Parents: How to access student records via PROWL Proxy

1. Receive email invite:

    > **registrar@lmu.edu**
    > New proxy identity   2:13 PM
    > To: Father Lion (registrar@lmu.edu) Joe Lion has

2. Select the PROWL Proxy link in the email. It is recommended that you bookmark this link so that you may use it to access PROWL for subsequent logins.

    To: Father Lion (registrar@lmu.edu)
    Joe Lion has added your email address registrar@lmu.edu as a proxy in their Loyola Marymount University PROWL Account. As a Proxy user, you may view specific pages in the student's PROWL account by using your email address to log in.

    To access PROWL via Proxy, copy and paste the following URL into your browser:
    http://beta.lmu.edu:8120/tbnr2/bwgkpxya.P_PA_Action?p_token=QUFBVWxDQUFSQUFBQkkwQUFFD

    It is recommended that you bookmark this link so that you may use it to access PROWL for subsequent logins.

    You will arrive at a page that requests an action password. Your action password is:
    Y444FO9P

    Please note that the action password is case-sensitive. Once you enter your email address and select "Submit", you will be asked to re-enter your email address and the "Old PIN" (also known as the "action password"). You will be instructed to create a new PIN which will be used to login to PROWL for subsequent logins. The PIN must be 6 characters long and numeric (e.g. 999999).

3. You will arrive at the following page:

    ## PROWL

    Search [ ] Go

    The e-mail you received contained an Action Link (which you have used to get here) and an Action Passw value as the "Old PIN" on the following page when establishing your new PIN.

    * - indicates a required field.

    Action Password* [ ] Submit

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4. Enter the Action Password from the email invitation. Please note that the action password is case-sensitive. Select "Submit" after entering the Action Password.

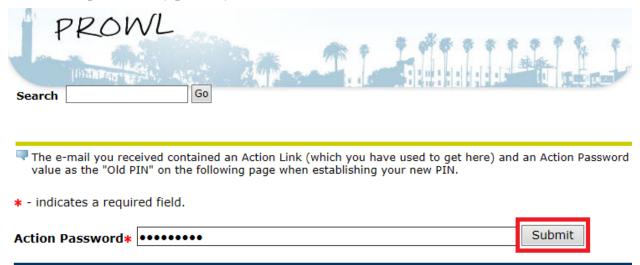To: Father Lion (registrar@lmu.edu)
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PROWL

Search [   ] [Go]

The e-mail you received contained an Action Link (which you have used to get here) and an Action Password value as the "Old PIN" on the following page when establishing your new PIN.

* - indicates a required field.

Action Password* [••••••••]   [Submit]

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5. Re-enter your email address and the "Old PIN" (also known as the "action password"). Then, create a new PIN which will be used to login to PROWL for subsequent logins. The PIN must be 6 characters long and numeric (e.g. 999999). Select "Save".

PROWL

Search [_____] [Go]   SITE MAP   HELP   EXIT

Reset PIN

💬 Please re-enter your email address and the "Old PIN" (also known as the "action password"). Then, create a new PIN which will be used to login to PROWL for subseq PIN must be 6 characters long and numeric (e.g. 999999).

✔ 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.
💬 Minimum PIN length: 6 Maximum PIN length: 6.

Enter e-mail address✱	registrar@lmu.edu
Enter Old PIN✱	••••••••
Enter New PIN✱	••••••
Validate PIN✱	••••••

[Save]

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6. You may now view your student's PROWL account information via Proxy by selecting the student's tab. Please note that only information that has been authorized by the student will be available to view via Proxy.

Profile   **Joe Leo Lion**

Proxy Profile

💬 Please keep your Banner Web proxy information up-to-date.   ☐Click here to change your PIN

✱ - indicates a required field.

First Name ✱   Father

Last Name ✱   Lion

E Mail Address ✱ registrar@lmu.edu

[Save]

Profile   Joe Leo Lion

Proxy Authorizations

💬 The following Banner Web page links have been specifically authorized for your use. All pages will display in a dedicated Proxy Access window. Use the EXIT link to close the Proxy Access window. There is no need to close the window until you have completed all proxy access.

Financial Aid for Joe Leo Lion
    Financial aid status
    Financial aid messages
    Financial aid award history
    Financial aid requirements
General Student for Joe Leo Lion
    Email address
    Address and phone
    Emergency contacts
Student Accounts for Joe Leo Lion
    Account summary totals
    Tax notification
Student Information for Joe Leo Lion
    Academic holds
    Academic transcript
    Final grades
    Schedule by day and time
    Schedule with course detail