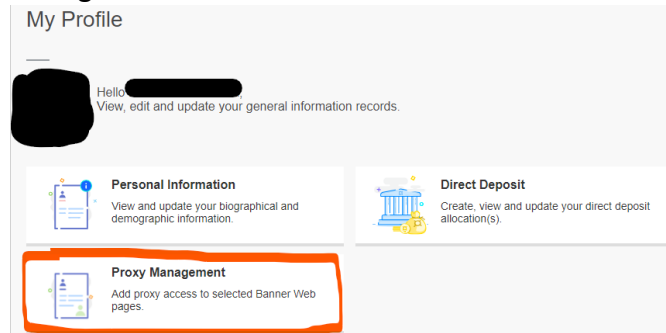



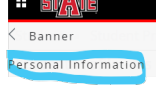
Proxy SSB9 Guide

Access Proxy SSB9 2 different ways:

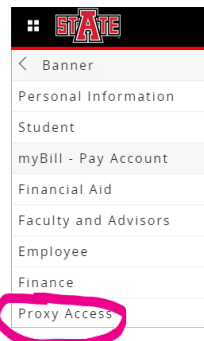
1. My Profile** = Proxy Management Box



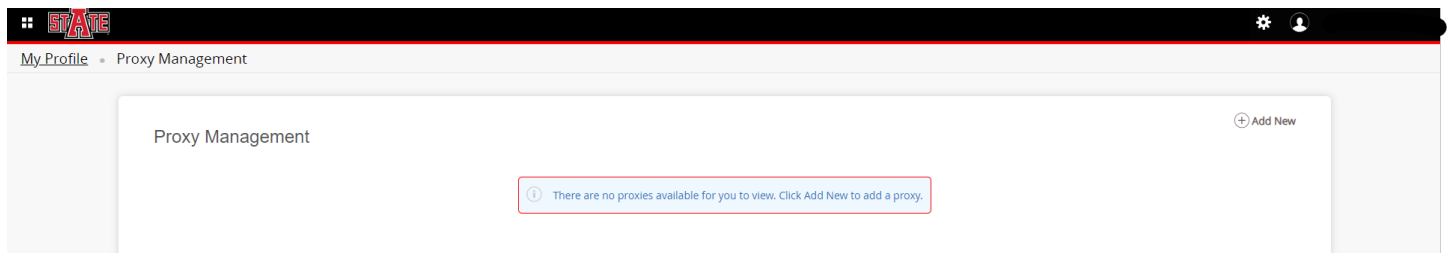
**Access My Profile from the Student Profile:

Click the  4-square menu, Banner – Personal Information , then click the stAte logo.

2. Listed in the 4-square menu:

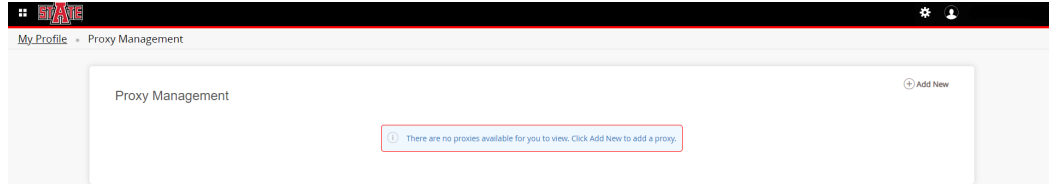


Both lead you to this page:



Create a Proxy in SSB9:

1. Access Proxy Management (above instructions)



2. Click the **+ Add New** (below window will appear)

Proxy Information ⓘ

Profile (Required)

First Name

Last Name

E-Mail
E-Mail Address

Verify E-Mail
Verify E-Mail Address

Relationship ⓘ
Select a Relationship

Start Date
MM/dd/yyyy

Stop Date
MM/dd/yyyy

3. Complete all fields – Profile Section. **(REQUIRED)**

- a. Notes:

- i. Relationship = Parent or Legal Guardian, then, the Start Date/Stop Date automatically complete

- b. Example Shown Below:

Profile (Required)

