

# 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.

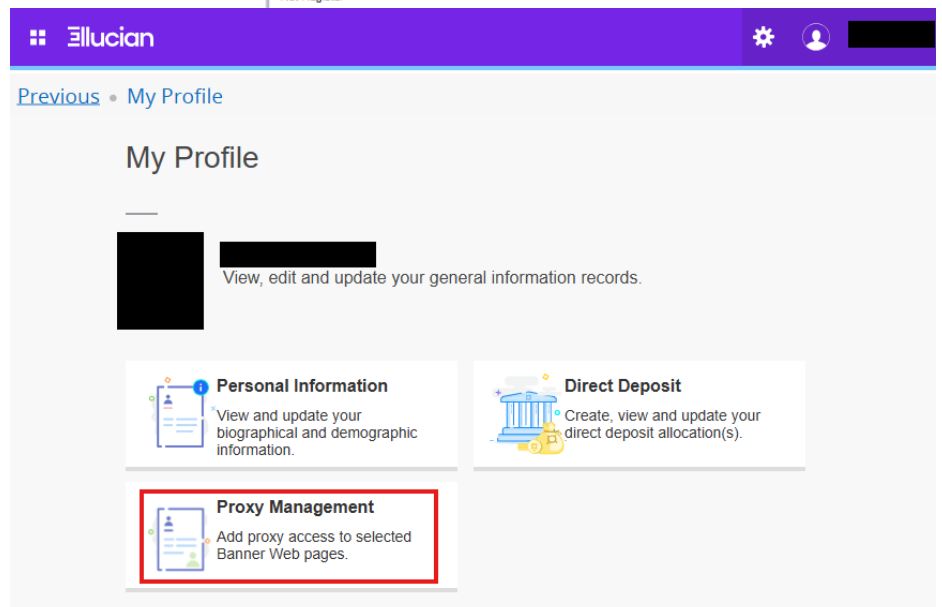
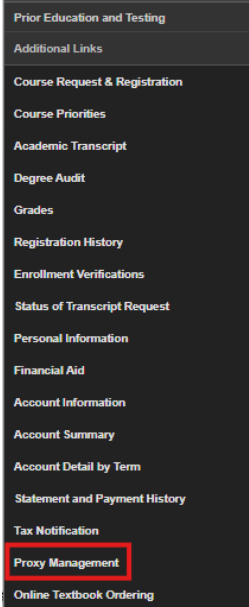
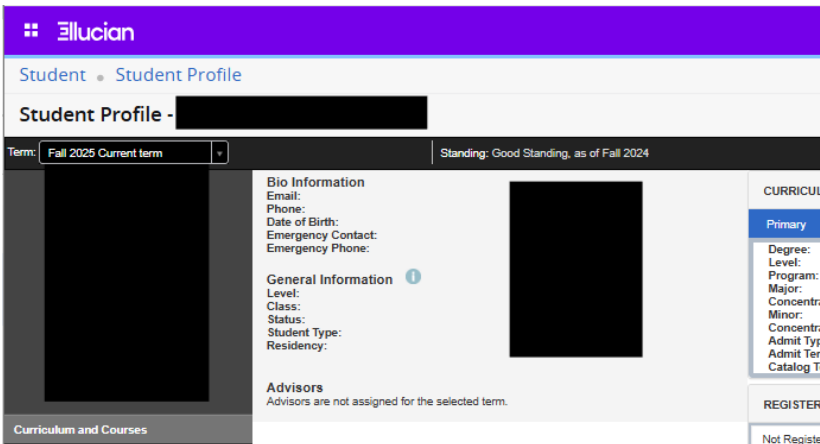
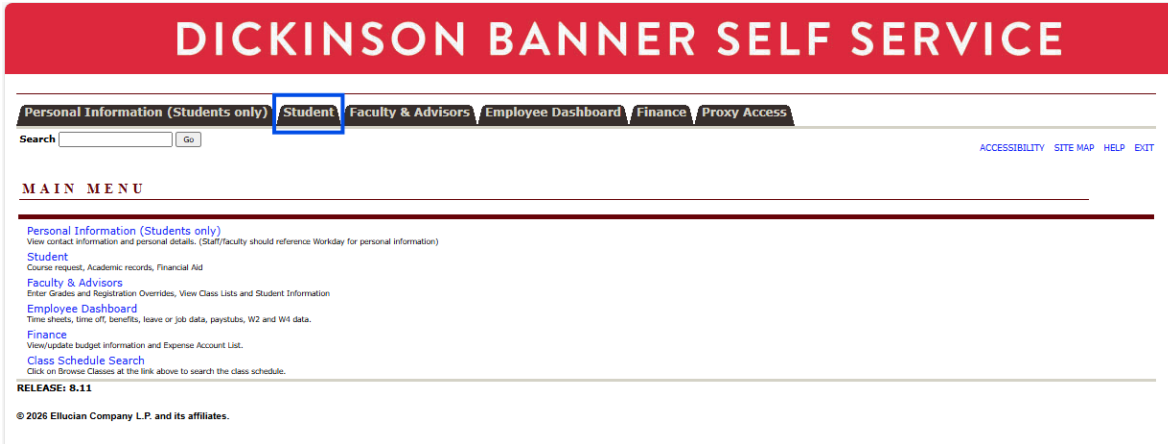
The screenshot shows the top of the Dickinson Banner Self Service website. A red banner at the top contains the text "DICKINSON BANNER SELF SERVICE" in white. Below this is a navigation bar with tabs for "Personal Information (Students only)", "Student", "Faculty & Advisors", "Employee Dashboard", "Finance", and "Proxy Access". The "Proxy Access" tab is highlighted with a blue box. Below the navigation bar is a search bar with a "Go" button and a link to "ACCESSIBILITY SITE MAP HELP EXIT". The "MAIN MENU" section lists several categories with links: "Personal Information (Students only)", "Student", "Faculty & Advisors", "Employee Dashboard", "Finance", and "Class Schedule Search". At the bottom, it says "RELEASE: 8.11" and "© 2026 Ellucian Company L.P. and its affiliates."

