


## Setting up a Proxy (Student)

- 1) To set up third party access to your student information, log into **Wingspan** and click on the picture on the **My Profile** Card:

### My Profile




View, edit and update your general information records.

[Name Change Information](#)

[Social Security Number Change Information](#)


- 2) Select **Proxy Management**.

### My Profile




Hello 

View, edit and update your general information records.




#### Personal Information

View and update your biographical and demographic information.



#### Direct Deposit

Create, view and update your direct deposit allocation(s).



#### Proxy Management

Add proxy access to selected Banner Web pages.


3) Click the **Add New** button.


General

Kara Traverse

Proxy Management


Proxy Management

 [+ Add New](#)

 There are no proxies available for you to view. Click Add New to add a proxy.

4) Fill in your proxy's information.

[Proxy Management](#) • Proxy Information

Proxy Information 


Profile *(Required)*

First Name

Last Name

E-Mail


Verify E-Mail

Relationship 

Parent or Legal Guardian


Start Date

09/11/2024



Stop Date

03/10/2025



7/17/2025

- 5) You have the option to add **Additional Information**. This is not required.

#### Additional Information

Description

Description

- 6) Select the access you would like to give your proxy. If you want to duplicate the access of an existing proxy, you can select their name under Copy Authorizations.

#### Authorizations *(Required)* ⓘ

☐ Select All

- ☐ Academic Transcript
- ☐ Course Schedule Details
- ☐ Week at Glance
- ☐ Student Grades
- ☐ Student Profile

#### Copy Authorizations ⓘ

Select a Person

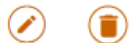
- 7) The Proxy will now show on your Proxy Management Page as inactive.

## Proxy Management

**Big Stuff**

bigstuff@winthrop.edu

Inactive



- 8) The proxy will then get an email with directions to log in and activate their account.
- 9) Students can go back into Proxy Management to reset the password, edit, delete, or add a new proxy.


## Proxy Management

[+ Add New](#)

### Big Stuff

bigstuff@winthrop.edu



10) To reset password, the student should log in, select the  button by the proxy's name, then Reset Password.

Big Stuff (bigstuff@winthrop.edu)

 [Reset Password](#)

### Proxy Information

History

Communication

#### Relationship

Parent or Legal Guardian



#### Start Date

09/11/2024



#### Stop Date

03/10/2025



### Additional Information

#### Description

Description

### Authorizations *(Required)*

☐ Select All

#### Copy Authorizations

Select a Person



☒ Academic Transcript

☒ Account Summary

☒ Award Package

11) Under the History tab, the student can view Proxy's history.

Proxy Information	History	Communication
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Authorization Log ⓘ		
Date	Action	Page
09/11/2024 11:43 AM	View	Proxy Personal Information
09/11/2024 11:43 AM	Login	Display authorization menu
09/11/2024 11:42 AM	View	Academic Transcript
09/11/2024 11:41 AM	Login	Display authorization menu
09/11/2024 11:37 AM	Enable	Academic Transcript
09/11/2024 11:37 AM	Enable	Academic Transcript
09/11/2024 11:37 AM	Enable	Account Detail by Term

12) The **Communication** tab shows when emails were sent. The student can resend emails from here.

Proxy Information	History	Communication
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Communication Log ⓘ				
Transmit Date	Subject	Action Date	Expiration Date	Resend
09/11/2024 11:45 AM	Send updated proxy profile data			
09/11/2024 11:41 AM	Send updated proxy profile data			
09/11/2024 11:37 AM	New proxy identity	09/11/2024	09/16/2024	
09/11/2024 11:37 AM	New proxy confirmation		09/16/2024	
09/11/2024 11:37 AM	Updated proxy relationship			

Additional Information can be found on the [Parent Proxy](#) website.

### Please remember...

- Only the student can create a proxy.
- A student can disable proxy access at any time.
- You can specify which records are viewable by the proxy.
- Winthrop employees cannot tell whether a student granted a person proxy access. Only the student can see that.