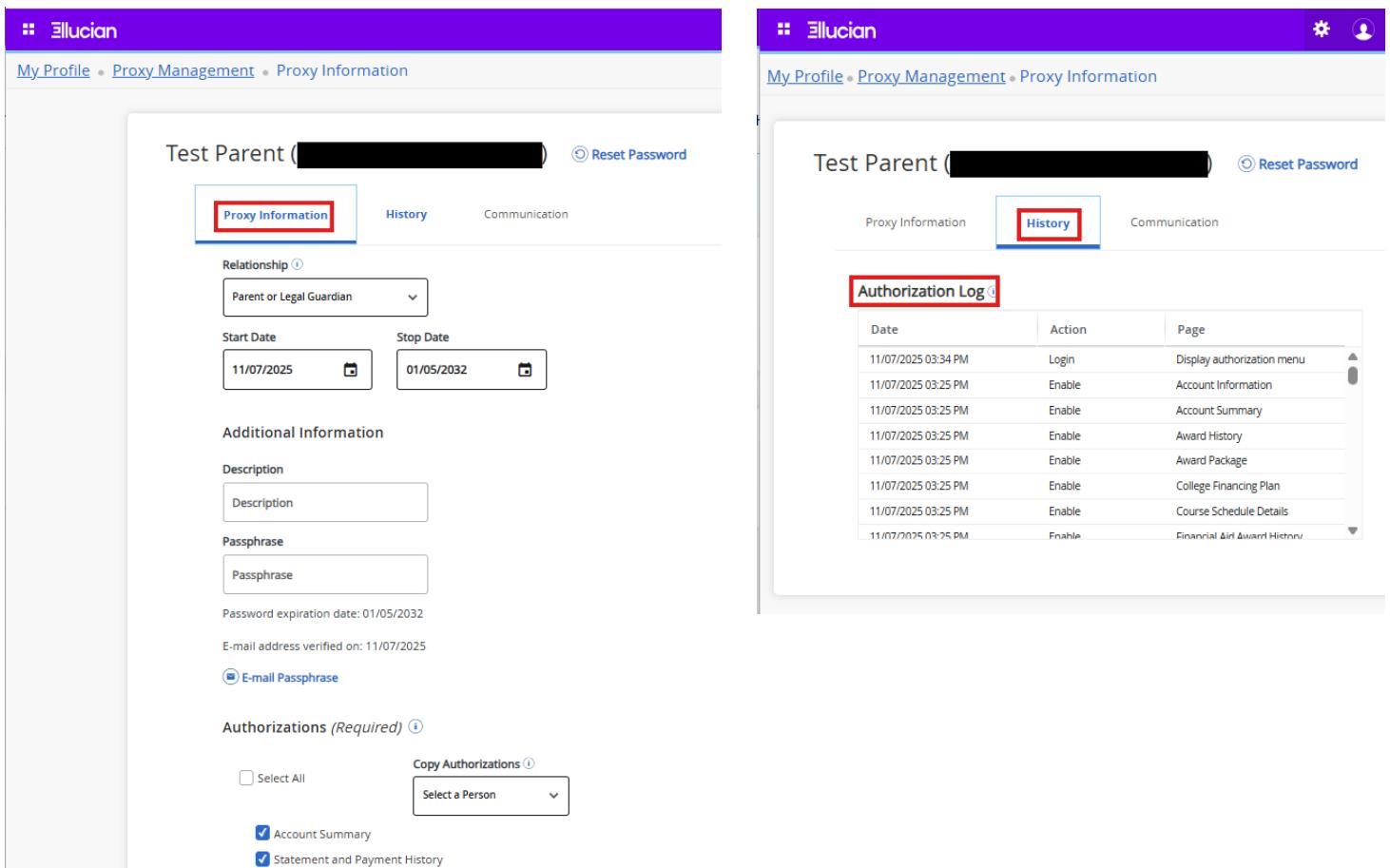
Editing a Proxy & Additional Features

1. After creation of a proxy, by clicking the edit pencil, the student can edit settings for the proxy and perform the following actions:
 - a. Modify proxy access start and stop date
 - b. Modify proxy authorizations
 - c. Reset proxy's password
 - d. Email list of current authorizations to proxy
 - e. Review Authorization Log
 - f. Review Communication Log

