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
   - Select Proxy Management on Proxy Access Menu
   - Select New Proxy
5. Student should enter Proxy information (First Name, Last Name, Email, Verify Email) and hit “Add Proxy” button

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.

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   New proxy identity

   donotreply@eiu.edu

   Today, 3:05 PM
   To: Billy Panther (nsp@eiu.edu)

   Student's Name: a student at Eastern Illinois University, has designated nsps@eiu.edu as a proxy in the PAWS system. PAWS is the 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://nnxorsch.eiu.edu/nls/PROD/bwqkpxya.P_PA_Action?p_token=QUFBckdDQFOQFJciFelQUFH, 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.
7. Student should expand relationship and update relationship in Profile tab.

   * Do not click Reset PIN

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

   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://bannerssb.eiu.edu/pls/PROD/bwgproxy.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
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

To: Billy Panther (nsp@eiu.edu)

Student 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 Name in PAWS.

Once Student 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/ps/PROD/bwqkpxya.P_PA_Action?p_token=QUFBckdDQUFOQUFjdFzQUFh; with the listed Password: ND1D1IU

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.

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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

To: Billy Panther (nsp@eiu.edu)

Student 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 Name in PAWS.

Once Student 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/ps/PROD/bwqkpxya.P_PA_Action?p_token=QUFBckdDQUFOQUFjdFzQUFh; with the listed Password: ND1D1IU

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.
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

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

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.
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

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

   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
2. Both Proxy and Student will receive an email with the subject like “Send proxy pin reset request”.

Send proxy pin reset request

donotreply@eiu.edu

To: Billy Panther (nsp@eiu.edu)

A request has been received to change your proxy PIN/password (used as credentials for the PAWS Proxy Access system).

This request could have been initiated by yourself or by one of the users for which you are a proxy.

Your old PIN/password is no longer valid.

Use this link to reset your proxy password/PIN:
https://bannerssb.eiu.edu/pls/PROD/bwgkpxya.p_PA_Action?p_token=QUF8ckcDQUFmQUNWnZ1QuFv[Use DXLNTUFH as the action password]. Please remember that your credentials should not be shared.

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.

3. Proxy will use the link provided in the “Send proxy pin reset request” email to log in
   a. Action Password will be in the “Send proxy pin reset request” email

   b.

4. 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
To Delete Proxy Relationship:

1. Student will log into PAWS with NETID and Password
2. Student should select Proxy Menu on Main Menu
3. Student should select Proxy Management on Proxy Access Menu
4. Student should expand the Proxy Relationship that is to be deleted and select Delete Proxy Relationship.
6. **Proxy Relationship will be deleted**

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

   **Delete proxy relationship**

   To: Billy Panther (nsp@eiue.edu)

   Student's Name has deleted nsp@eiue.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@eiue.edu.

   Message delivered by the Eastern Illinois University PAWS system.