

## 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” email with authentication instructions.

### *Establishing an Account*

1. Once the student has created the proxy account in myPurdue, you will receive 2 emails. One that contains the URL for proxy log in and another that contains the initial password. The proxy log in link will take you to the log in page below where you will enter the temporary initial password provided. Enter the initial password and click Submit.

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Enter your Initial Password, then click Submit to continue.

<input type="text" value="Initial Password"/>	<input type="submit" value="Submit"/>
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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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2. Next, you will be taken to the Reset password page. To reset your password, enter your email address, the initial password, and your new password. Your password must be at least 8 characters. Type your new password a second time in the Validate password field. Click Submit to establish your new credentials.

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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.

<input type="text" value="Email Address"/>
<input type="text" value="Initial Password"/>
<input type="text" value="New Password"/>
<input type="text" value="Validate Password"/>
<input type="submit" value="Submit"/>

- After setting your password, you will be directed to the Proxy Access Home log in page. Enter your email and password and click Sign In.

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Enter your user name and password, then click Sign In to continue.

[Forgot Password](#)

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- On the Proxy Access Home page, you should now see each student who has granted you proxy access. If more than one student has granted you proxy access, the names should appear on the page as shown below.

Home

Hello Christina Marheine,

You've been authorized to view content for the student(s) below. Click each tile to select the page you wish to view.

**Proxy Personal Information**  
View/Update Proxy Personal Information.

I am a proxy for [redacted]

I am a proxy for Johnny Purdue Student

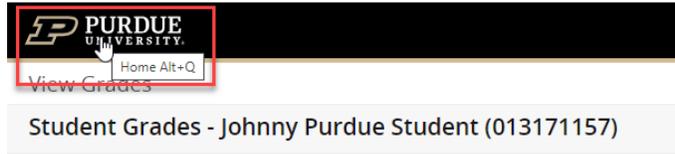
- To view the authorized information for a student, click on the drop down to the right of the student to see the authorized pages list.

I am a proxy for Johnny Purdue Student

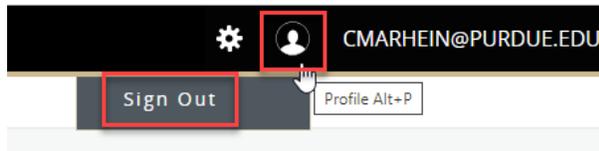
Select to view

- Financial Aid Requirements
- Financial Aid Award Offer
- Financial Aid History
- Aid Messages displayed on Resource Tab
- Messages displayed on Notifications Tab

- When you click on the page you wish to view, the information will launch in your 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, click the Purdue University logo in the upper left hand corner of the web page. This will take you back to the main Proxy page to view more information.



- To exit the myPurdue proxy access portal, click on the person icon in the upper right corner of the web page and then click Sign Out.



## Future Proxy Login

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

<https://apps.mypurdue.purdue.edu/StudentSelfService/login/auth>

Enter your email address and the password you created during the initial authentication process. Click Sign In.

If you cannot remember your password, enter only your email address and click Forgot Password. An email will be sent with instructions on how to reset your PIN.

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Enter your user name and password, then click Sign In to continue.

<input type="text" value="cmarhein@purdue.ed"/>	<input type="password" value="Password"/>	<input type="button" value="Sign In"/>
	<input type="button" value="Forgot Password"/>	

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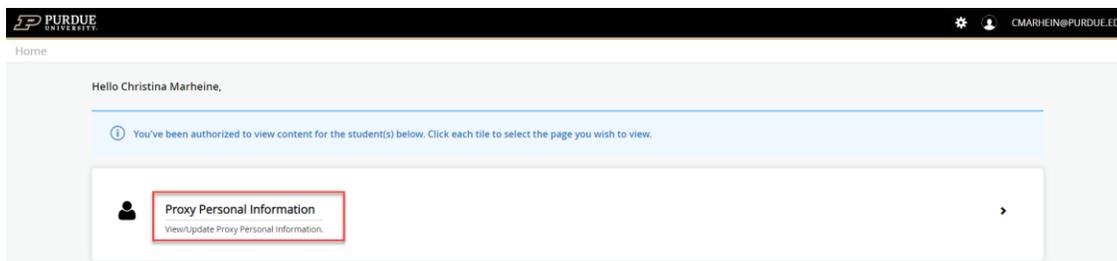
## Reset Password

A web page link has been sent to your e-mail address. Use the link to reset your password.