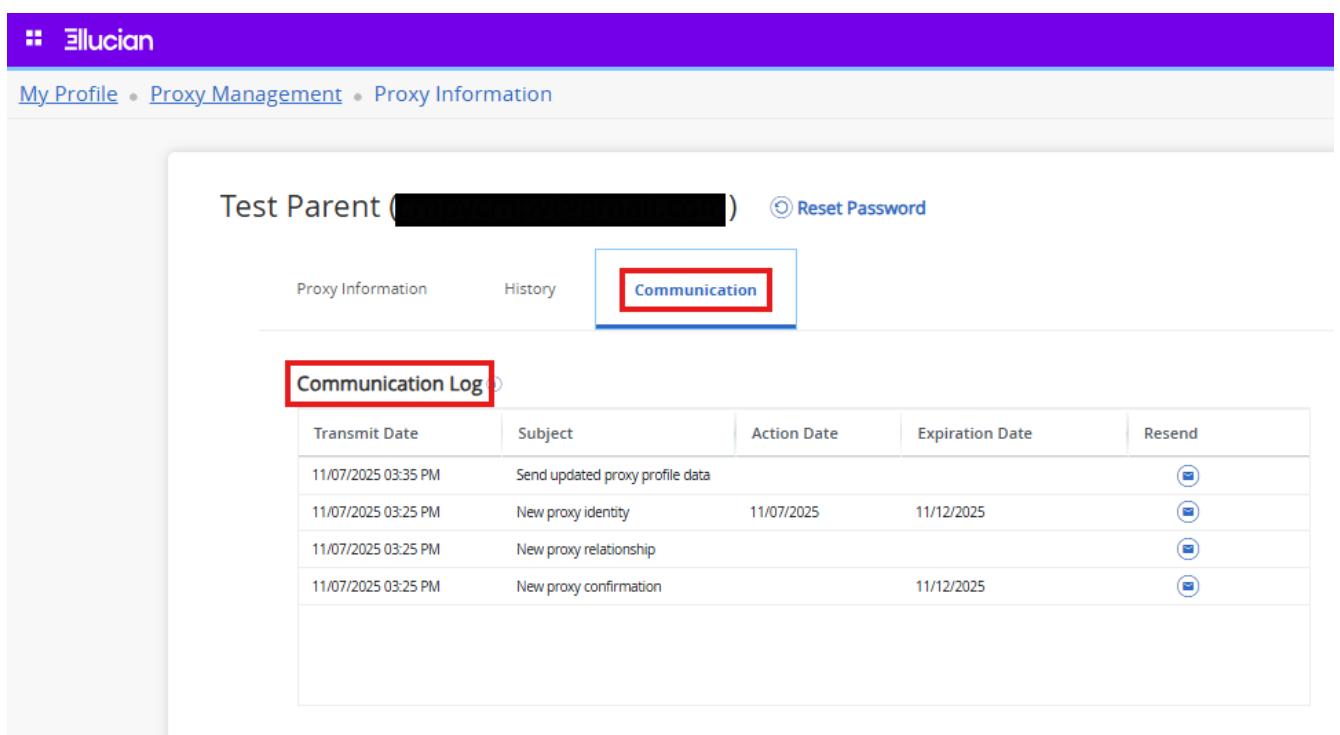


NOTE: See screenshots on next page for more information on editing and reviewing Proxy Information.

