

PAWS Proxy Guide

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To Set up Proxy Access as Student:

1. Student will log into PAWS with NETID and Password
2. Student should select Proxy Menu on Main Menu

← → ↻ Secure | https://bannersb.eiu.edu/pls/PROD/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu ☆ ⋮

eastern
EASTERN ILLINOIS UNIVERSITY | charleston, illinois

[Personal Information](#) [Alumni and Friends](#) [Student](#) [Employee](#) [Financial Aid](#) [MyHealth](#) **[Proxy Menu](#)**

Search ACCESSIBILITY | SITE MAP | HELP | EXIT

Main Menu

Personal Information
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Alumni and Friends
Find classmates, communicate, career advisor, job posting, online giving, volunteer.

Student
Admission checklist, Register, Apply/reapply for graduation, View your academic records, View current textbooks

Financial Aid
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.

Employee
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

Make a Payment

[Reset Password](#)
Change the password associated with your netid account.

Release: 8.8.2

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3. Student should select Proxy Management on Proxy Access Menu

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[Personal Information](#) [Alumni and Friends](#) [Student](#) [Employee](#) [Financial Aid](#) [MyHealth](#) **[Proxy Menu](#)**

Search RETURN TO MENU | SITE MAP | HELP | EXIT

Proxy Access Menu

Proxy Management
This page allows you to add proxy access to selected Banner Web pages. Anyone with an e-mail address can be a proxy.

Release: 8.8.2

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4. Student should select New Proxy

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[Personal Information](#) [Alumni and Friends](#) [Student](#) [Employee](#) [Financial Aid](#) [MyHealth](#) **[Proxy Menu](#)**

Search RETURN TO MENU | SITE MAP | HELP | EXIT

Proxy Management

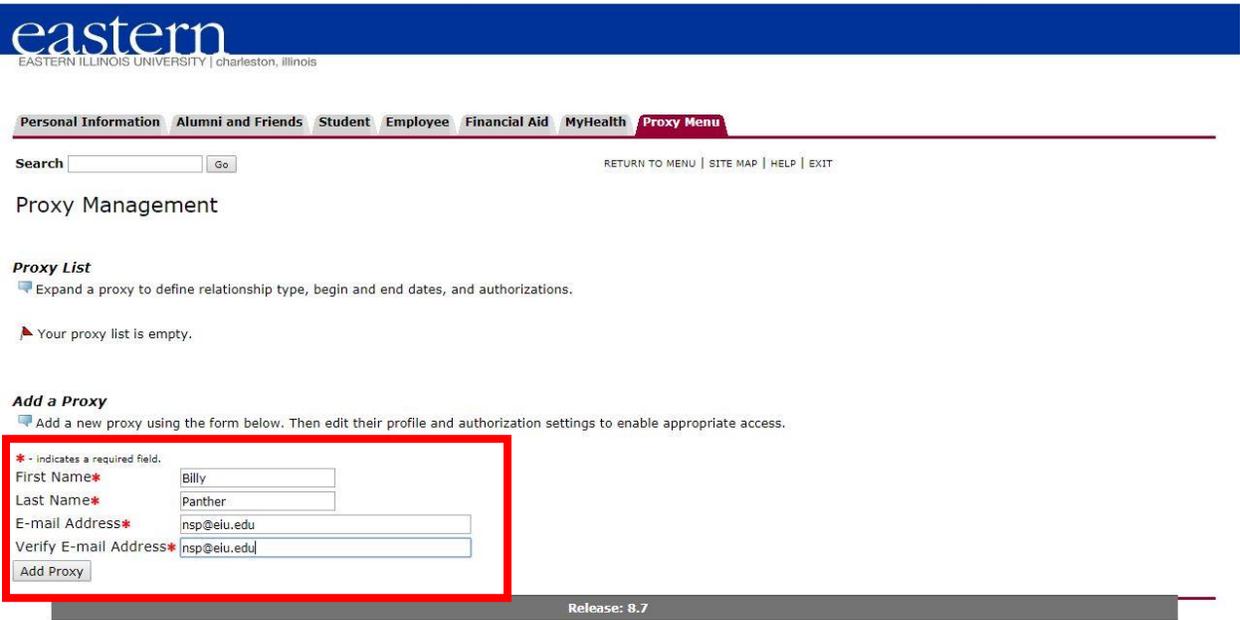
Proxy List
Expand a proxy to define relationship type, begin and end dates, and authorizations.

