

#### **Vid 4 GPAPRXY**

On the Banner homepage, type GPAPRXY in the search bar.

Enter the student's Banner ID and click Go.

First, check the start and stop dates under proxy access management and make sure the person's access is currently active. That the date of access falls between these dates.

Next, check that the passphrase from the proxy matches the passphrase in proxy access management.

You can toggle between proxies by clicking the arrow buttons above the page authorization list.

The authorizations for that proxy will be checked under the Auth Ind column. Checked means they have been given access. Unchecked means they have not been given access.