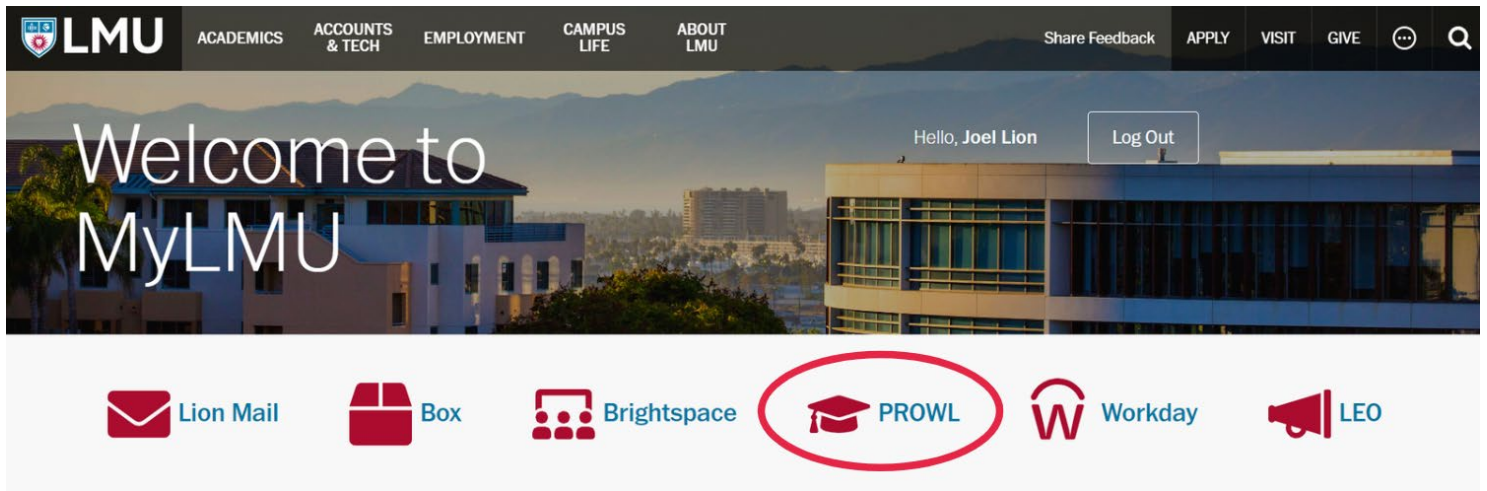
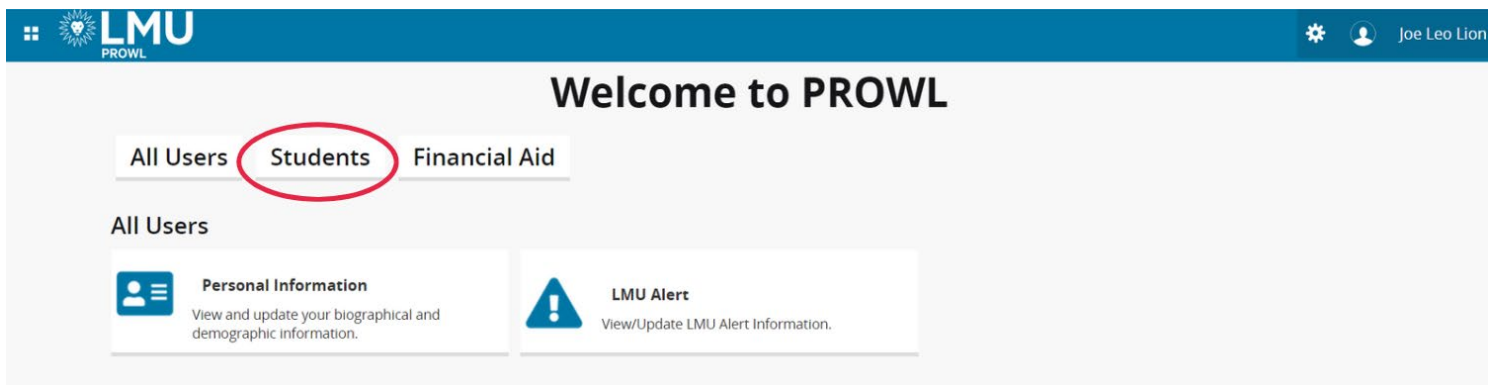


Students: How to grant PROWL access to a parent, legal guardian, or other guest via Proxy

