Proxy Access

Allows students to delegate access to SSB pages selected by the school.

Please use the following instructions to help you setup your PROXY access.
For the Student - Proxy Access Menu in BU Brain

Whoop, there it is
For the Student - Add Proxy Screen
For the Student - Who’s your proxy?

Proxy Management

Proxy List

Expand a proxy to define relationship type, begin and end dates, and authorizations.

Add a Proxy

Add a new proxy using the form below. Then edit their profile and authorization settings to enable appropriate access.

!!! Note that granting a person proxy access allows them to access any pages you authorize just as if it were you logging in !!!

* - indicates a required field.
First Name*
Last Name*
E-mail Address*
Verify E-mail Address*
Add Proxy
For the Student - List of proxies set up by this student

Proxy Management

A new proxy has been successfully added.

Proxy List

Expand a proxy to define relationship type, begin and end dates, and authorizations.

Expand Pamela *********@yahoo.com 0 pages

Add Proxy

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For the Student - Setup a relationship & description

Proxy Management

Proxy List
Expand a proxy to define relationship type, begin and end dates, and authorizations.

Profile
Authorization History Communication

Proxy Profile
Please select your relationship with this proxy (at this time only "Parent or Legal Guardian" is available). The description field is your personal note about this proxy (dad, mom, etc.). You can control the start and end dates for proxy access below, the default is 1 year.

* - indicates a required field.
Relationship 
Parent or Legal Guardian
Description

Start Date (MM/DD/YYYY)* 06/30/2014
Stop Date (MM/DD/YYYY)* 08/30/2014

Your proxy has not verified their email address.
For the Student - What will the proxy have access to?

Proxy Management

Proxy List
Expand a proxy to define relationship type, begin and end dates, and authorizations.

Collapse Parent: [redacted]@gmail.com

Profile Authorization History Communication

Page Authorization
Select the information pages your proxy should be able to access. Once authorized, your proxy will be able to view and/or update these pages when they log in. Note that granting a person proxy access allows them to access any pages you authorize just as if it were you logging in.

- Parent's proxy menu - check to Select or Deselect ALL items below.
  - Summary
  - History
  - Award Overview
  - Requirements

Add Proxy
For the Student - Student can see ‘history’ of proxy activity

Proxy Management

Proxy List

Expand a proxy to define relationship type, begin and end dates, and authorizations.

Authorization Log

This list is the history of your authorizations for this proxy (newest to oldest).

Special history tab information text dealing with parents.

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun 30, 2014 02:40 pm</td>
<td>Enable</td>
<td>History</td>
</tr>
<tr>
<td>Jun 30, 2014 02:40 pm</td>
<td>Enable</td>
<td>History</td>
</tr>
<tr>
<td>Jun 30, 2014 02:40 pm</td>
<td>Enable</td>
<td>Summary</td>
</tr>
<tr>
<td>Jun 30, 2014 02:40 pm</td>
<td>Enable</td>
<td>Summary</td>
</tr>
</tbody>
</table>

Add Proxy
For the Student - Student can see communication log

Proxy Management

Proxy List
Expand a proxy to define relationship type, begin and end dates, and authorizations.

Communication Log
Action date is when the proxy activated the URL within the message. Expiration date is when the URL within the message will last be active.
Special communication tab information text dealing with parents.

<table>
<thead>
<tr>
<th>Transmit Date</th>
<th>Subject</th>
<th>Action Date</th>
<th>Expiration Date</th>
<th>Resend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun 30, 2014 02:40 pm</td>
<td>New proxy identity</td>
<td></td>
<td>Jul 05, 2014</td>
<td></td>
</tr>
<tr>
<td>Jun 30, 2014 02:40 pm</td>
<td>New proxy relationship</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Proxy
For the Parent (Proxy) - What does the proxy see?

New proxy identity
PROXY_ACCESS@BINGHAMTON.edu
Sent: Fri 11/22/2013 10:48 AM
To: [email redacted]

[Redacted text]

https://sbb.cc.binghamton.edu:443/pprd/bwgproxv1_P_PA_Action?p_token=QUFRUeQV2QUFCTWdkQUFi (Use VEMW5PQ as the action password)

When you first contact the website, you will be able to establish a password for subsequent logins. We also ask that you fill in your profile information completely and confirm it to be up to date. If you feel you have received this message in error, please forward to PROXY_ACCESS@BINGHAMTON.edu.

Action Password
For the Parent (Proxy) - Use Action Password after clicking on link
For the Parent (Proxy) - Establish your PIN

[Image of a web page for resetting a PIN with fields for entering email address, old PIN, new PIN, and validation PIN, along with instructions and a save button.]
For the Parent (Proxy) - Proxy can now access authorized pages

Binghamton University

Proxy Access Home

You will see a separate tab for each Binghamton University student who has authorized pages for you to access. Select a named tab to enter PROXY MODE. You will then see a list of links for pages authorized by that student.