First Name

Last Name

E-Mail

Verify E-Mail

Relationship ⓘ
Parent or Legal Guardian

Start Date
05/17/2024

Stop Date
11/13/2024

4. Complete all fields – Additional Information.

- a. Notes: **This is NOT Required and can be skipped.**

- i. Description – Example: Proxy for Mom

- ii. Passphrase – Example: Cats123

- b. Example Shown Below:

Additional Information

Description

Passphrase

5. Complete all fields – Authorizations (REQUIRED)

a. Notes:

- i. You can **Select All** or Click the box next to the ones to authorize the proxy to view.
- ii. **Financial Aid** is **ALL or NONE** – if you just click one box – Proxy still won't see Financial Aid data.

Examples Shown Below

Authorizations (Required) ⓘ

Select All

- Account Summary
- Tax Notification 1098T
- Account Detail by Term
- Account Information
- Statement and Payment History
- Deposit Processing
- Student Profile
- Academic Transcript
- Week at Glance
- Student Grades
- Student Holds
- Financial Aid Status
- Financial Aid Dashboard
- Financial Aid Award Offer
- Financial Aid Award History
- Financial Aid Resources
- Financial Aid Notifications
- Financial Aid Satisfactory Requirements
- College Financing Plan

Authorizations (Required) ⓘ

Select All

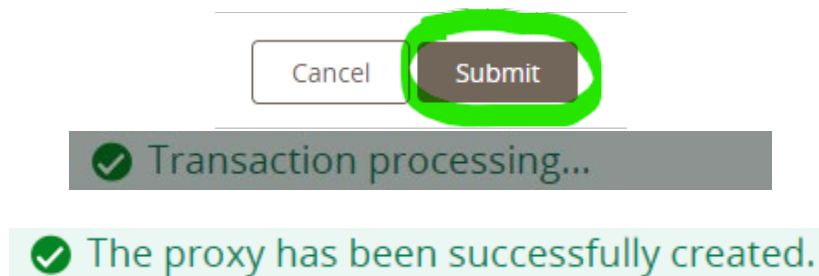
- Account Summary
- Tax Notification 1098T
- Account Detail by Term
- Account Information
- Statement and Payment History
- Deposit Processing
- Student Profile
- Academic Transcript
- Week at Glance
- Student Grades
- Student Holds
- Financial Aid Status
- Financial Aid Dashboard
- Financial Aid Award Offer
- Financial Aid Award History
- Financial Aid Resources
- Financial Aid Notifications
- Financial Aid Satisfactory Requirements
- College Financing Plan

6. Complete the Proxy setup – Click Submit.

a. Notes:

- i. Box will appear that says the proxy has been created.

Example Shown Below



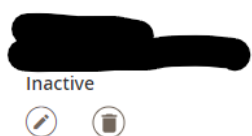
7. Then you are back to the Proxy Management Box

a. Notes:

- i. From this menu – you can edit/delete the proxy that you have just created or add another Proxy
- ii. This will be listed as Inactive until the Proxy completes the setup steps.
- iii. You will see 2 message in Blue until the proxy has accessed the account.

Example Shown Below

Proxy Management



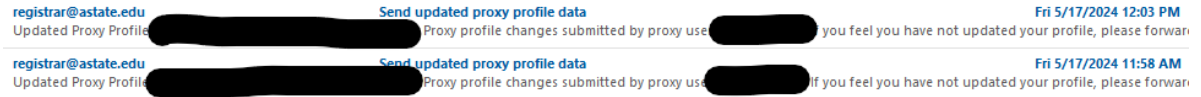
ⓘ The proxy password is disabled.

ⓘ E-mail was not verified

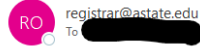
8. After the Proxy has completed the setup. (Directions in next section.)

The student will receive 2 emails:

Examples Shown Below



Send updated proxy profile data



ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

This Message Is From an External Sender
This message came from outside your organization. Please be careful.

