



Proxy Access

Introduction

Students can allow their parents, guardians, or others access to elements of their student record through myHeliotrope by granting them **Proxy Access**. Those who are given proxy access will be permitted to view information in the student account by accessing myHeliotrope through their personal e-mail address. Students can control which parts of their records will be visible to each proxy account and can update, manage, or remove proxy access at any time. The first section of this guide is for students who want to set up or manage proxy access. The second section is for proxies who want to know how to activate their proxy account

Activating a Proxy Account

When a student adds you as a proxy, you will receive an e-mail with the subject “**New proxy identity**” containing an account activation link and a **PIN**. Follow the activation link and enter your e-mail address the PIN you have been provided.

Enter the e-mail address that was registered as a Banner Web proxy. Then enter the PIN that was provided in the Banner Web pages. All Banner Web pages are personal and confidential. The proxy PIN should be used to log in to Banner Web pages using the 'Forgot PIN' or 'Reset PIN' button.

* - indicates a required field.

E-mail Address*

PIN*

Login Forgot PIN

On the next page, enter your e-mail address. In the **Old PIN** field, re-enter the PIN from the activation e-mail. In the **Enter New PIN** field, enter a new, unique **numeric** PIN of your choosing, 6-15 characters long. Re-enter this new PIN in the **Validate PIN** field.

* - indicates a required field.

Minimum PIN length: 6 Maximum PIN length: 15.

Enter e-mail address* minniemouse@email.com

Enter Old PIN*

Enter New PIN*

Validate PIN*

Save

After you have established your PIN, you are ready to use your Proxy Access account.



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Using Proxy Access

You can login to the Proxy Access System at any time by going to www.purchase.edu/parents and clicking the Parent Proxy Access link in the left sidebar menu.

After logging in for the first time, you will be prompted to complete some profile information. Complete this information to the best of your ability. Required fields are marked with red asterisks.

Proxy Profile

Please keep your Banner Web proxy information up-to-date. [Click here to change your PIN](#)

* - indicates a required field.

| | |
|----------------------------|--|
| Salutation | <input type="text"/> |
| First Name * | <input type="text" value="Minnie"/> |
| Middle Name | <input type="text"/> |
| Last Name * | <input type="text" value="Mouse"/> |
| Name Suffix | <input type="text"/> |
| Nickname | <input type="text"/> |
| E Mail Address * | <input type="text" value="minniemouse@email.com"/> |
| Permanent Phone Area Code | <input type="text"/> |
| Permanent Phone Number | <input type="text"/> |
| Permanent Phone Extension | <input type="text"/> |
| Permanent Address Line 1 * | <input type="text" value="735 Anderson Hill Rd"/> |
| Permanent Address Line 2 | <input type="text"/> |
| Permanent Address Line 3 | <input type="text"/> |
| City * | <input type="text" value="Purchase"/> |
| State * | <input type="text" value="New York"/> |
| Zipcode * | <input type="text" value="10606"/> |
| Nation * | <input type="text" value="United States"/> |
| Gender | <input type="text" value="Female"/> |
| Birthdate (MM/DD/YYYY) | <input type="text"/> |
| SSN/SIN/TIN | <input type="text"/> |

[Building Authorized Page List](#)



Proxy Access

You can access the pages the student has authorized you to view by clicking on the name of the student at the top of your profile and scrolling down. You may click on any of the pages under **Proxy Authorizations** to view the information. The page will open in a new window or tab.

The screenshot shows a section titled "Proxy Authorizations" with a message box that says "The following Banner Web page links have been sp..." and "We appreciate your effort to be a good parent." Below this is a list of "Proxy Parent Options for Blarney Stone" with the following links: Class Schedule, Final Grade, Account Summary, Account Summary by Term, Account Detail for Term, Statement and Payment History, and Purchase College Payment Center.