

Proxy Access

Students can grant access to other persons to view certain pieces of information in Self Service Banner or to have conversations with select departments. This granting of access to another person is called granting “proxy access” where that other person is referred to as your proxy. The most common scenario is granting a parent or spouse access to your personal information. Access is granted by email address so you must know the person’s email address that you wish to grant proxy access to.

To establish proxy access you need to do the following:

- 1) Log in to MyBSU at <http://my.bsu.edu/> using your Ball State username and password.
- 2) Select SSB – Self Service Banner
- 3) Select the Proxy Access menu and select the link for Proxy Management
- 4) Read the text on the page and make sure that you understand the implications and responsibility of granting proxy access to your information
- 5) Select Add Proxy
- 6) Enter First Name, Last Name and email address of the person you wish to grant proxy access
- 7) Confirm that you wish to add this person by selecting Add Proxy again
- 8) The person you just added will be sent an email asking that they set up a PIN/Password. You will also be sent a copy of this email to your BSU email account.
- 9) Now you must define what access the Proxy has

Defining Access:

- 1) On the Proxy Management self service page select the line that says Expand (Proxy Name).
- 2) Complete the Profile Tab
 - a. You must select a relationship for this proxy – if you don’t then you will not be able to authorize any access to the Proxy.
 - b. Enter a description for the person’s relationship to you – such as “Mom”, “Wife”, “Employer”
 - c. Enter a passphrase for the person. This is a required field if you are going to allow the proxy to have verbal conversations with anyone at Ball State University. Essentially this is a password.
 - d. The start and end dates will default in. You can change them if you desire.
 - e. If you set a passphrase select the E-Mail Passphrase icon. This will send your proxy an email with their passphrase included – they will need that for any assistance by the Helpdesk or by any department.
- 3) Complete the Authorization Tab
 - a. When you select the Authorization tab you will see all the access that you can extend to your Proxy. You can grant item by item access or you can select the main check boxes next to the major categories to grant access to all items in each category (such as all Financial Aid Access items can be granted by selecting the check box next to Financial Aid access).

- b. After you have checked all the items your proxy should have access to select the E-Mail Authorizations icon to the right. This will generate an email to your proxy indicating what you have granted them access to.