Updated Proxy Profile [redacted]

Proxy profile changes submitted by proxy use [redacted]

If you feel you have not updated your profile, please forward to registrar@astate.edu

9. Proxy Management – Student View – After the account has been activated by the Proxy.

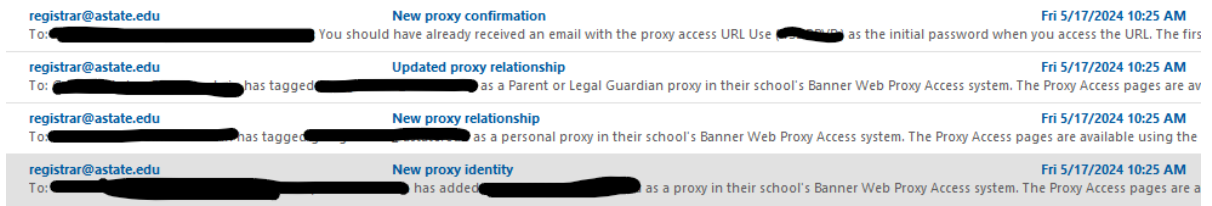
Example Shown Below

Proxy Management



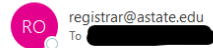
Proxy Setup in SSB9:

1. Proxy Management Creation (above instructions) sends 4 emails to the student and the proxy with directions for accessing the proxy account all from registrar@astate.edu



New Proxy Confirmation- Temporary Password to Access Proxy:

New proxy confirmation



If there are problems with how this message is displayed, click here to view it in a web browser.

This Message Is From an External Sender

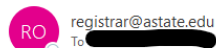
This message came from outside your organization. Please be careful.

To: [Redacted]

You should have already received an email with the proxy access URL Use [Redacted] as the initial password when you access the URL. The first time you connect to the web site you will be asked to establish a permanent 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 registrar@astate.edu

New Proxy Identity – One Time Use URL to setup of Proxy:

New proxy identity



If there are problems with how this message is displayed, click here to view it in a web browser.

This Message Is From an External Sender

This message came from outside your organization. Please be careful.

To: [Redacted]

[Redacted] has added [Redacted] as a proxy in their school's Banner Web Proxy Access system.

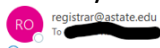
The Proxy Access pages are available using the school's Banner Web or through a proxy access login at the following URL:

[https://studentsb-prod.ec.astate.edu/StudentSelfService/ssb/proxy/proxyAction?mepCod=\[Redacted\]](https://studentsb-prod.ec.astate.edu/StudentSelfService/ssb/proxy/proxyAction?mepCod=[Redacted])

NOTE: This URL can only be used once and is active for a limited time. A temporary password will be sent to you in a subsequent email.

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

New Proxy Relationship – URL that will be used to access Proxy Management after Initial setup:



If there are problems with how this message is displayed, click here to view it in a web browser.

This Message Is From an External Sender

This message came from outside your organization. Please be careful.

To: [Redacted]

[Redacted] has tagged [Redacted] 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:

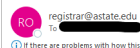
<https://studentsb-prod.ec.astate.edu/StudentSelfService/login/auth?mepCode=JBORO>

Hopefully you have already established your credentials and confirmed that your profile data is up to date. The next step is for [Redacted] to authorize pages for your use. Contact [Redacted] and ask them to send you a list of current authorizations.

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

Updated Proxy Relationship - URL that will be used to access Proxy Management for the Proxy:

Updated proxy relationship



If there are problems with how this message is displayed, click here to view it in a web browser.

This Message Is From an External Sender

This message came from outside your organization. Please be careful.

To: [Redacted]

[Redacted] has tagged [Redacted] as a Parent or Legal Guardian 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://studentsb-prod.ec.astate.edu/StudentSelfService/login/auth?mepCode=JBORO>

Hopefully you have already established your credentials and confirmed that your profile data is up to date. The next step is for [Redacted] to authorize pages for your use. Contact [Redacted] and ask them to send you a list of current authorizations.

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

2. Access the One-Time Use URL. (New Proxy Identity Email)

Example Shown Below

Banner®

Enter your Initial Password, then click Submit to continue.

Initial Password

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. Enter the Initial Password. (New Proxy Confirmation Email) The next page will open.

