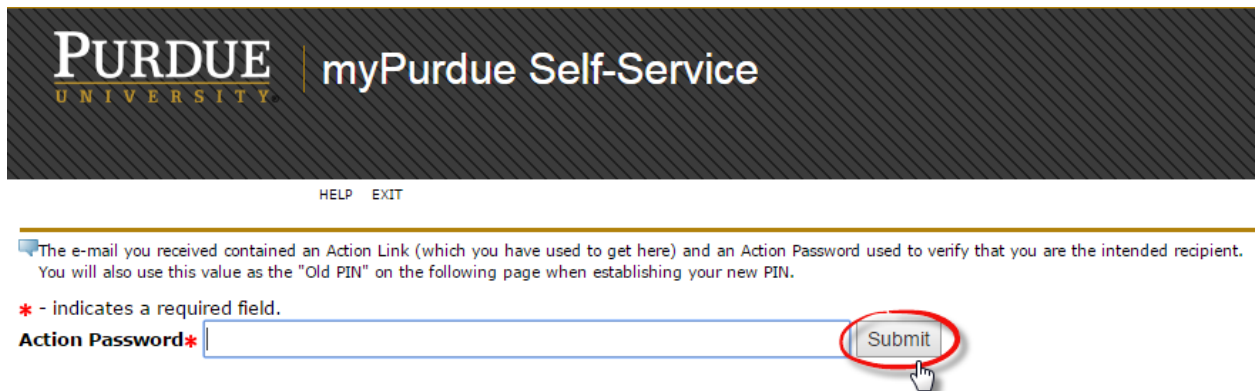


myPurdue Proxy Access – Instructions for Proxies

myPurdue Proxy access provides you the ability to view your student's student information online. Before you can access this information, your student must first create a proxy account and authorize access for you. You must have a valid email address to have a proxy account created for you. When your student creates your proxy account, you will receive a "New Proxy Identity" email with authentication instructions.

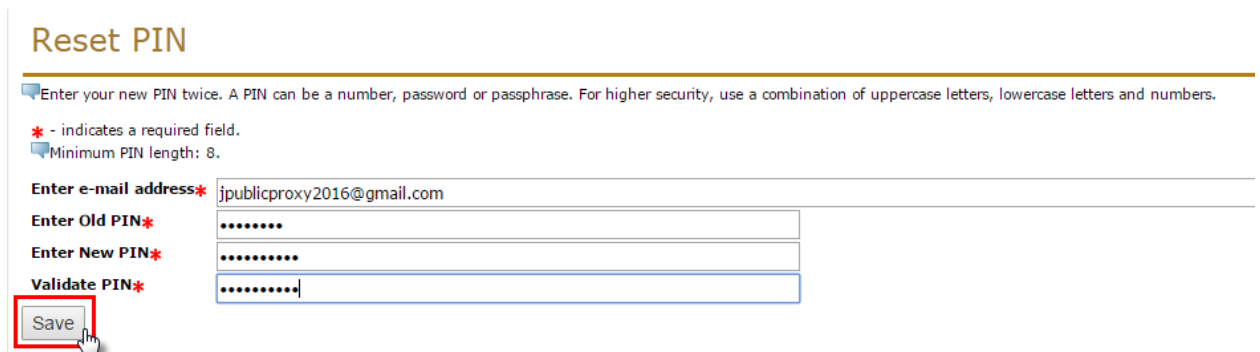
Establishing an Account

1. Once the student has created the proxy account in myPurdue, you will receive an email with a one-time use Action Link URL. The Action Link URL will take you to the page below where you will enter the temporary action password provided in the email. Click Submit.



