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 an Action Password. Follow the activation link and enter your e-mail address the Action Password in the PIN field.

On the next page, enter your e-mail address. In the Old PIN field, re-enter the Action Password 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.

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.

- * indicates a required field.

Salutation

First Name * Minnie

Middle Name

Last Name * Mouse

Name Suffix

Nickname

EMail Address * minniemouse@email.com

Permanent Phone Area Code

Permanent Phone Number

Permanent Phone Extension

Permanent Address Line 1 * 735 Anderson Hill Rd

Permanent Address Line 2

Permanent Address Line 3

City * Purchase

State * New York

Zipcode * 10606

Nation * United States

Gender * Female

Birthday (MM/DD/YYYY)

SSN/SIN/TIN

Save
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.

Proxy Authorizations

The following Banner Web page links have been setup for you:

We appreciate your effort to be a good parent.

Proxy Parent Options for Blaney Stone
Class Schedule
Final Grade
Account Summary
Account Summary by Term
Account Detail for Term
Statement and Payment History
Purchase College Payment Center