



E-Z Arts SSB9

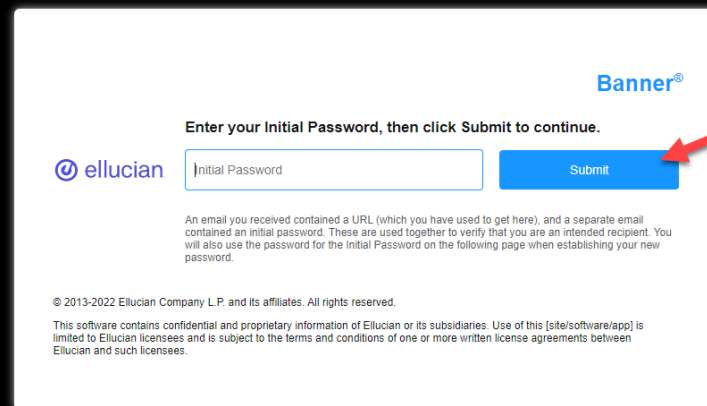


Proxy Profile Setup

(Parent, Guardian, Etc.)

Step 1.

Note: Upon receipt of the Proxy emails, you have five days to complete the setup. As a proxy you will receive 3 important emails, these are needed to complete the setup. The first is the “New Proxy Identity” the link will take you to the initial login. The Second email “New Proxy Confirmation” will have the initial Password needed to login at the link given in the first email. The third email will be used in step six.



Banner®

Enter your Initial Password, then click Submit to continue.

ellucian Initial Password Submit

An email you received contained a URL (which you have used to get here), and a separate email contained an initial password. These are used together to verify that you are an intended recipient. You will also use the password for the Initial Password on the following page when establishing your new password.

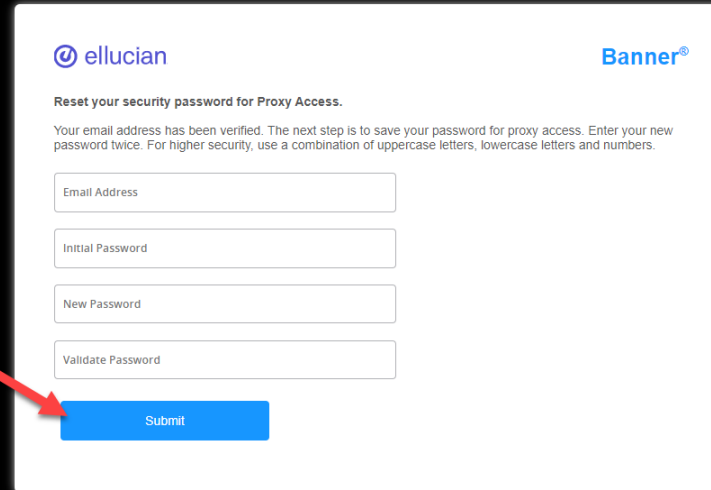
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Click on the link in the "New Proxy Identity" email and then use the password provided in the "New Proxy Confirmation" email. Click Submit.

Step 2.

Enter your email address and the initial password provided in the email, then create a new password. The new password must be alphanumeric with 6-15 characters. Click Submit.



The screenshot shows a web form for resetting a security password. At the top left is the 'ellucian' logo, and at the top right is the 'Banner®' logo. The main heading is 'Reset your security password for Proxy Access.' Below this, a message states: 'Your email address has been verified. The next step is to save your password for proxy access. Enter your new password twice. For higher security, use a combination of uppercase letters, lowercase letters and numbers.' The form contains four input fields: 'Email Address', 'Initial Password', 'New Password', and 'Validate Password'. A blue 'Submit' button is located at the bottom of the form. A red arrow points from the 'Submit' button in the text box on the left to the 'Submit' button on the form.

Step 3.

UNCSA ⚙️ 👤

Proxy Personal Information [Click here to change your password](#)

ℹ️ Please keep your Banner Web proxy information up-to-date.

Fill in all personal details.
Note: Information with * is required.

Personal Details * - indicates a required field.

Salutation <input type="text" value="Salutation"/>	First Name* <input type="text" value=""/>	Middle Name <input type="text" value="Middle Name"/>
Last Name* <input type="text" value=""/>	Name Suffix <input type="text" value="Name Suffix"/>	Nickname <input type="text" value="Nickname"/>

Contact * - indicates a required field.

Home E-Mail Address* <input type="text" value=""/>	Phone Area Code <input type="text" value="Phone Area Code"/>	Phone Number <input type="text" value="Phone Number"/>
Phone Extension <input type="text" value="Phone Extension"/>		

Address * - indicates a required field.

Mailing Address Line 1* <input type="text" value=""/>	Mailing Address Line 2 <input type="text" value=""/>	Mailing Address Line 3 <input type="text" value=""/>
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Step 4.

UNCSA

* - indicates a required field.

Address

Mailing Address Line 1*
Mailing Address Line 1

Mailing Address Line 2
Mailing Address Line 2

Mailing Address Line 3
Mailing Address Line 3

City*
City

State*
State

Zip Code*
Zip Code

Nation*
Nation

Other Info

* - indicates a required field.

Gender
Gender

Birth Date
MM/dd/yyyy

Submit

Once all personal details are entered click Submit. This will take you to the new landing page.

Step 5.

The screenshot shows the UNCSA user interface. At the top left is the UNCSA logo. The top right contains a settings gear, a user profile icon, and a yellow tab with the number '1'. Below the header is a 'Home' breadcrumb and a green notification bar that says 'Saved successfully'. The main content area starts with a 'Hello' greeting followed by a blue information banner: 'You've been authorized to view content for the student(s) below. Click each tile to select the page you wish to view.' There are two main tiles. The first is 'Proxy Personal Information' with a person icon and a right-pointing arrow; the subtitle is 'View/Update Proxy Personal Information.'. The second tile is 'I am a proxy for' with a document icon and a redacted name. To the right of this tile is a dropdown menu with the text 'Select to view' and a downward arrow. A red arrow points to this dropdown menu. At the bottom center, a red-bordered box contains the text: 'Now that the initial setup is complete, the student information can be reviewed. Click on the drop down to view the student records.'

Step 6.

Note: Now that set up is complete use the link in the “New Proxy Relationship” Email to login, this is the third email. If you are a proxy for multiple students, they will all show here.

The screenshot shows the UNCSA proxy portal interface. At the top left, the UNCSA logo is visible. Below it, the word "Home" is displayed. A greeting "Hello" is followed by a blurred name. A blue banner contains an information icon and the text: "You've been authorized to view content for the student(s) below. Click each tile to select the page you wish to view." Below this banner are two main sections. The first is a white tile titled "Proxy Personal Information" with a person icon and the subtitle "View/Update Proxy Personal Information." The second is a white tile titled "I am a proxy for" with a graduation cap icon and a blurred name. To the right of this second tile is a dropdown menu titled "Select to view" with a scrollable list of options: "Financial Aid Award Offer", "Tax Notification", "Final Grades", "View Student Information", and "View Holds". Two red boxes with arrows provide instructions. The first box, located at the top right, points to a user profile icon and contains the text: "Once complete click here to log out." The second box, located at the bottom center, points to the dropdown menu and contains the text: "Click on the option you wish to view. This will take you to the item. Only the items that you have been given viewing access with populate here."

For questions about Proxy, contact The Office of the Registrar at 336-770-3289 or at registrar@uncsa.edu.