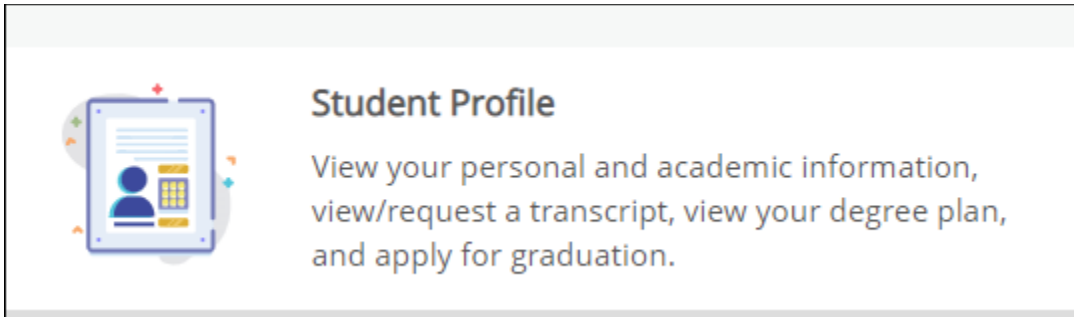


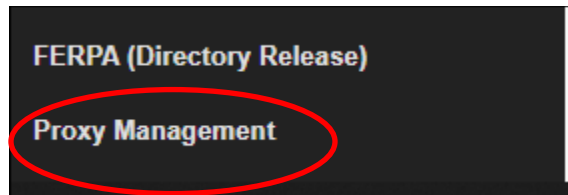


HOW TO GRANT PROXY ACCESS

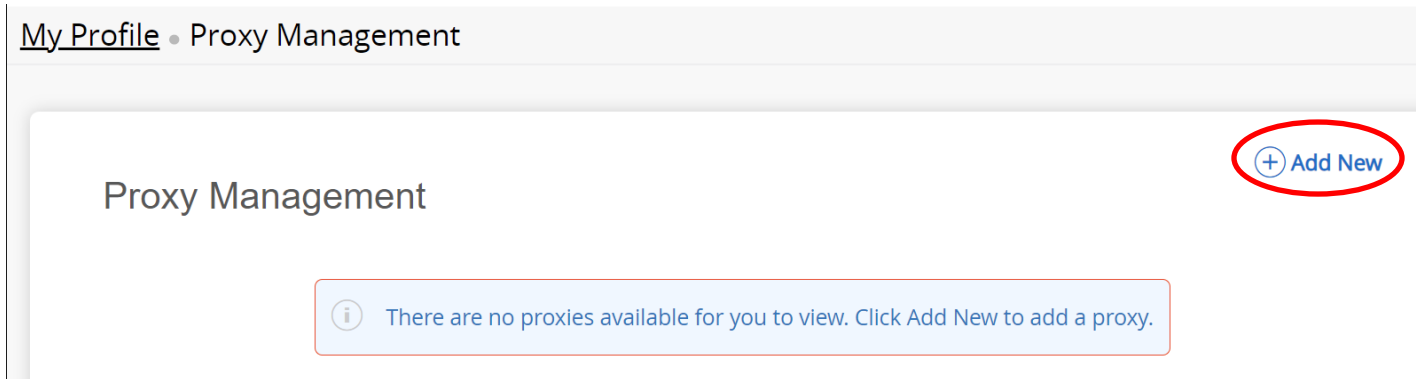
1. Login to the [MyUTRGV](#) student portal using an approved web browser. Banner 9 Self-Service Registration is recommended on this webbrowser: 
2. Select the Application *ASSIST*.
3. Click on **Student Profile**.



4. Click on **Proxy Management** from the menu on the left-hand side.



5. Click on **Add New**.



6. On the next page under the Proxy Information tab, first enter the information for the person you are authorizing as a proxy: **their First Name, their Last Name, their E-Mail address twice**, then select the **Relationship** from the drop-down menu.

Proxy Information ⓘ

Profile *(Required)*

First Name

First Name

Last Name

Last Name

E-Mail

E-Mail Address

Verify E-Mail

Verify E-Mail Address

Relationship ⓘ

Select a Relationship

- Once you have entered all of the required information, the **Start Date** and **Stop Date** will populate which indicates how long the proxy will have access to your record. The default Stop Date is one year from the date you are initially granting access. However, you can adjust the Stop Date as needed by clicking on the calendar icon if you want to grant access for a shorter or longer period than one year. The proxy will have access until midnight of the selected Stop Date.

Start Date	Stop Date
05/06/2022 	05/06/2023 

- You may also include an optional description of your proxy such as Mother, Father, etc., or you may leave this field blank.

Additional Information
Description Description

9. Next, select the pages you want to authorize access to. You may check off the **Select All** box to grant access to all pages or you may also select certain pages individually by checking off the appropriate boxes. You can also **Copy Authorizations** from another assigned proxy if applicable. You will be able to update the authorized pages at any time if you decide you would like to alter your proxy's authorizations in the future. Once you have selected all the necessary pages, click **Submit**.

The screenshot shows a web form titled "Authorizations (Required)" with an information icon. On the left, there is a list of checkboxes for various system pages: "Select All", "Student Profile", "Student Grades", "Week at Glance", "Financial Aid Status", "Student Holds", "Financial Aid Dashboard", "Financial Aid Award Offer", "Financial Aid Notifications", "Financial Aid Resources", "Financial Aid Satisfactory Requirements", and "College Financing Plan". On the right, there is a section titled "Copy Authorizations" with an information icon and a dropdown menu labeled "Select a Person". At the bottom left, there are two buttons: "Cancel" and "Submit". Red circles are drawn around the "Select All" checkbox, the "Copy Authorizations" section, the "Student Grades" checkbox, and the "Submit" button.

10. After clicking Submit, you will see a message in the upper right-hand corner letting you know the proxy has been created. Your proxy will receive three emails including a confirmation email and two emails containing information necessary for them to activate their account. The proxy will be listed on your Proxy Management page with a status of Inactive until they have activated their account.