The screenshot shows the "Proxy Access Menu" section of the Dickinson Banner Self Service website. The red banner at the top contains the text "DICKINSON BANNER SELF SERVICE" in white. Below this is a navigation bar with tabs for "Personal Information (Students only)", "Student", "Faculty & Advisors", "Employee Dashboard", "Finance", and "Proxy Access". The "Proxy Access" tab is highlighted with a blue box. Below the navigation bar is a search bar with a "Go" button and a link to "RETURN TO MENU SITE MAP HELP EXIT". The "PROXY ACCESS MENU" section lists "Proxy Management" with a description: "This page shows how to use proxy access to selected Banner Web pages. Anyone with an e-mail address can be a proxy." Below this is a black redaction box. At the bottom, it says "RELEASE: 8.11" and "© 2026 Ellucian Company L.P. and its affiliates."

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## Option 2:

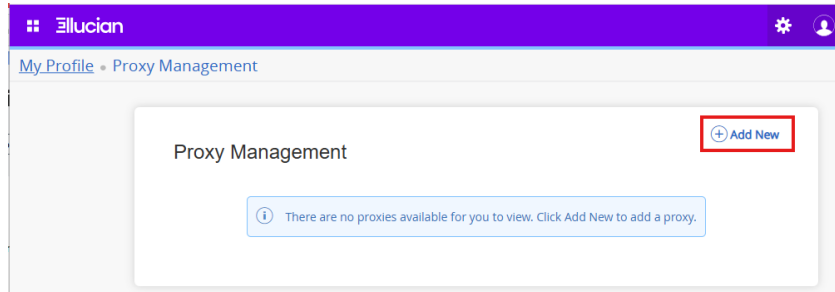
- a. Click the Student tab.
- b. On the Student Profile screen, click Proxy Management (bottom of the menu on the left side).
- c. On the My Profile screen, click Proxy Management.