Example Shown Below

Banner®

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

4. Complete all 4 boxes.

- a. Enter your email Address used for Proxy.
- b. Initial Password. (New Proxy Identity Email)
- c. New Password (Only Numbers are allowed here.)
- d. Enter the Password again from C.
- e. Click the Submit Button.

Example Shown Below

Banner®

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.

.....

.....

.....

5. Sign In - Proxy Management page.

- a. Username = Your email used for Proxy Management
- b. Password (numbers only) that you just created above.
 - i. **NOTE: This is also where you can go if you have Forgotten your Password.**

Example Shown Below

Banner®

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

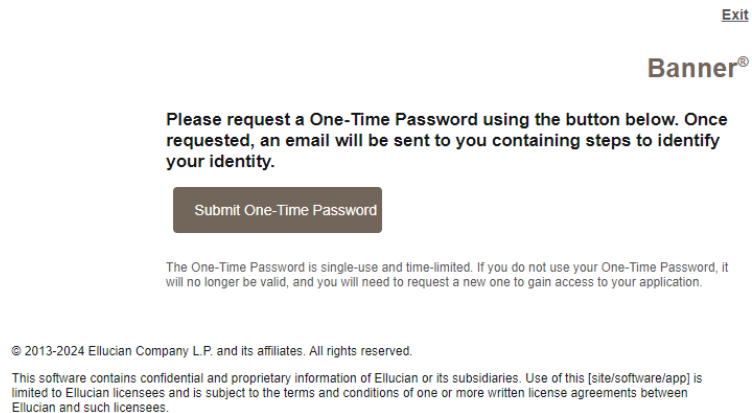
[Forgot Password](#)

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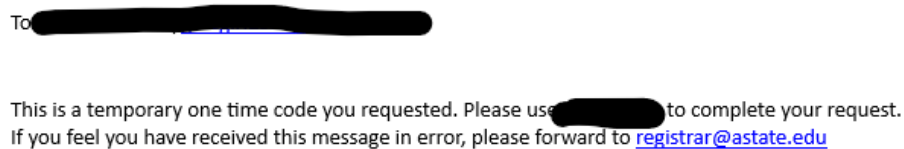
6. Multi-Factor Authentication is setup on Proxy (Email is ONLY sent to the Proxy)
 - a. Click the One-Time Password Button to get the email.
 - b. This will be requested every time the Proxy accesses the Proxy Management page.

Example Shown Below



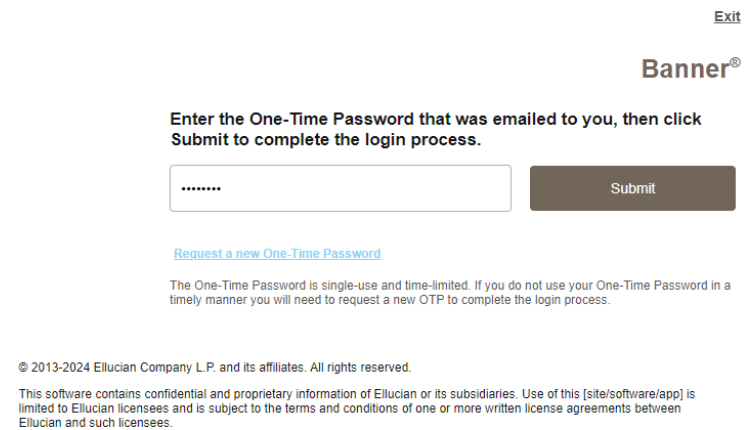
7. Email will be received with the One Time Password (New Proxy OTP Code)

