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.

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.
3. 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.

Banner®

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

4. 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.

5. 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.
6. 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.

7. 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.

8. 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.
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.

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

3. To change your email simply provide your new email in the Home E-Mail Address field and click Submit.
4. To change your password, click on the Click here to change your password link at the upper right of the page.

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