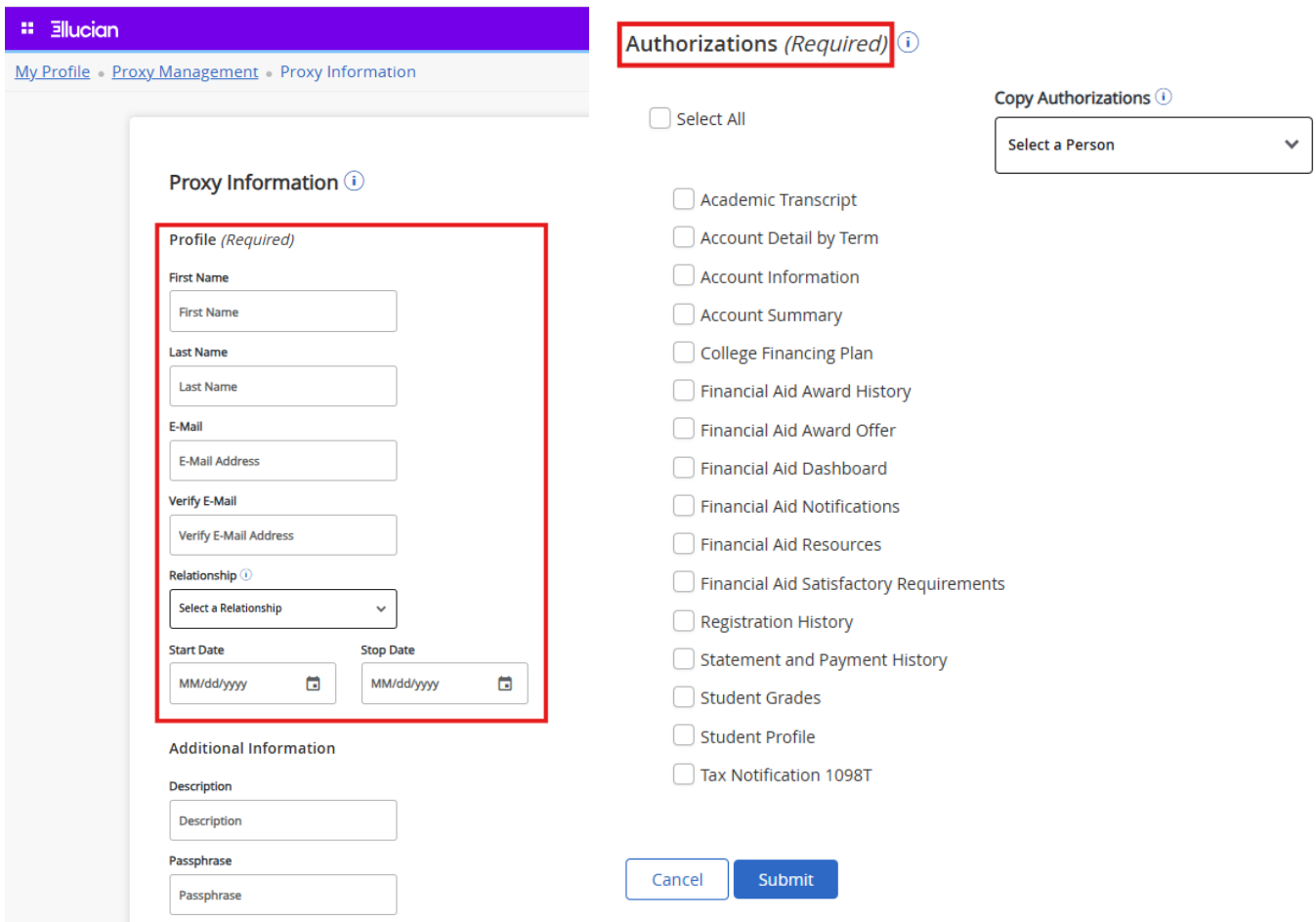
# Self Service Banner 9 – Proxy Student Instructions