Self Service Banner 9 – Proxy Student Instructions



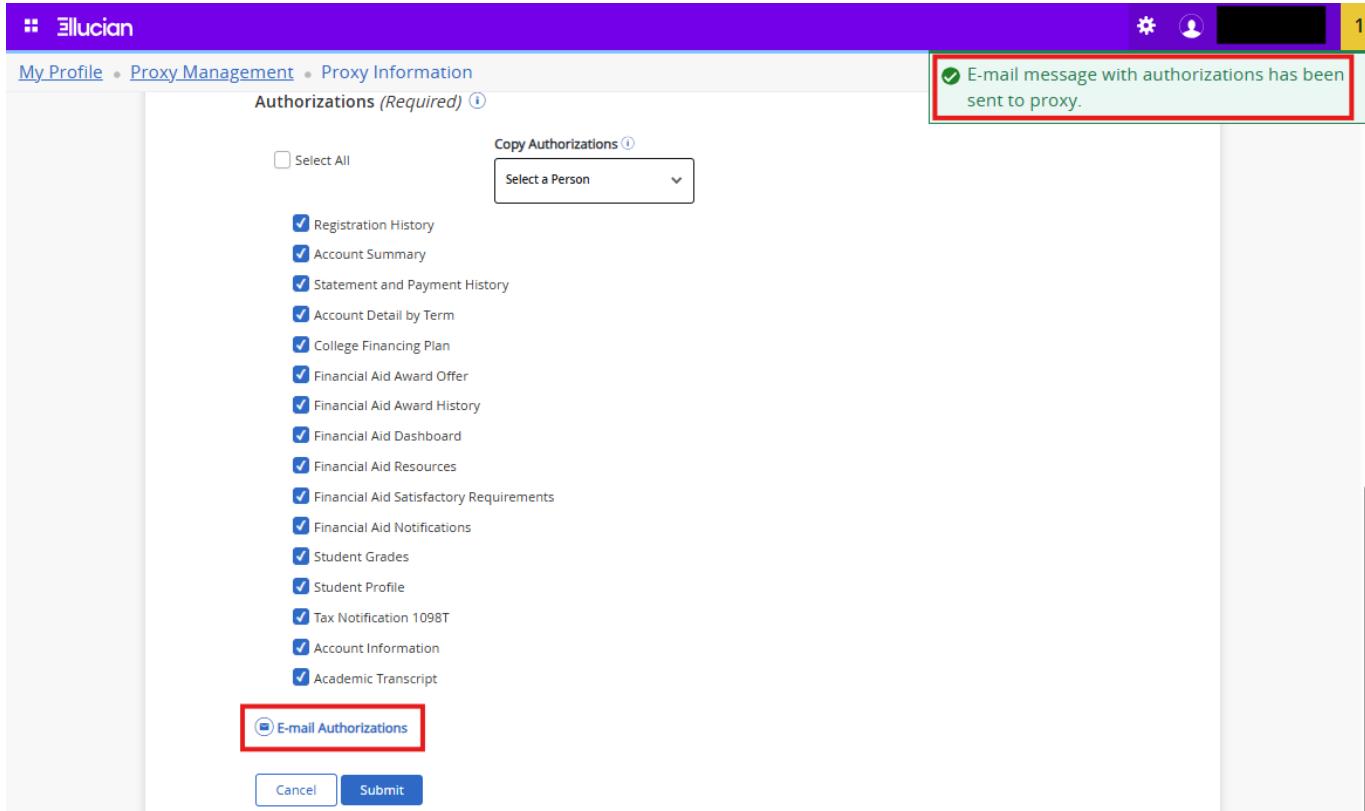
The screenshot shows the Ellucian Self Service Banner 9 Proxy Management interface. The top navigation bar includes the Ellucian logo, a gear icon, and a user profile icon. The main menu path is [My Profile](#) > [Proxy Management](#) > [Proxy Information](#). The page title is "Test Parent (REDACTED)" with a "Reset Password" link. The "Proxy Information" tab is active, highlighted with a red box. Below it, the "History" and "Communication" tabs are visible. The "Relationship" section shows "Parent or Legal Guardian" selected. The "Additional Information" section includes fields for "Description" and "Passphrase". A note states "Password expiration date: 01/05/2032". Below this, it says "E-mail address verified on: 11/07/2025" and has a "E-mail Passphrase" link. The "Authorizations (Required)" section contains a "Select All" checkbox, a "Copy Authorizations" dropdown menu with "Select a Person" option, and two checked checkboxes: "Account Summary" and "Statement and Payment History".



The screenshot shows the Ellucian Self Service Banner 9 Proxy Management interface. The top navigation bar includes the Ellucian logo, a gear icon, and a user profile icon. The main menu path is [My Profile](#) > [Proxy Management](#) > [Proxy Information](#). The page title is "Test Parent (REDACTED)" with a "Reset Password" link. The "Proxy Information" tab is active, highlighted with a red box. Below it, the "History" and "Communication" tabs are visible. The "History" tab is active, highlighted with a red box. The "Authorization Log" table is displayed, showing a list of actions taken on the proxy profile. The "Communication" tab is also visible. The "Communication Log" table is displayed, showing a list of communication events with the proxy.

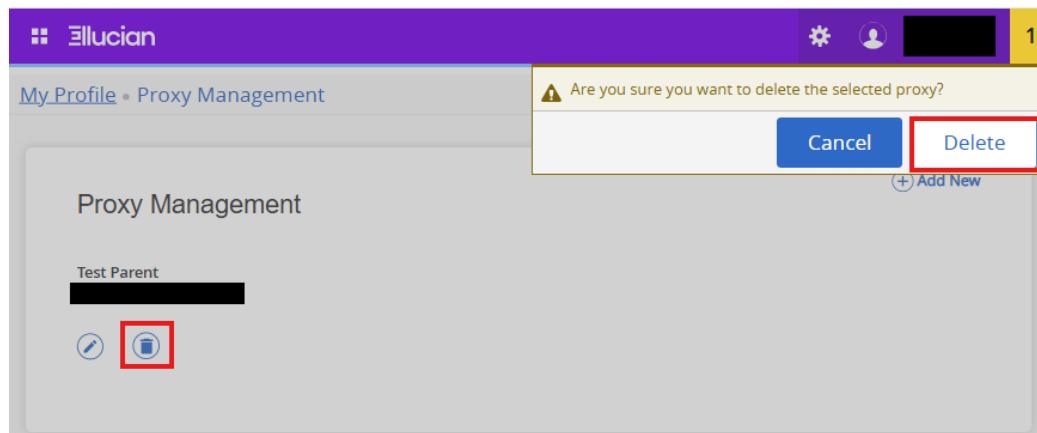
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2. To email a proxy a list of their authorizations, on the Proxy Information tab, click E-mail Authorizations. A confirmation notification will display, and an email with the subject **Proxy authorizations** will be sent to the proxy.



Deleting a Proxy

1. To delete a proxy, click the trashcan and then Delete to confirm deletion of the selected proxy.



2. The proxy will receive an email from PROXY_ACCESS@dickinson.edu with the subject **Delete proxy relationship** indicating their proxy access has been deleted by the student.