Your proxy list is empty.

Release: 8.7

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5. Student should enter Proxy information (First Name, Last Name, Email, Verify Email) and hit “Add Proxy” button



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Personal Information Alumni and Friends Student Employee Financial Aid MyHealth **Proxy Menu**

Search Go RETURN TO MENU | SITE MAP | HELP | EXIT

Proxy Management

Proxy List
Expand a proxy to define relationship type, begin and end dates, and authorizations.

Your proxy list is empty.

Add a Proxy
Add a new proxy using the form below. Then edit their profile and authorization settings to enable appropriate access.

* - indicates a required field.

First Name*

Last Name*

E-mail Address*

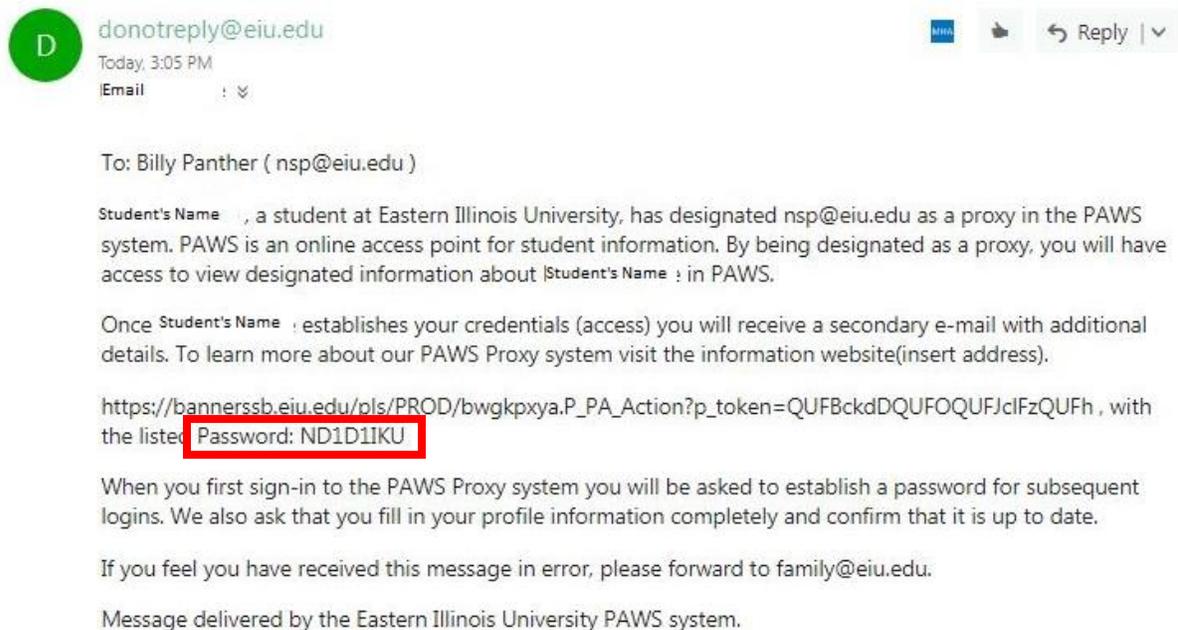
Verify E-mail Address*

Release: 8.7

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6. Both Proxy and Student will receive an email with subject line “New proxy identity”
a. This email has the initial Proxy Action Password, which allows Proxy to reset password to PIN.

New proxy identity



 donotreply@eiu.edu Today, 3:05 PM
Email

To: Billy Panther (nsp@eiu.edu)

Student's Name , a student at Eastern Illinois University, has designated nsp@eiu.edu as a proxy in the PAWS system. PAWS is an online access point for student information. By being designated as a proxy, you will have access to view designated information about Student's Name in PAWS.

