Step-by-Step Instructions for the Proxy

After the student has established your Proxy Access, you will receive several confirmation emails you will use to set up your proxy account.

**Step 1**: Set up your proxy account by using the Action Link provided in your New Proxy Access [READ THIS FIRST] email

![Action Link](https://banner.atthomas.edu/pls/bncr/prd/bncrproxy.P_PA_Action?p_token=D2F6EDB0FUVQUTeX2CQYn)

**Action password**

**Step 2**: In the new webpage, you will need to enter the action password from the email and click “Submit”

![Submit](https://banner.atthomas.edu/pls/bncr/prd/bncrproxy.P_PA_Action?p_token=D2F6EDB0FUVQUTeX2CQYn)

**Step 3**: You now need to confirm your email address, enter your action password and create a PIN, then click “Save”

![Save](https://banner.atthomas.edu/pls/bncr/prd/bncrproxy.P_PA_Action?p_token=D2F6EDB0FUVQUTeX2CQYn)
Step 4: You have now been directed to your profile. From here, you can change your pin, update your information and access the authorizations your student has selected for your view.

Step 5: Click on the tab with the student’s name to see the list of authorizations you can view. For a list of authorization definitions, please click here.
Step-by-Step Instructions for the Proxy

For example, if you click on the phrase “Registration Status” you will be taken to the following screen. Once you submit a term you will then be able to view the student’s registration status (i.e. Full-Time or Part-Time).

**Step 6:** In the future, now that you have created your PIN, you may use your New Proxy Relationship email to access the Proxy Login link

**Step 7:** Enter your email address and PIN to log-in as a Proxy
Step 8: Access your passphrase*: The passphrase established by your student can always be found in the Proxy Passphrase email:

*A passphrase is a unique code word or phrase that is assigned by a student to each Proxy they set up. The passphrase is required when a Proxy calls to obtain information about their student. University administrators will need to confirm the passphrase prior to releasing authorized information about the student. This is done to protect the FERPA rights of the student.

You are now fully established as the student’s proxy!

For questions, please visit http://www.stthomas.edu/proxy for authorization definitions, answers to frequently asked questions, helpful hints and contact information.