

Parents: How to access student records via PROWL Proxy

1. Receive the following email invites: new proxy identity, new proxy relationship (not pictured), and new proxy confirmation:

New proxy identity ▶ Inbox x



registrar@lmu.edu

10:45 AM

to me ▼

To: Father Lion (registrar@lmu.edu)

Joe Lion has added registrar@lmu.edu as a proxy in their school's Banner Web Proxy Access system.

The Proxy Access pages are available using the school's Banner Web or through a proxy access login at the following URL:

https://bannerxe.lmu.edu/StudentSelfService/ssb/proxy/proxyAction?p_token=QUFBVWxDQUFyQUFDh3QUFS

...

NOTE: This URL can only be used once and is active for a limited time. A temporary password will be sent to you in a subsequent email.

If you feel you have received this message in error, please forward to registrar@lmu.edu

New proxy confirmation ▶ Inbox x



registrar@lmu.edu

10:45 AM

to me ▼

To: Father Lion (registrar@lmu.edu)

You should have already received an email with the proxy access URL Use (G3U28ROQ) as the initial password when you access the URL.


...



The first time you connect to the web site you will be asked to establish a permanent password for subsequent logins. We also ask that you fill in your profile information completely and confirm that it is up to date.

If you feel you have received this message in error, please forward to registrar@lmu.edu

2. Follow link on “New proxy identity” email and arrive on the following page:



Enter your Initial Password, then click Submit to continue.


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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3. Use initial password from “New proxy confirmation” email (Example: G3U28ROQ)
4. Enter email address and initial password, then create a new password for Proxy Access and hit “Submit”:



Reset your security password for Proxy Access.

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.