Once Student's Name establishes your credentials (access) you will receive a secondary e-mail with additional details. To learn more about our PAWS Proxy system visit the information website(insert address).

https://bannerssb.eiu.edu/pls/PROD/bwgkpxya.P_PA_Action?p_token=QUFBckdDQUFOQUFJclFzQUFh , with the lister **Password: ND1D1IKU**

When you first sign-in to the PAWS Proxy system you will be asked to establish a password for subsequent logins. We also ask that you fill in your profile information completely and confirm that it is up to date.

If you feel you have received this message in error, please forward to family@eiu.edu.

Message delivered by the Eastern Illinois University PAWS system.

7. Student should expand relationship and update relationship in Profile tab.

*** Do not click Reset PIN**

eastern
EASTERN ILLINOIS UNIVERSITY | charleston, illinois

Personal Information Alumni and Friends Student Employee Financial Aid MyHealth Proxy Menu

Search [] Go RETURN TO MENU | SITE MAP | HELP | EXIT

Proxy Management

✓ A new proxy has been successfully added.

Proxy List

Expand a proxy to define relationship type, begin and end dates, and authorizations.

⚠ Collapse Billy Panther nsp@eiu.edu

Profile Authorization History Communication

Proxy Profile

Please select your relationship with this proxy. The list of pages available to the proxy is based on relationship type. The description field is your personal note about this proxy (dad, mom, soccer coach, company name). The passphrase can be used to determine FERPA identity for phone calls or other off-line queries by this proxy. You must communicate the passphrase to your proxy. You can control the start and end dates for proxy access below.

* - indicates a required field.

Relationship*

Description

Start Date (MM/DD/YYYY)*

Stop Date (MM/DD/YYYY)*

Reset PIN Delete Proxy Relationship

⚠ Your proxy has not verified their email address.

❌ The proxy PIN is disabled.

Add Proxy

Release: 8.7

8. Both Proxy and Student will receive an email with subject line “New proxy relationship”

New proxy relationship

donotreply@eiu.edu
Today, 3:05 PM
Email

To: Billy Panther (nsp@eiu.edu)

Student's Name has tagged nsp@eiu.edu as a personal proxy in their school's Banner Web Proxy Access system.

The Proxy Access pages are available using the school's Banner Web or through a proxy access login at the following URL:
https://bannersb.eiu.edu/pls/PROD/bwgkprxy.P_ProxyLogin

Hopefully you have already established your credentials and confirmed that your profile data is up to date. The next step is for Student's Name to authorize pages for your use. Contact Student's Name at Student's email and ask them to send you a list of current authorizations.

If you feel you have received this message in error, please forward to donotreply@eiu.edu

9. Student should click Authorization tab and select which pages the proxy will have access to view

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Personal Information Alumni and Friends Student Employee Financial Aid MyHealth **Proxy Menu**

Search Go RETURN TO MENU | SITE MAP | HELP | EXIT

Proxy Management

✓ A new proxy has been successfully added.

Proxy List
Expand a proxy to define relationship type, begin and end dates, and authorizations.

▲ Collapse Billy Panther [email address]@eiu.edu

Profile **Authorization** History Communication

Page Authorization
Select the information pages your proxy should be able to access. Once authorized, your proxy will be able to view and/or update these pages when they log in.

E-mail Authorizations

- Other Access Check to Select or Deselect ALL items below.
 - View Addresses and Phones
 - View E-mail Addresses
 - View Emergency Contacts
 - View Holds (Financial Aid)
 - View Status
 - View Requirements
 - View Academic Progress (Financial Aid Status)
 - View Award History
 - View Academic Holds
 - View Midterm Grades
 - View Final Grade
 - View Schedule by Day and Time
 - View Schedule with Course Detail
 - View Account Detail by Term
 - View Account Summary Totals
 - Make A Payment

To Set up Proxy Access for Proxy:

10. Proxy will use the link provided in the “New proxy identity” email to log in

New proxy identity

donotreply@eiu.edu
Today, 3:05 PM
Email

To: Billy Panther (nsp@eiu.edu)

Student's Name , a student at Eastern Illinois University, has designated nsp@eiu.edu as a proxy in the PAWS system. PAWS is an online access point for student information. By being designated as a proxy, you will have access to view designated information about Student's Name in PAWS.

