Proxy Access (Banner 9)

Student Record proxy is an easy way to view a student’s secure information such as financial and student records, class schedules, and grades. In order to view a student’s information, they will first need to add you using the steps for adding a proxy (9).

Pages available for potential access are as follows:

- Academic Transcript
- Account Summary - please note this page is may not be available and is being worked on by the Vendor. There is a link to Touchnet on the Student Profile screen (if you have access) if needed.
- Award Package
- Award History
- Student Detail Schedule
- Week at a Glance
- Financial Aid Status
- Student Holds
- Student Grades
- Student Profile
- Tax Notification 1098T

No longer available:

- Goldplus pages

After you’ve been added to the student record proxy system by a student, you will receive an email at the address provided by the student during the authorization process.

Follow the unique link provided and enter your email address, the old pin provided, and select a new pin. Make sure to use the same email address the student added (where you received the instructions). Your new PIN must be exactly six (6) characters in length.
After choosing a new PIN and signing in, you will be taken to your profile page. On this page you can change your name and PIN but your email address, while displayed, can only be changed by the student. You will have a tile for each student that has granted you access to information. The dropdown will contain links to each page you have been granted access to.
Click the "Home" breadcrumb link (if available) or the Back button to return to select a different page to access.

You can return to the proxy access page at any time by using the go.lehigh.edu/proxy9prod link (which is also provided in the email you received) and sign in with your email address and the 6 digit PIN you selected the first time you signed in (do not use the PIN that came in the above email). If you would like to use a different email address for your proxy access, the student can make that change for you by removing you and adding access under the new email.