


## Proxy Instructions for Parents and Guardians

After students have initiated the process of granting Proxy access, the parent or guardian who has been designated as the “Proxy” will receive four emails from banner-proxy@earlham.edu containing instructions on how to access and setup their account.


- Email 1, “New Proxy Identity”, contains a temporary link to a login page.
- Email 2, “New Proxy Confirmation”, contains a temporary password.
- Email 3, “New Proxy Relationship”, summarizes the process and includes a link to the proxy portal.
- Email 4, “New Proxy Passphrase”, contains a Passphrase that we recommend you save.

Below is a step-by-step guide for Parents/Guardians user setup:

- 1.) Open Email 2, “New Proxy Confirmation”, and copy your temporary password.
- 2.) Open Email 1, “New Proxy Identity”, and click on temporary link. You should be taken to the page shown below. Enter/Paste the temporary password.



**Enter your Initial Password, then click Submit to continue.**





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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- 3.) Create a new password. You will need to enter your email address, the initial password from Email 1, a new password, and then re-enter your new password.



**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.

Email Address


Initial Password

New Password


Validate Password

Submit

- 4.) After establishing your new password, you will be directed to login. Enter your email (username) and the password you created.



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



Username

Password

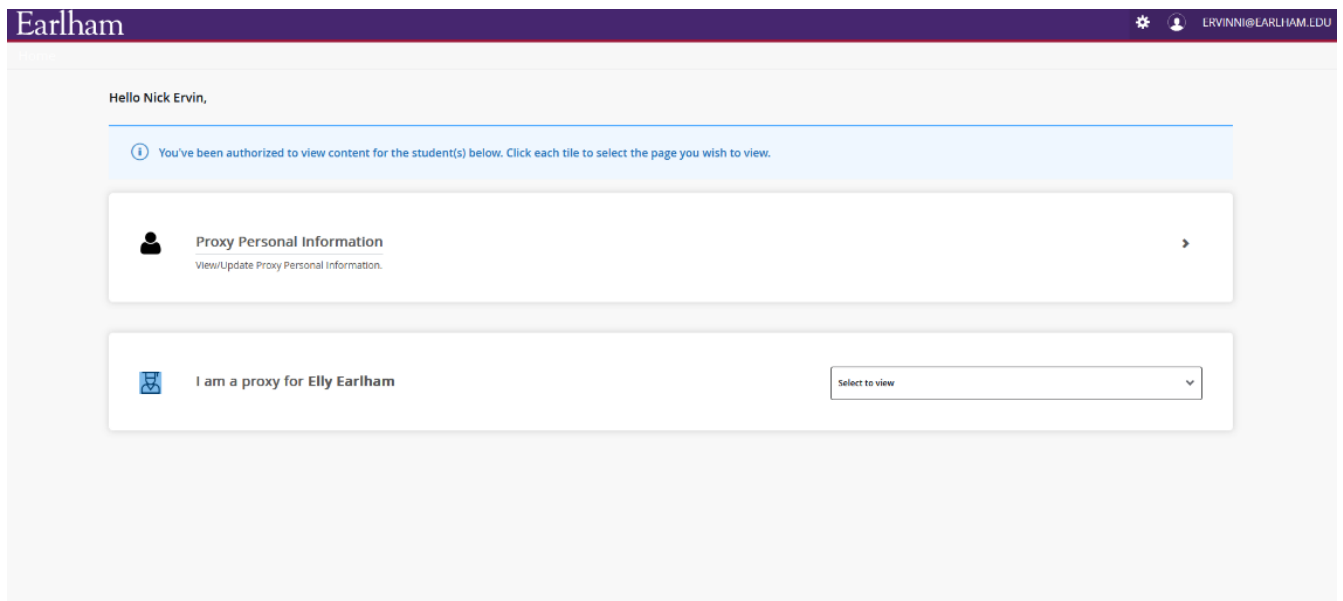
Sign In

[Forgot Password](#)

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- 5.) After logging in, you will see a page similar to the one below. You can view the items your student has authorized you to view by using the drop-down box and you can update your personal information at any time.



- 6.) The link you are provided in Email 1 is unique and specific to you. After you follow the steps above you will need to use <https://ssb.earlham.edu/StudentSelfService/login/auth> to access the proxy portal. Please make sure to bookmark this page for easier access in the future.
- 7.) The Passphrase provided in Email 4 was created by your student when they added you as a Proxy. It is unique to you. Whenever you call an Earlham College office and request ANY student information that is protect under the Family Educational Rights and Privacy Act (FERPA), you MUST provide this Passphrase. This is our only way of confirming your identity over the phone. **DO NOT SHARE YOUR PASSPHRASE WITH ANYONE.**

*Please note: If you lose or forget your passphrase, your student can change it at any time.*

If you have any questions please feel free to contact Earlham ITS at 765.973.2000 or [helpdesk@earlham.edu](mailto:helpdesk@earlham.edu)