Once Student's Name establishes your credentials (access) you will receive a secondary e-mail with additional details. To learn more about our PAWS Proxy system visit the information website(insert address).

https://bannerssb.eiu.edu/pls/PROD/bwgkpxya.P_PA_Action?p_token=QUFBckdDQUFOQUFJclFzQUFh with the listed Password: ND1D1IKU

When you first sign-in to the PAWS Proxy system you will be asked to establish a password for subsequent logins. We also ask that you fill in your profile information completely and confirm that it is up to date.

If you feel you have received this message in error, please forward to family@eiu.edu.

Message delivered by the Eastern Illinois University PAWS system.

11. Proxy will be required to enter Action Password, which will be found in the “New proxy identity” email immediately following the Proxy Link labeled password. Click Submit.

New proxy identity

donotreply@eiu.edu
Today, 3:05 PM
Email

To: Billy Panther (nsp@eiu.edu)

Student's Name , a student at Eastern Illinois University, has designated nsp@eiu.edu as a proxy in the PAWS system. PAWS is an online access point for student information. By being designated as a proxy, you will have access to view designated information about Student's Name in PAWS.

Once Student's Name establishes your credentials (access) you will receive a secondary e-mail with additional details. To learn more about our PAWS Proxy system visit the information website(insert address).

https://bannerssb.eiu.edu/pls/PROD/bwgkpxya.P_PA_Action?p_token=QUFBckdDQUFOQUFJclFzQUFh , with the listed Password: ND1D1IKU

When you first sign-in to the PAWS Proxy system you will be asked to establish a password for subsequent logins. We also ask that you fill in your profile information completely and confirm that it is up to date.

If you feel you have received this message in error, please forward to family@eiu.edu.

Message delivered by the Eastern Illinois University PAWS system.

eastern
EASTERN ILLINOIS UNIVERSITY | charleston, illinois

Search SITE MAP | HELP | EXIT

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.

* - indicates a required field.

Action Password*

Release: 8.7

12. Proxy will be redirected to reset PIN by entering the email address, old password, new pin, and validate pin. Click Save.

- a. Email Address will be the email address that the student entered
- b. Old PIN is the initial Password from the "New proxy identity" email
- c. New PIN must be numeric with a minimum of 6 numbers and a maximum of 15

Search SITE MAP | HELP | EXIT

Reset PIN

Enter your new PIN twice. A PIN must be numeric with a minimum length of 6 and a maximum length of 15.

Welcome to the Banner Web proxy access system. Your e-mail address has been verified. The next step is to save your security PIN for proxy access.

* - Indicates a required field.

Enter e-mail address* nsp@eiu.edu

Enter Old PIN*

Enter New PIN*

Validate PIN*

Release: 8.7

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13. Once the PIN has been successfully saved, PAWS Proxy will require the Proxy to complete the Proxy Profile (Mailing Address Label 1, City, State, Zip, Nation). Click Save.

- 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.
- Your new PIN has been successfully saved.

Profile Student's Name

Required data missing : Address Line 1 : City : State : Zipcode : Nation

Proxy Profile

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

* - Indicates a required field.

Salutation

First Name * Billy

Middle Name

Last Name * Panther

Name Suffix

Nickname

E Mail Address * nsp@eiu.edu

Permanent Phone Area Code

Permanent Phone Number

Permanent Phone Extension

Mailing Address Line 1 * 600 Lincoln Avenue

Mailing Address Line 2

Mailing Address Line 3 Charleston

City * Charleston

State * Illinois

Zipcode * 61920

Nation * United States of America

Gender Select Gender

Birthdate (MM/DD/YYYY)

14. Proxy will be able to click on tab with Student's name and see the pages that have been authorized by student.

The screenshot shows the Eastern Illinois University Proxy Access Home page. At the top, there is a blue header with the "eastern" logo and "EASTERN ILLINOIS UNIVERSITY | charleston, illinois". Below the header is a search bar and navigation links: "RETURN TO MENU | SITE MAP | HELP | EXIT". The main heading is "Proxy Access Home". A message states: "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." Below this, it says: "While in PROXY MODE any links and tabs above will be disabled. Select the Profile tab (or close your browser) to exit proxy mode." A note indicates: "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." A green checkmark message says: "Changes have been saved." Below this is a navigation bar with two tabs: "Profile" and "Student's Name". An arrow points from the text in the question to the "Student's Name" tab. Underneath the tabs, the "Proxy Authorizations" section shows a message: "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." Below this is a list of links under the heading "Other Access for Student's Name":

