Student Record Proxy Access

Student record proxy access is an easy way to view a student’s secure information such as financial and student records, class schedules, and grades, while being in compliance with the Family Education Rights and Privacy Act (FERPA) and the E-signature Act of 2004. Granting access to the student record is at the sole discretion of the student, and they may add or delete access at any time. For information on FERPA for parents, click here. For more detailed information on FERPA for faculty/staff, click here.

To grant access, first a student will add a proxy by providing a name and email address and select the records to which access will be granted. That person or institution will then receive emails with instructions on how to set up an account and a link to the website to sign in to once the account has been created.

Please note this process will be transitioned to Self-Service Banner 9 in November and we will be retiring Banner 8 officially in December. Documentation will be updated accordingly. Thank you for your patience as we transition to a more modern product.

Note: The only pages available for potential access in Banner 9 are as follows:

- Academic Transcript
- Account Summary
- Award Package
- Award History
- Student Detail Schedule
- Week at a Glance
- Financial Aid Status
- Student Holds
- Student Grades
- Student Profile
- Tax Notification 1098T

Important Differences between Banner 8 and Banner 9:

- Access to GoldPlus information will no longer be available for proxy access. We hope to have this available in a future release.
- Student Profile contains a lot of student information aggregated to one page and it is not part of the default conversion of Banner 8 to Banner 9 accounts, it will need to be explicitly added by a student.

For More Information...

- How to add a proxy as a student (Must be done before a proxy can create an account)
- How to create your proxy account and access a student's record
- Frequently Asked Questions about the student record proxy

For general questions, contact Registration & Academic Services at 610-758-3200 or ras@lehigh.edu. For technical questions, contact the LTS Help Desk at 610-758-HELP (4357) or email helpdesk@lehigh.edu.