Example Shown Below



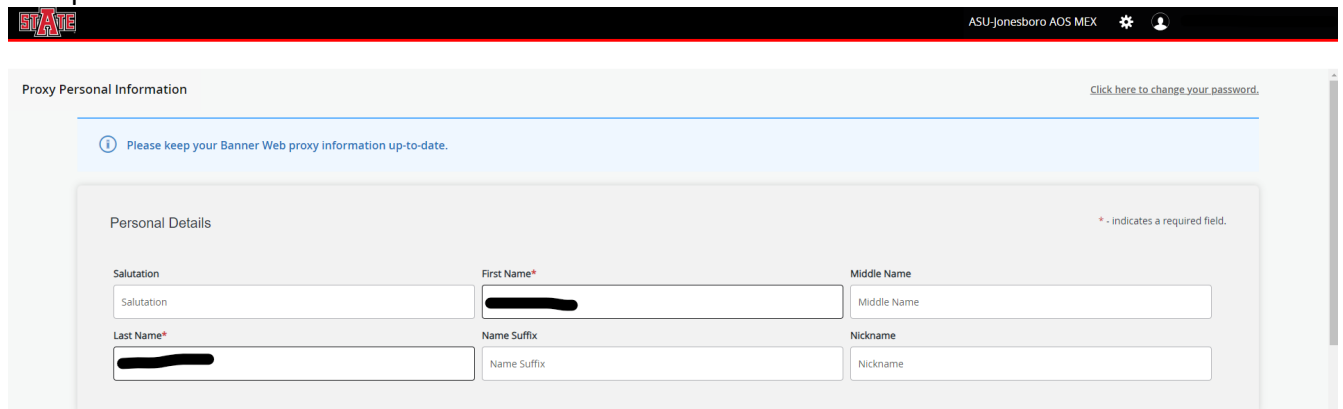
8. Enter the One Time Password. Submit.

Example Shown Below



9. Proxy Personal Information – Personal Details (Nothing to complete here)

Example Shown Below



10. Proxy Personal Information – Contact (Nothing to complete here)

Example Shown Below

Contact * - indicates a required field.

Home E-Mail Address* Phone Area Code Phone Number

Phone Extension

11. Proxy Personal Information – Address (Must be completed.)

Example Shown Below

Address * - indicates a required field.

Mailing Address Line 1* Mailing Address Line 2 City*

State* Zip Code* Nation*

12. Proxy Personal Information – Other Info (Not Required.)

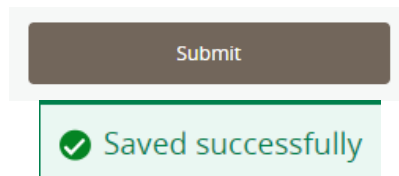
Example Shown Below

Other Info * - indicates a required field.

Gender Birth Date

13. Click the Submit Button at the Bottom of the page.

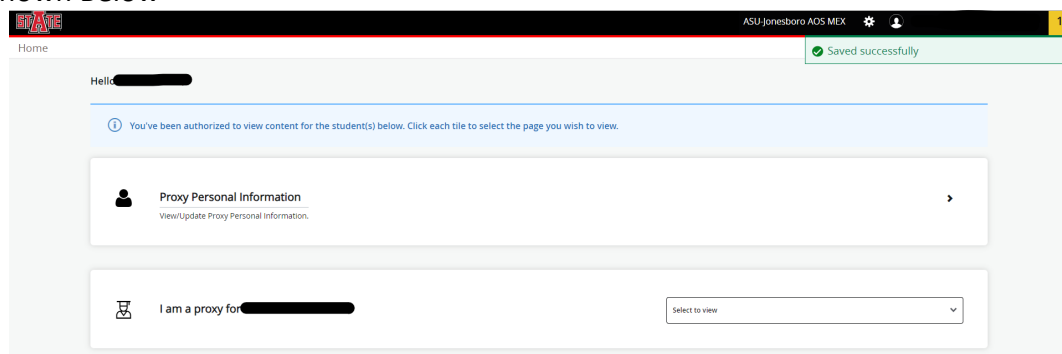
Example Shown Below



14. You now have access to the Proxy data that the Student authorized you to see in Proxy Management.

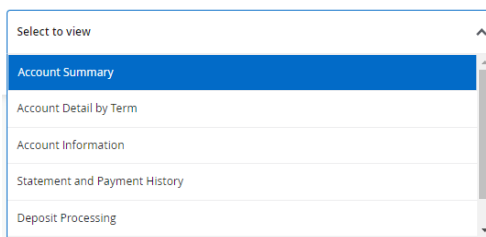
Main Landing Page

Example Shown Below





15. Use the I am a proxy for – Select a view (drop down box)

Example Shown Below



16. Examples of a few of the pages that you can access.

- a. Notes: Click the  logo to navigate back to the Proxy Main Page.

