

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

A request has been received to change your proxy password (used for proxy access to the UST Murphy Online student information system).

To reset your password, please go to: https://banner.stthomas.edu/pls/banner/prod/bwgpkyva.P_PA_Action?p_token=QUFESDJBQUFXQUFteXISQUFp

Use the following as your action password: **KK20MFFP** ← **Action password**

Once your password is reset, you may login any time at [proxy login](#).
Click [here](#) for additional information and FAQs regarding proxy access.

You may want to add regproxyaccess@stthomas.edu to your address book/safe senders list to ensure you receive future emails. Please reply to this email if you feel you have received this message in error.

This email is an automatic notification as part of the proxy access system.
University of St. Thomas Registrar's Office | 2115 Summit Ave | Saint Paul, MN 55105 | 651.962.6700

← **Action Link**

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

Welcome to the UST Murphy Online proxy access system.

FERPA Acknowledgement
Student Records are confidential and protected under the Family Educational Rights and Privacy Act (FERPA). The student's academic records are being released to you for your use only and may not be released to any additional individuals or used for any other purpose than your personal use. [Click here](#) for additional information concerning FERPA.

Enter, or cut & paste, the Action Password contained in the email you received.

* - indicates a required field.

Action Password*

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

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Your PIN must be a 6 digit number.

✔ 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.

Enter e-mail address*

Enter Action Password or Previous PIN*

Enter New PIN*

Validate PIN*

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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

Profile **Tommie T. Student**

Proxy Profile

Please keep your Murphy Online proxy information up-to-date. [Click here to change your PIN](#)

* - indicates a required field.

First Name *

Last Name *

E Mail Address *

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](#).

Profile **Tommie T. Student**

Proxy Authorizations

The following Murphy Online page links have been specifically authorized for you to view.
Note: when you click on a link, the page will display in a new window.

Financial Aid for Tommie T. Student

- View My Financial Aid Award
- Student Requirements
- Award Payment Schedule
- Financial Aid History
- Loan Application History
- Financial Aid Important Messages

Student for Tommie T. Student

- Student Detail Schedule
- Student Summary Schedule
- Registration Status
- Final Grades
- Academic Transcript
- Degree Evaluation

You can click on any of the above phrases to be taken to the information.

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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).

Select Term ***You are viewing Tommie T. Student's information***

Select a Term:

RELEASE: 8.4

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

Wed 12/9/2014 10:50 AM
Registrar - Proxy Access
University of St. Thomas New Proxy Relationship

To: Registrar - Proxy Access

Proxy Parent ,

Tommie Student has added you, via this email address, as a proxy for the UST Murphy Online student information system. Murphy Online proxy access will allow you to view select student information which is confidential under FERPA regulations.

Once you've activated your proxy account you may login any time at [proxy login](#). Proxy Link
Click here (hyperlink tbd) for additional information and FAQs regarding proxy access.

You may want to add regproxyaccess@stthomas.edu to your address book/safe senders list to ensure you receive future emails. Please reply to this email if you feel you have received this message in error.

This email is an automatic notification as part of the proxy access system.
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Step 7: Enter your email address and PIN to log-in as a Proxy

Proxy Access Login

Welcome to the UST Murphy Online proxy access system.

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Enter the email address that was registered as a proxy. Then enter the PIN you previously defined.

Note: Your proxy PIN should never be shared. If you suspect someone else may know your proxy credentials, enter your email address then reset your PIN using the 'Forgot PIN' button below.

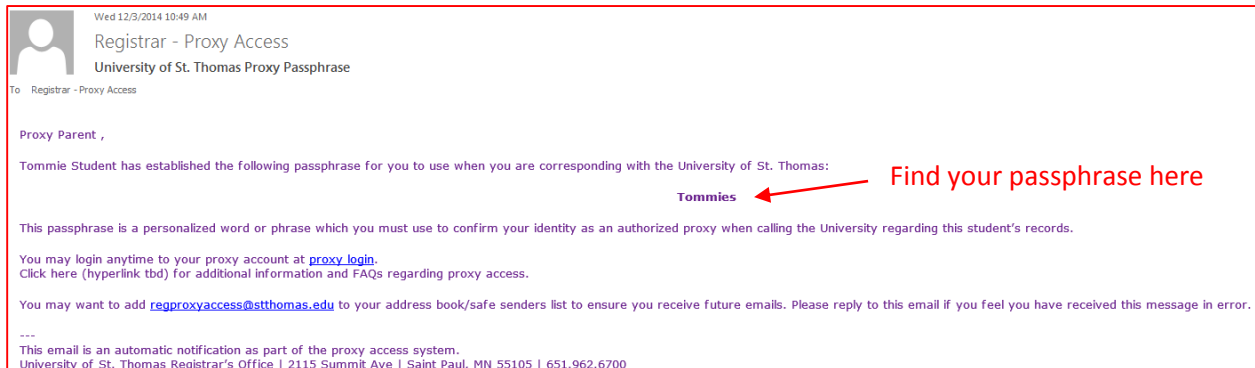
* - indicates a required field.

E-mail Address*

PIN*

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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.