- [View Addresses and Phones](#)
- [View E-mail Addresses](#)
- [View Emergency Contacts](#)
- [View Holds \(Financial Aid\)](#)
- [View Status](#)
- [View Requirements](#)
- [View Academic Progress \(Financial Aid Status\)](#)
- [View Award History](#)
- [View Academic Holds](#)
- [View Midterm Grades](#)
- [View Final Grade](#)
- [View Schedule by Day and Time](#)
- [View Schedule with Course Detail](#)
- [View Account Detail by Term](#)
- [View Account Summary Totals](#)

At the bottom of the page, there is a grey bar with the text "Release: 8.7".

- a. If student has not given any authorizations, there will be an error message displayed and the student will need to give Authorizations to the Proxy.

The screenshot shows the Eastern Illinois University Proxy Access Home page. At the top, there is a blue header with the "eastern" logo and "EASTERN ILLINOIS UNIVERSITY | charleston, illinois". Below the header is a search bar and navigation links: "RETURN TO MENU | SITE MAP | HELP | EXIT". The main heading is "Proxy Access Home". A message states: "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." Below this, it says: "While in PROXY MODE any links and tabs above will be disabled. Select the Profile tab (or close your browser) to exit proxy mode." A note indicates: "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." A green checkmark message says: "Changes have been saved." Below this is a navigation bar with two tabs: "Profile" and "Student's Name". An arrow points from the text in the question to the "Student's Name" tab. Underneath the tabs, the "Proxy Authorizations" section shows a message: "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." Below this is a red error message: "No pages have been authorized." At the bottom of the page, there is a grey bar with the text "Release: 8.7".

If PIN is lost or forgotten:

Proxy OR Student can request a new PIN. Resetting the PIN will make the current PIN invalid.

1. **Student** can select “Reset PIN” on Proxy Profile to send email to Proxy with a temporary action password

The screenshot shows the Eastern Illinois University Proxy Management interface. At the top is the university logo and navigation menu. The 'Proxy Menu' is selected. Below the search bar, the 'Proxy Management' section is visible. Under 'Proxy List', there is a link to 'Collapse Billy Panther nsp@eiu.edu'. The 'Proxy Profile' tab is active, showing a form for relationship details. The form includes fields for Relationship (set to 'Other'), Description, Start Date (08/30/2018), and Stop Date (02/26/2019). There are buttons for 'Reset PIN' and 'Delete Proxy Relationship'. A message indicates that the PIN expiration is set to Aug 29, 2018, and a reset PIN message has been sent to the proxy. At the bottom, there is an 'Add Proxy' button and a 'Release: 8.7' footer.

1. **Proxy** can use go to Proxy Access Login and enter email address
 - a. Select “Forgot PIN” to send an email with a temporary action password

The screenshot shows the Eastern Illinois University Proxy Access Login interface. It features the university logo and a 'HELP | EXIT' link. The main heading is 'Proxy Access Login'. Below this, there is a message explaining the login process: 'Enter the e-mail address that was registered as a Banner Web proxy. Then enter the PIN that you previously defined. Banner Web users can register any e-mail address as a proxy and can then enable individual proxy access to selected Banner Web pages. All Banner Web pages are personal and confidential. The proxy PIN should never be shared. If you suspect that someone else may know your proxy credentials, enter your e-mail address and then reset your PIN using the 'Forgot PIN' or 'Reset PIN' button.' There are input fields for 'E-mail Address*' (containing 'nsp@eiu.edu') and 'PIN*'. Below these fields are buttons for 'Login' and 'Forgot PIN'. At the bottom, there is a 'Release: 8.7' footer.