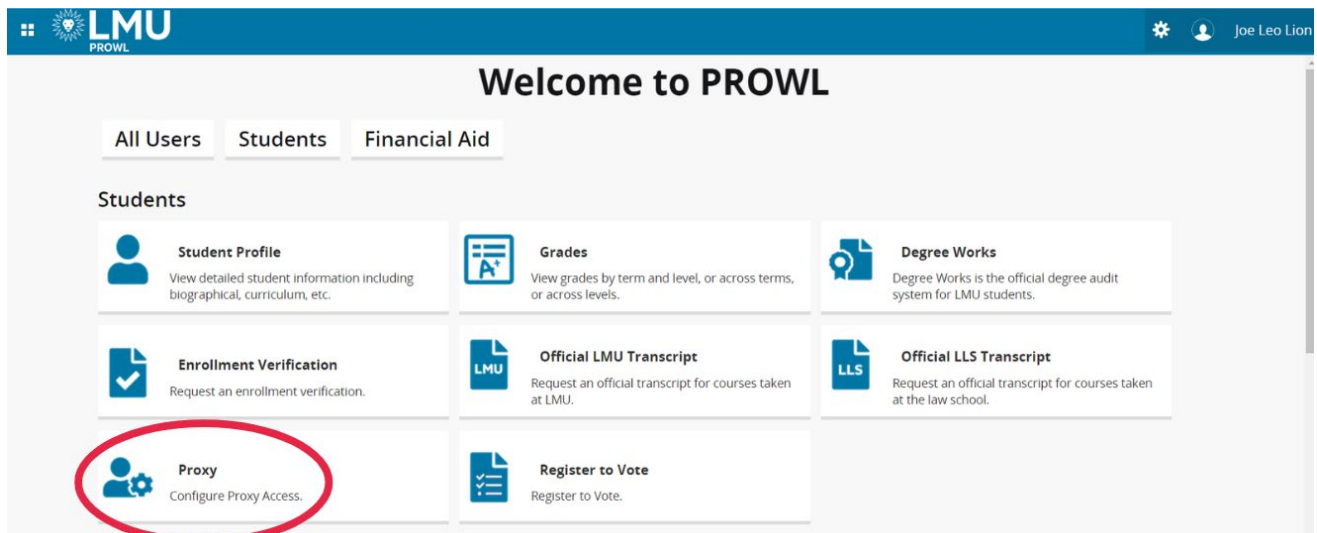
1. Login to PROWL via MyLMU



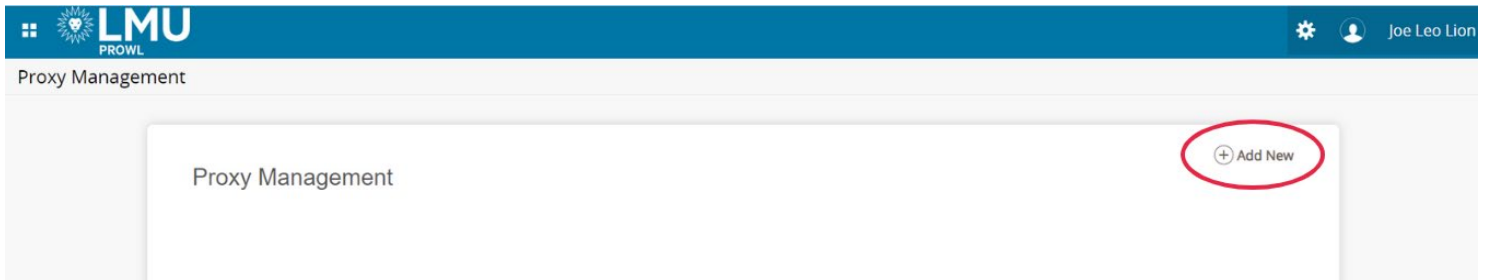
2. Select the "Students" tab



3. Select the "Proxy" tab



4. Select “Add New”



5. Enter all required information. Under “Authorizations”, select the check boxes for the items you wish to authorize your guardian/guest to view. Hit “Submit” to save. **Note:** “Copy Authorizations” will authorize an existing relationship to have the same authorizations as this profile

A screenshot of the LMU PROWL Proxy Information form. The top navigation bar is blue with the LMU PROWL logo on the left and a user profile icon labeled 'Joe Leo Lion' on the right. Below the navigation bar, the page title 'Proxy Management' is displayed, followed by a breadcrumb 'Proxy Information'. The main content area is titled 'Proxy Information' with an information icon. The form is divided into several sections: 'Profile (Required)' with fields for First Name, Last Name, E-Mail, and Verify E-Mail; 'Relationship' with a dropdown menu; 'Start Date' and 'Stop Date' with date pickers; 'Additional Information' with a Description field; and 'Authorizations (Required)' with a 'Select All' checkbox and three checkboxes for 'Student Profile', 'Student Grades', and 'Tax Notification 1098T'. There is also a 'Copy Authorizations' section with a dropdown menu and a callout box that says 'Add a proxy from the list of existing Banner relationships below.' At the bottom, there are 'Cancel' and 'Submit' buttons.

6. The Proxy (parent/guest) will receive an email with instructions to view information via PROWL