## Creating a Proxy

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

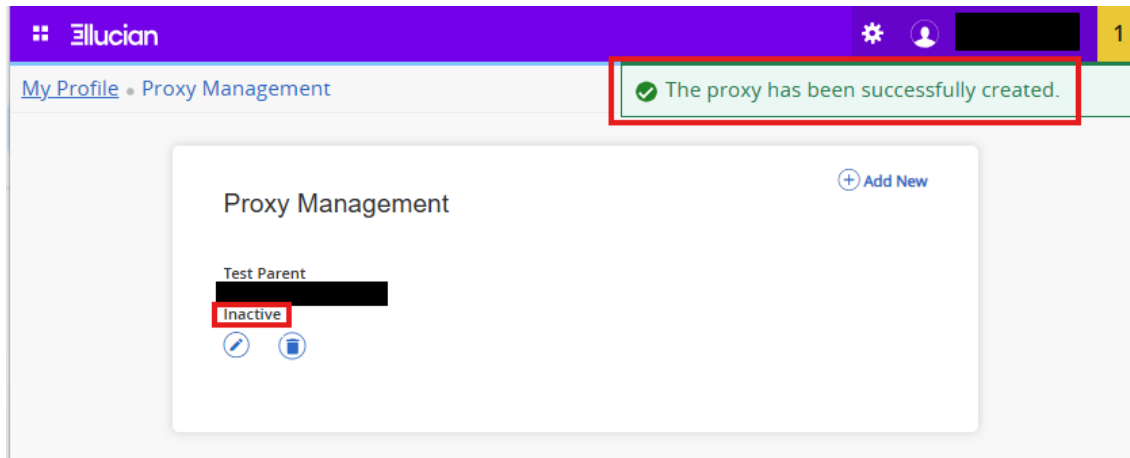


2. On the Proxy Information page,
  - a. Complete the required Profile fields.
  - b. After completing the required Profile fields, the Authorizations choices will become active.
  - c. Scroll down to view and make choices. There are three methods for selection:
    - i. Select All
    - ii. Individually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



## 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.

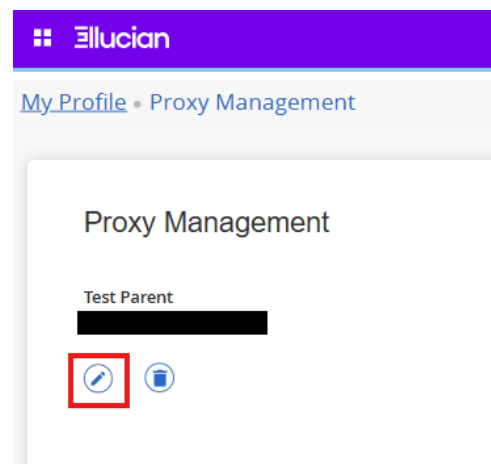


4. Upon successful creation of the proxy, three emails will be sent from PROXY\_ACCESS@dickinson.edu to the proxy and the student.
  - a. **New proxy user request** – one-time use URL for initial login. **NOTE:** This initial URL is active for a limited time.
  - b. **New proxy confirmation** – initial 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

My Profile • Proxy Management • Proxy Information

Test Parent ( [REDACTED] ) [Reset Password](#)

**Proxy Information** History Communication

Relationship ⓘ  
 Parent or Legal Guardian ▼

Start Date: 11/07/2025

Stop Date: 01/05/2032

Additional Information

Description

Passphrase

Password expiration date: 01/05/2032

E-mail address verified on: 11/07/2025

[E-mail Passphrase](#)

Authorizations (Required) ⓘ

Select All [Copy Authorizations](#) ⓘ

Account Summary

Statement and Payment History

My Profile • Proxy Management • Proxy Information

Test Parent ( [REDACTED] ) [Reset Password](#)

Proxy Information **History** Communication

**Authorization Log** ⓘ

Date	Action	Page
11/07/2025 03:34 PM	Login	Display authorization menu
11/07/2025 03:25 PM	Enable	Account Information
11/07/2025 03:25 PM	Enable	Account Summary
11/07/2025 03:25 PM	Enable	Award History
11/07/2025 03:25 PM	Enable	Award Package
11/07/2025 03:25 PM	Enable	College Financing Plan
11/07/2025 03:25 PM	Enable	Course Schedule Details
11/07/2025 03:25 PM	Enable	Financial & Award History

My Profile • Proxy Management • Proxy Information

Test Parent ( [REDACTED] ) [Reset Password](#)