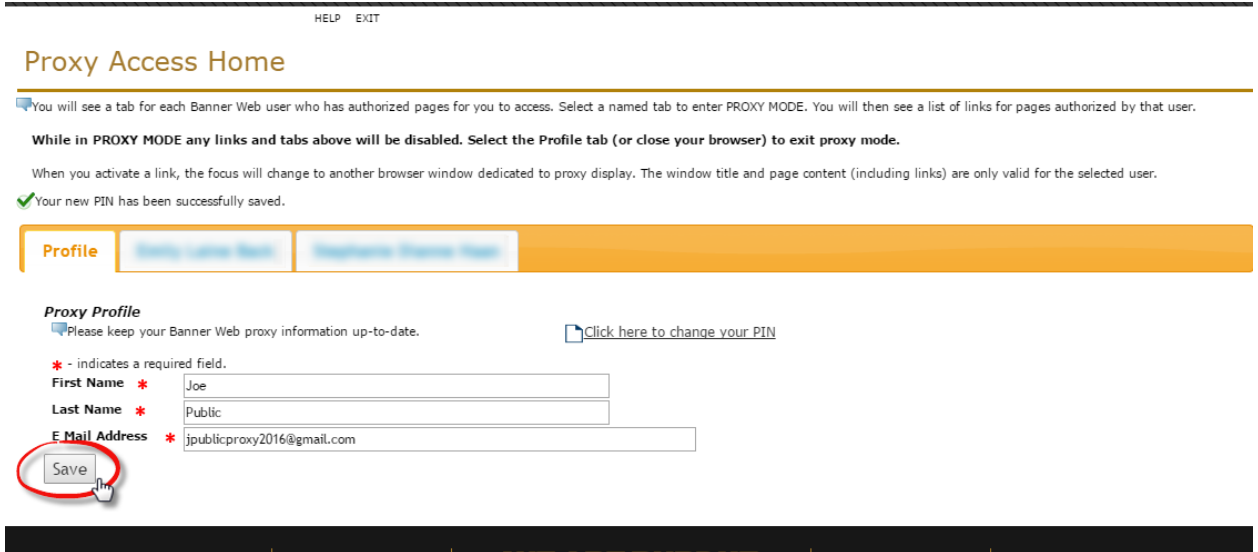
The screenshot shows the top of the myPurdue Self-Service interface. The header includes the Purdue University logo and the text "myPurdue Self-Service". Below the header, there are links for "HELP" and "EXIT". A message box states: "The e-mail you received contained an Action Link (which you have used to get here) and an Action Password used to verify that you are the intended recipient. You will also use this value as the 'Old PIN' on the following page when establishing your new PIN." Below this, a legend indicates that an asterisk (*) denotes a required field. The main form contains a text input field labeled "Action Password*" and a "Submit" button. A red circle highlights the "Submit" button, and a mouse cursor is shown clicking it.

2. Next, you will be taken to the Reset PIN page. To reset your PIN, enter your email address, the action password as the Old PIN, and your new PIN. Your PIN must be at least 8 characters. Type your new PIN a second time in the Validate PIN field. Click Save.



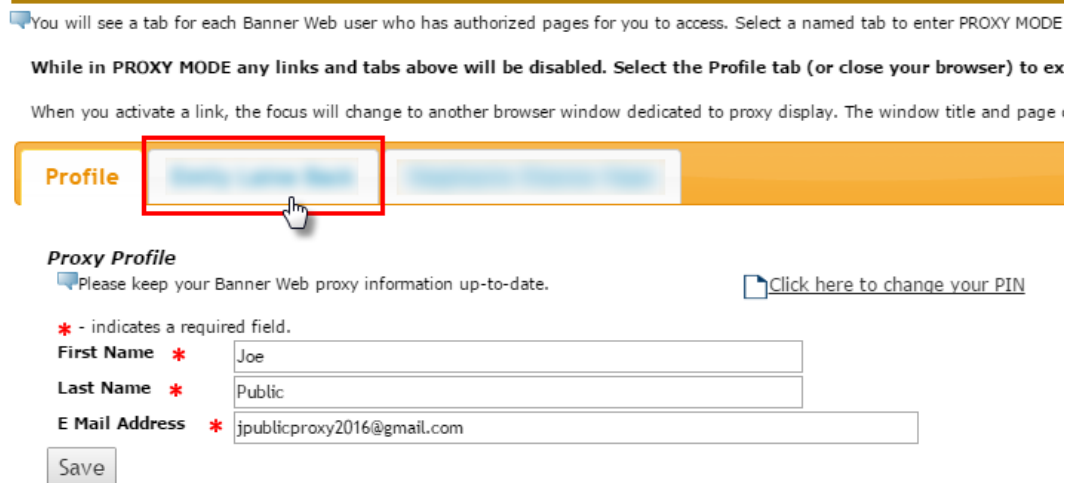
The screenshot shows the "Reset PIN" page. The title "Reset PIN" is at the top. A message box states: "Enter your new PIN twice. A PIN can be a number, password or passphrase. For higher security, use a combination of uppercase letters, lowercase letters and numbers." Below this, a legend indicates that an asterisk (*) denotes a required field and that the minimum PIN length is 8. The form contains four text input fields: "Enter e-mail address*" (with the value "jpublicproxy2016@gmail.com"), "Enter Old PIN*" (with 8 dots), "Enter New PIN*" (with 8 dots), and "Validate PIN*" (with 8 dots). A "Save" button is at the bottom left, highlighted with a red box and a mouse cursor clicking it.