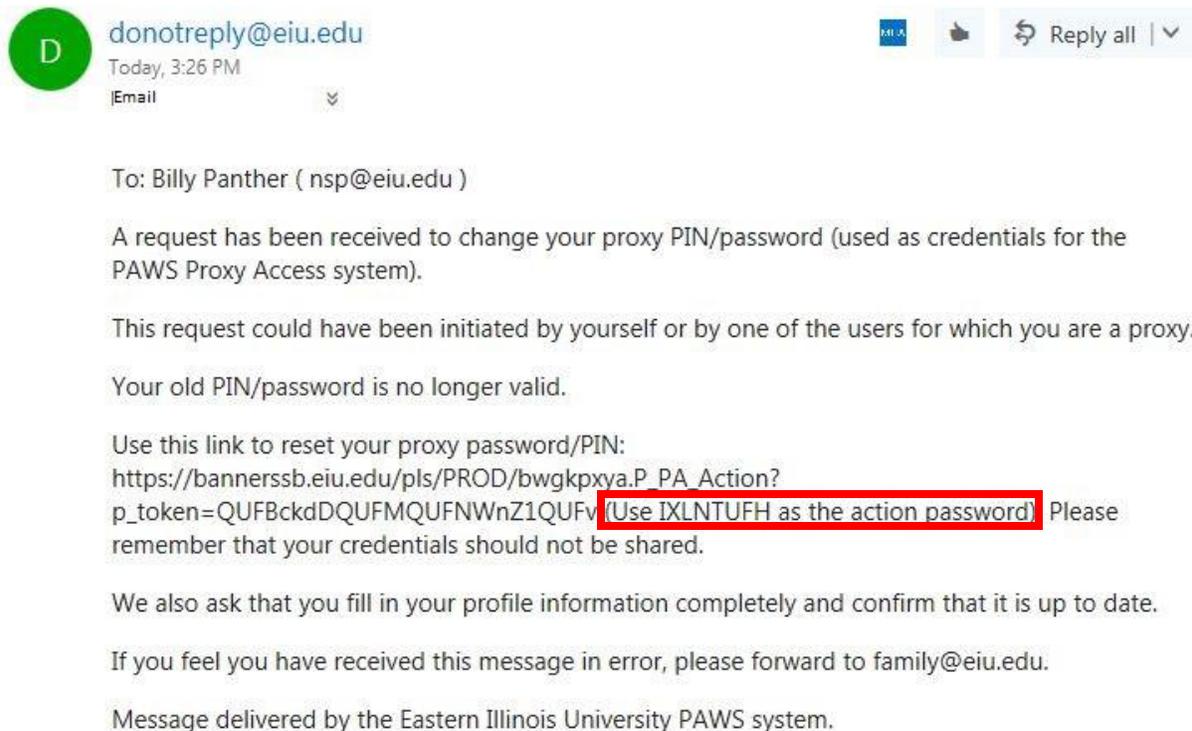
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Use of this software is limited to Ellucian licensees, and is subject to the terms and conditions of one or more written license agreements between Ellucian and such licensees.

The screenshot shows the Eastern Illinois University 'Forgot PIN' interface. It features the university logo and a 'HELP | EXIT' link. The main heading is 'Forgot PIN'. Below this, there is a message: 'A web page link has been sent to your e-mail address. Use the link to reset your PIN.' At the bottom, there is a 'Release: 8.7' footer.

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- Both Proxy and Student will receive an email with the subject like "Send proxy pin reset request".

Send proxy pin reset request



- Proxy will use the link provided in the "Send proxy pin reset request" email to log in