Close

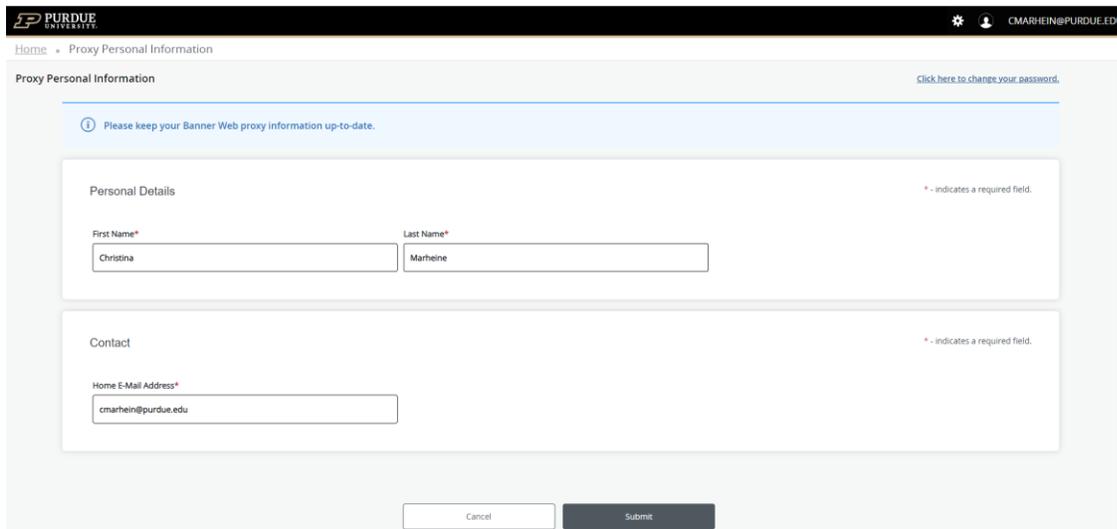
If you would like to change your password or your email address associated with your proxy account, follow the instructions below.

1. On the main proxy page, click on Proxy Personal Information.



The screenshot shows the main proxy page with the Purdue University logo and user information (CMARHEIN@PURDUE.EDU). A notification states: "You've been authorized to view content for the student(s) below. Click each tile to select the page you wish to view." A tile for "Proxy Personal Information" is highlighted with a red box, with the subtext "View/Update Proxy Personal Information."

2. This will take you to a page that contains your name and email address.



The screenshot shows the "Proxy Personal Information" page. It includes a notification: "Please keep your Banner Web proxy information up-to-date." The "Personal Details" section has fields for "First Name\*" (Christina) and "Last Name\*" (Marheine). The "Contact" section has a field for "Home E-Mail Address\*" (cmarhein@purdue.edu). A "Click here to change your password." link is visible in the top right. At the bottom are "Cancel" and "Submit" buttons.

3. To change your email simply provide your new email in the Home E-Mail Address field and click Submit.

The screenshot shows the 'Proxy Personal Information' page in Banner Web. At the top left is the Purdue University logo. The breadcrumb trail is 'Home > Proxy Personal Information'. The user's email 'CMARHEIN@PURDUE.EDU' is shown in the top right. A blue banner at the top contains the message: 'Please keep your Banner Web proxy information up-to-date.' Below this is a 'Personal Details' section with two input fields: 'First Name\*' containing 'Christina' and 'Last Name\*' containing 'Marheine'. A 'Contact' section below has a 'Home E-Mail Address\*' field containing 'cmarhein@purdue.edu'. At the bottom are 'Cancel' and 'Submit' buttons. A link 'Click here to change your password.' is located in the top right corner.

4. To change your password, click on the Click here to change your password link at the upper right of the page.

This screenshot is similar to the one above but highlights the 'Click here to change your password.' link in the top right corner with a red box. The rest of the page content, including the form fields and buttons, remains the same.

5. The behavior to change your password is the same as if you use Forgot Password.