3. After resetting your PIN, you will be directed to the Proxy Access Home page. Confirm your first and last name, and click Save.



4. On the Proxy Access Home page, you should now see a tab for each student who has granted you proxy access. If more than one student has granted you proxy access, the names should appear in tabs across the page. Click the name of the student to view the authorized pages.

Proxy Access Home



- Under Proxy Authorizations, you will see the name of the student who has provided you proxy access, and the list of pages they have given you authorization to view. Choose a page from the list by clicking on it to view.

Proxy Access Home

You will see a tab for each Banner Web user 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 user.

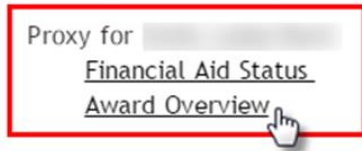
While in PROXY MODE any links and tabs above will be disabled. Select the Profile tab (or close your browser) to exit proxy mode.

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.

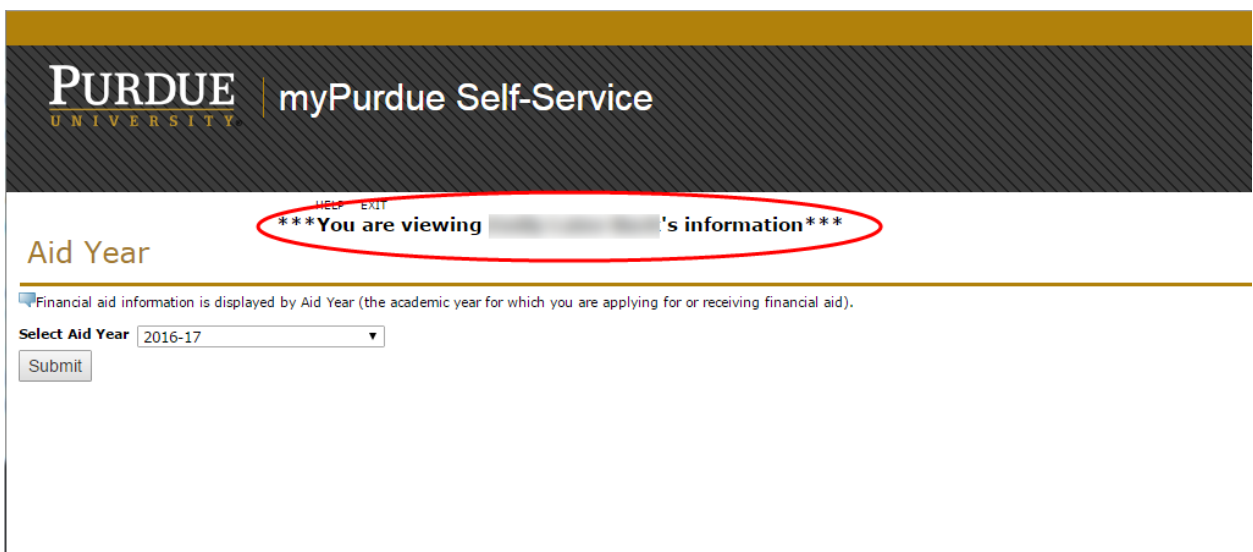


Proxy Authorizations

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.




- The page will launch in a new browser window. Note that you only have access to view this information. You cannot update information as a myPurdue proxy. When you are finished viewing the information, close the window or click Exit.

The screenshot shows the top of the myPurdue Self-Service page. The header includes the Purdue University logo and the text 'myPurdue Self-Service'. Below the header, the text '***You are viewing [blurred name]'s information***' is circled in red. Underneath, the 'Aid Year' section is visible, with a dropdown menu set to '2016-17' and a 'Submit' button. A small 'HELP EXIT' link is also visible above the red circle.

7. To exit the myPurdue proxy access portal, click Exit.

HELP EXIT



Proxy Access Home

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Profile

Proxy Authorizations

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Proxy for

- [Financial Aid Status](#)
- [Award Overview](#)

Future Proxy Login

After authenticating your account for the first time, access proxy login at the following URL:

https://selfservice.mypurdue.purdue.edu/prod/bwgkprxy.P_ProxyLogin

Enter your email address and the PIN you created during the initial authentication process. Click Login. If you cannot remember your PIN, enter only your email address and click Forgot PIN. An email will be sent with instructions on how to reset your PIN.