Account Summary 

View By Overview ▾


Review summarized charges and payments to your account. Anticipated third party contract payments, financial aid payments, and memo items are NOT included in this summary.

Current Amount Due as of 05/17/2024 ② \$0.00

Account Balance ② \$0.00

Show/Hide Column ▾ search 🔍

Description	Charge	Payment	Balance
Web Transcript	\$75.00		\$75.00



Student • Student Profile

Student Profile [Redacted]

Term: 2024 Fall Current term ▾

Bio Information


Email: [Redacted]
Phone: [Redacted]
Date of Birth: [Redacted]
Ethnicity: [Redacted]
Race: [Redacted]
Citizen: [Redacted]
Citizenship: [Redacted]
Emergency Contact: [Redacted]
Emergency Phone: [Redacted]

General Information ⓘ

Level: [Redacted]
Class: [Redacted]
Status: [Redacted]
Student Type: [Redacted]
Residency: [Redacted]
Campus: [Redacted]
First Term Attended: [Redacted]
Matriculated Term: [Redacted]
Last Term Attended: [Redacted]
Leave of Absence: [Redacted]

Curriculum and Courses

Prior Education and Testing

Account Information 

Account Transactions Deposits

Charges and payments on your account are listed below, beginning with the most recent. Anticipated credits including pending financial aid are NOT included in this listing.


Current Amount Due as of 05/17/2024 ② \$0.00

Account Balance ② \$0.00

Show/Hide Column ▾ search 🔍

Date Recorded	Description	Term	Charge	Payment
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

- 17. Sign Out – Click the person icon  then [Sign Out](#).

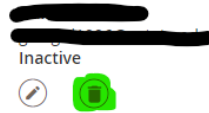
 You have successfully logged out.

[RETURN HOME](#)

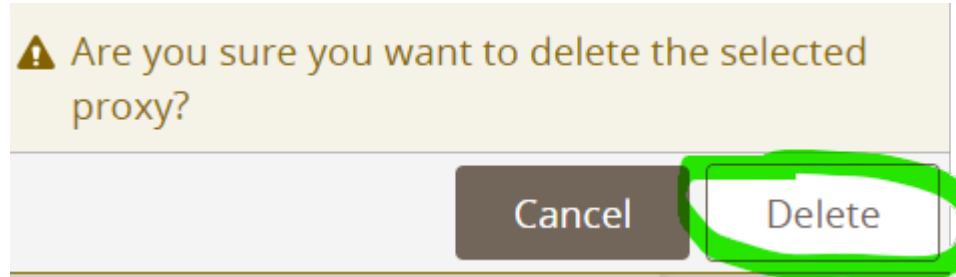
Proxy SSB9 Student Deletes the Proxy:

1. Proxy Management
2. Click the garbage can.
Example Shown Below

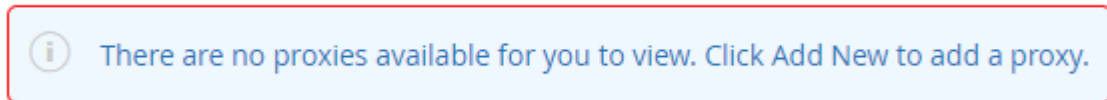
Proxy Management



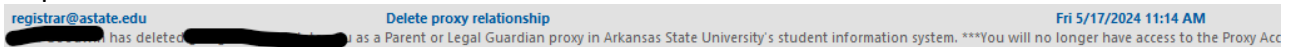
3. Confirm the Delete of the selected Proxy.
Example Shown Below



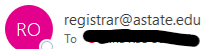
4. If that was your only Proxy setup in SSB9.
Example Shown Below



5. Student and Proxy will receive an email confirming the delete of the Proxy.
Examples Shown Below



Delete proxy relationship



[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

This Message Is From an External Sender

This message came from outside your organization. Please be careful.

[redacted] has deleted [redacted] as a Parent or Legal Guardian proxy in Arkansas State University's student information system.

You will no longer have access to the Proxy Access pages.

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