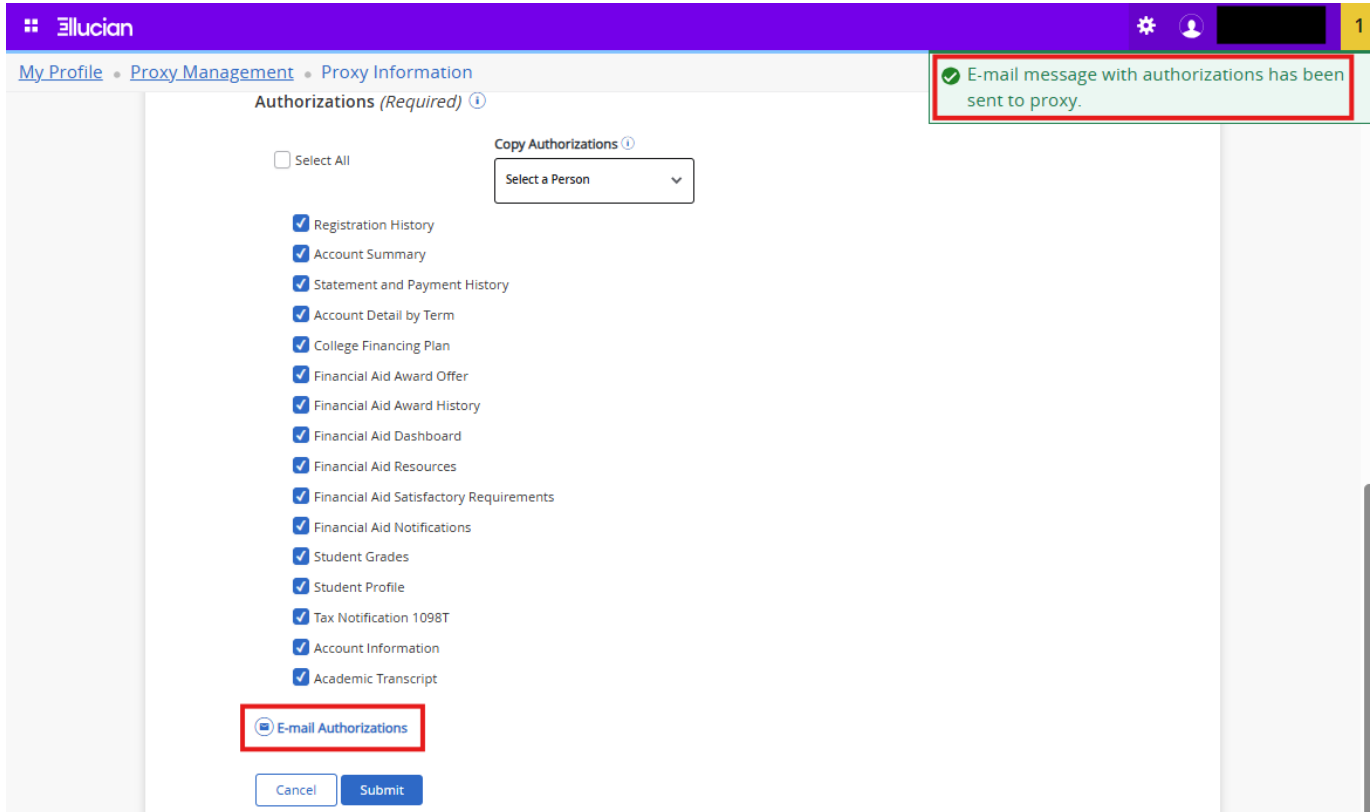
Proxy Information History **Communication**

**Communication Log** ⓘ

Transmit Date	Subject	Action Date	Expiration Date	Resend
11/07/2025 03:35 PM	Send updated proxy profile data			<input type="button" value="Resend"/>
11/07/2025 03:25 PM	New proxy identity	11/07/2025	11/12/2025	<input type="button" value="Resend"/>
11/07/2025 03:25 PM	New proxy relationship			<input type="button" value="Resend"/>
11/07/2025 03:25 PM	New proxy confirmation		11/12/2025	<input type="button" value="Resend"/>

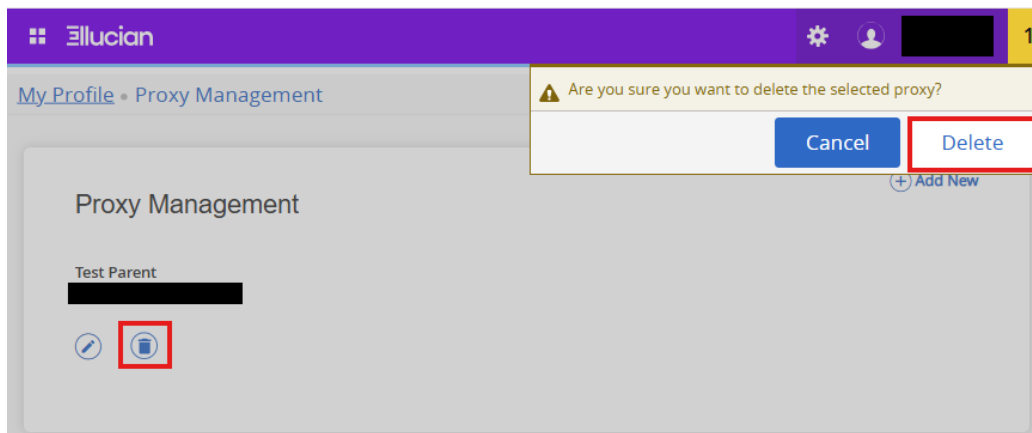
## Self Service Banner 9 – Proxy Student Instructions

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.