While in PROXY MODE any links and tabs above will be disabled. Select the Profile tab (or close your browser) to exit proxy mode.

When you activate a link, the focus will change to another browser window dedicated to proxy display. The window title and page content (including links) are only valid for the selected user.

Changes have been saved.

Profile: Dennis

Proxy Authorizations

The following Banner Web page links have been specifically authorized for your use by a Binghamton University student. All pages will display in a dedicated Proxy Access window. When finished, select the 'Profile' tab then click EXIT to close the Proxy Access window. There is no need to close the window until you have completed all proxy access.

Parent's proxy menu for Dennis

Summary
History
Award Overview
Requirements

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For the Parent (Proxy) - Example of the SUMMARY page

Financial Aid Status for Award Year 2014-15

This is a summary of your financial aid information for the specified aid year. To obtain greater detail about any of the following summary statements, select the corresponding link.

You have been awarded financial aid which totals $500.00.
View your financial aid history.

Select Another Aid Year

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***You are viewing Dennis's information***

To display more detailed information about a loan listed below, select Loan Application History.

**History for the Award Year 2014-15**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Offered</th>
<th>Accepted</th>
<th>Declined</th>
<th>Cancelled Total</th>
<th>Paid to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternative Student Loan</td>
<td>$500.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$500.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$500.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

No outside resource information is available for you at this time, please contact your financial aid office if you have questions.

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For the Proxy - Example of the OVERVIEW page – GENERAL INFO

Financial Aid Award offer for Award Year 2014-15

***You are viewing Dennis [REDACTED] information***

General Information

Click on each tab displayed on this page to view your financial aid award details for this aid year. If you have questions regarding your award, please contact the Financial Aid Office.

Select Another Aid Year

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Financial Aid Award offer for Award Year 2014-15

Expected Enrollment
Status
Full-Time

Financial Aid Award by Term for the Award Year 2014-15

<table>
<thead>
<tr>
<th>Fund</th>
<th>Fall 2014</th>
<th>Spring 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternative Student Loan Offered</td>
<td>$250.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>Totals</td>
<td>$250.00</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

Please note: All terms and conditions of the offer are described in the Binghamton University Bulletin at: http://bulletin.binghamton.edu in the "Financial Information" section, under "Federal Financial Aid" contents. Awards are subject to change and may be rescinded or reduced based upon funding from federal, state and institutional sources. Should there be a revision to your offer, notification will be sent to your official Binghamton University email address.

If you have questions about the above information, please contact the Financial Aid Office.

Select Another Aid Year

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[ Overall Financial Aid Status | Award History | Contact the Financial Aid Office ]
For the Proxy - Example of the OVERVIEW page – ACCEPT AWARD OFFER

Financial Aid Award offer for Award Year 2014-15

Before you accept any loan offer(s), check your loan borrowing history online via the National Student Loan Data System (NSLDS).

Options for Accept Award Offers include:
1. Accept the full award amount by selecting Accept Full Amount of All Awards.
2. Choose Decline or Accept for each fund.
3. Accept a partial amount by selecting Accept and entering the amount in the Accept Partial Amount field.

Note: Once you have accepted or declined your loans, you cannot change the action or the amounts via self service. You must contact Financial Aid to make a change.

Award Decision

<table>
<thead>
<tr>
<th>Fund</th>
<th>Status Term</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternative Student Loan</td>
<td>Offered Fall</td>
<td>$250.00</td>
</tr>
<tr>
<td></td>
<td>Offered Spring</td>
<td>$250.00</td>
</tr>
<tr>
<td></td>
<td>Fund Total</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

[ Overall Financial Aid Status | Award History | Contact the Financial Aid Office ]

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Learn more about PROXY on our website (fabing.binghamton.edu):
What is Proxy Access?

“Proxy access” is the ability students have to grant others access to view their financial aid information in BU Brain. BU Brain is where students go to perform transactions. The person granted access to the information is known as the “proxy”. The most common scenario is granting a parent access information. The student controls what information to share and who can view it. At this time, only financial aid information is available through Proxy Access.

Please note there is a separate process students must follow to add an authorized payer in QuikPAY for billing purposes. Click here for more information found on the Students Accounts website.

HOW TO ACCESS PROXY

If you are authorized Proxy access by a student, you will receive an e-mail with these steps to activate your access:

1) Go to: https://ebss.cas.binghamton.edu/bpanWS/appP_proxy.P_ProxyLogin
2) Log in with password provided in the e-mail
3) Once you have logged in successfully, you will be able to establish a new password
4) You may then view the pages the student has authorized for your use.

Note: If you lose the initial e-mail message you will need to contact your student to resend the authorization that contains the initial password.

Questions? Send us an e-mail.