Email Address

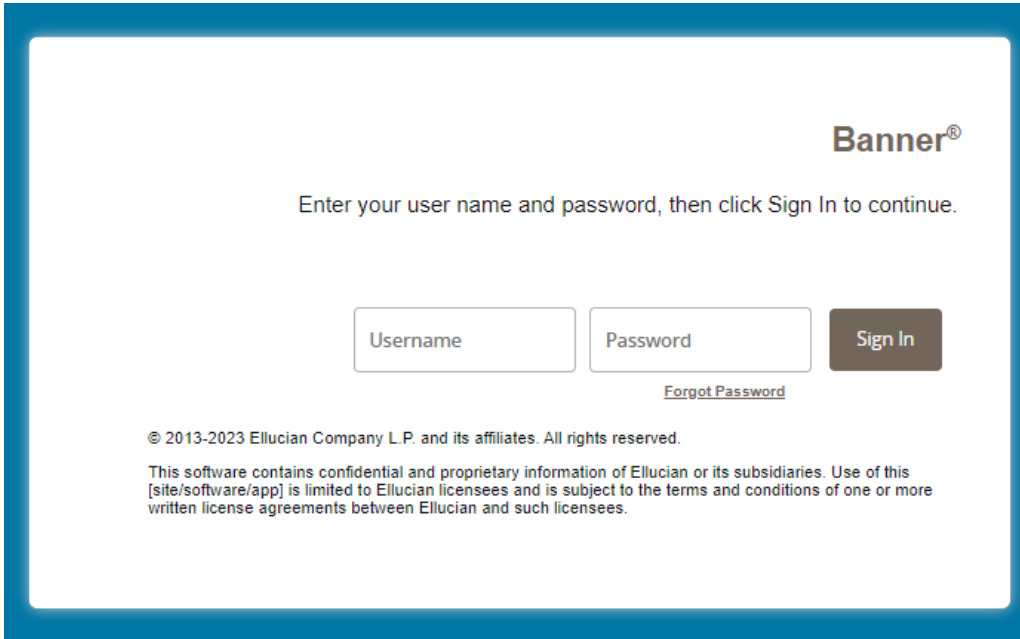
Initial Password

New Password

Validate Password

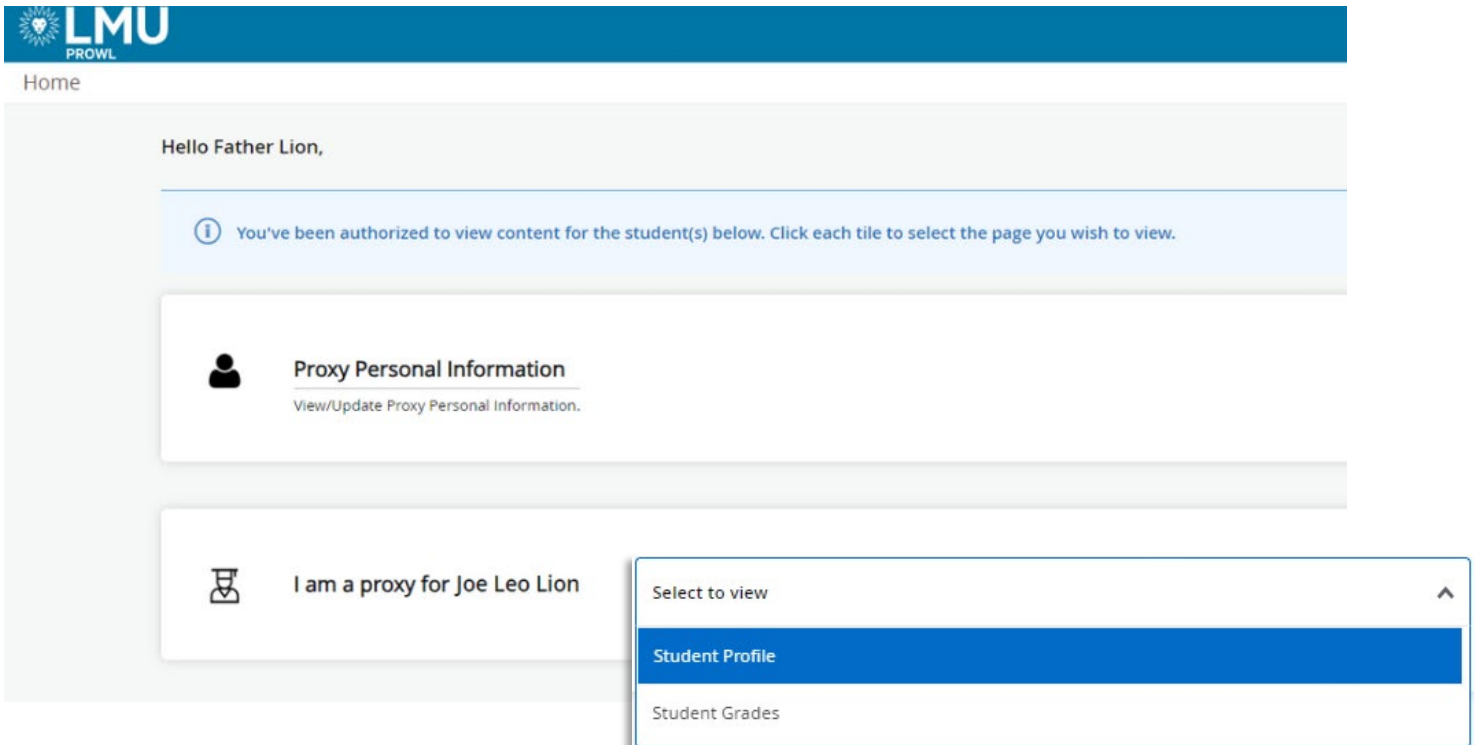
Submit

5. Sign in using your username (email address) and newly created password:



The image shows a login screen for Banner. At the top right is the "Banner®" logo. Below it, the text reads "Enter your user name and password, then click Sign In to continue." There are three input fields: "Username", "Password", and a "Sign In" button. Below the "Password" field is a link for "Forgot Password". At the bottom, there is a copyright notice: "© 2013-2023 Ellucian Company L.P. and its affiliates. All rights reserved." and a disclaimer: "This software contains confidential and proprietary information of Ellucian or its subsidiaries. Use of this [site/software/app] is limited to Ellucian licensees and is subject to the terms and conditions of one or more written license agreements between Ellucian and such licensees."

6. You may now view your student's PROWL account information via Proxy by selecting from the drop-down menu. **Note:** Only information that has been authorized by the student will be available to view via Proxy:



The image shows the LMU PROWL Proxy interface. At the top left is the LMU PROWL logo. Below it is the text "Home". The main content area starts with "Hello Father Lion," followed by 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." There are two main tiles. The first tile is titled "Proxy Personal Information" with a person icon and the text "View/Update Proxy Personal Information." The second tile is titled "I am a proxy for Joe Leo Lion" with a graduation cap icon. A drop-down menu is open over the second tile, showing "Select to view" at the top, "Student Profile" (highlighted in blue), and "Student Grades" at the bottom.