- Action Password will be in the "Send proxy pin reset request" email

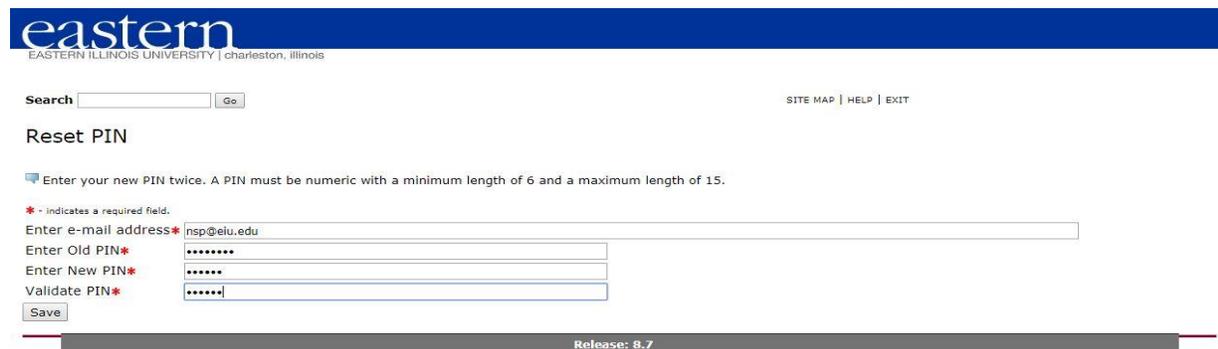


-

- Proxy will be redirected to reset PIN by entering the email address, old password, new pin, and validate pin.

Click Save.

- Email Address will be the email address that the student entered
- Old PIN is the initial Password from the "New proxy identity" email
- New PIN must be numeric with a minimum of 6 numbers and a maximum of 15



To Delete Proxy Relationship:

1. Student will log into PAWS with NETID and Password
2. Student should select Proxy Menu on Main Menu

Secure | https://bannersb.eiu.edu/pls/PROD/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu

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Personal Information | Alumni and Friends | Student | Employee | Financial Aid | MyHealth | **Proxy Menu**

Search ACCESSIBILITY | SITE MAP | HELP | EXIT

Main Menu

Personal Information
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Alumni and Friends
Find classmates, communicate, career advisor, job posting, online giving, volunteer.

Student
Admission checklist, Register, Apply/reapply for graduation, View your academic records, View current textbooks

Financial Aid
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.

Employee
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

Make a Payment

[Reset Password](#)
Change the password associated with your netid account.

Release: 8.8.2

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4. Student should select Proxy Management on Proxy Access Menu

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Personal Information | Alumni and Friends | Student | Employee | Financial Aid | MyHealth | **Proxy Menu**

Search RETURN TO MENU | SITE MAP | HELP | EXIT

Proxy Access Menu

Proxy Management
This page allows you to add proxy access to selected Banner Web pages. Anyone with an e-mail address can be a proxy.

Release: 8.8.2

5. Student should expand the Proxy Relationship that is to be deleted and select Delete Proxy Relationship.

eastern
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Personal Information | Alumni and Friends | Student | Employee | Financial Aid | MyHealth | **Proxy Menu**

Search RETURN TO MENU | SITE MAP | HELP | EXIT

Proxy Management

Proxy List
Expand a proxy to define relationship type, begin and end dates, and authorizations.

Expand Billy Panther nsp@eiu.edu

Profile | Authorization | History | Communication

Proxy Profile
Please select your relationship with this proxy. The list of pages available to the proxy is based on relationship type. The description field is your personal note about this proxy (dad, mom, soccer coach, company name). The passphrase can be used to determine FERPA identity for phone calls or other off-line queries by this proxy. You must communicate the passphrase to your proxy. You can control the start and end dates for proxy access below.

* - indicates a required field.

Relationship*

Description

Start Date (MM/DD/YYYY)*

Stop Date (MM/DD/YYYY)*

PIN expiration date: Aug 30, 2019
E-mail address verified on: Aug 30, 2018

Release: 8.7

6. Proxy Relationship will be deleted

Search

[RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)

Proxy Management

Proxy List

Expand a proxy to define relationship type, begin and end dates, and authorizations.

✓ The proxy delete was successful.

▴ Your proxy list is empty.

 [Add Proxy](#)

Release: 8.7

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7. Both Proxy and Student will receive an email with the subject line “Delete proxy relationship”

Delete proxy relationship



donotreply@eiu.edu

Today, 3:17 PM

Email



Reply | ▾

To: Billy Panther (nsp@eiu.edu)

Student's Name has deleted nsp@eiu.edu as a Other proxy in EIU PAWS Proxy Access system.

You will no longer have access to the PAWS Proxy Access pages using PAWS. The revocation of access was initiated by **Student's Name** .

If you feel you have received this message in error, please forward to family@eiu.edu.

Message delivered by the Eastern Illinois University PAWS system.