

PARENTS: How to Access the Parent/Guest Portal

Due to the protection of students' rights under FERPA, a student may restrict the information that a parent or guest is able to access and revoke access at any time. For FERPA updates and more information, please visit: calu.edu/current-students/records/ferpa

Your student must first create an account or proxy identity for you. Once created, the system will send two email messages to the email address used to create your proxy identity. This email address serves as your username when logging into the portal.

To begin, check the email account your student used to create your proxy identity. You should see two messages from family@calu.edu.

The message with the subject, "**New proxy identity**" includes a link and instructions for activating your account and setting your initial PIN/Password. The link provided in this message is valid for five days. If you do not activate your account within the five-day period, your student must re-send the "New proxy identity" email message.

From: *STUDENT NAME* [<mailto:family@calu.edu>]

Sent: Monday, April 29, 2013 9:53 AM

To: : (*NAME of Parent or Guest*) (*Parent or Guest email*)

Subject: Cal U - **New proxy identity**

To: (*NAME of Parent or Guest*) (*Parent or Guest email*)

(*STUDENT NAME*) has added (*Parent or Guest email*) as a 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://ssb.calu.edu/PROD/bwgkpxya.P_PA_Action?p_token=QUFDNFFIQUFSQUFENDRkQUFC (Use NA98HHSF as the action password)

When you first contact the web site 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@calu.edu

The message with the subject, "**Send updated proxy passphrase**" contains the FERPA passphrase set by your student. This passphrase is a personalized word or phrase which you must use to confirm your identity when calling or making an offline query to any University office regarding your student's records. For more information about FERPA, visit calu.edu/current-students/records/ferpa

From: *STUDENT NAME* <family@calu.edu>
Date: Monday, April 29, 2013 9:53 AM
To: (*NAME of Parent or Guest*) (*Parent or Guest email*)
Subject: Cal U - Send updated proxy passphrase

To: (*NAME of Parent or Guest*) (*Parent or Guest email*)

(*STUDENT NAME*) has established the following passphrase for you to use when you are corresponding with their school:

family portal

The Proxy Access pages are available using the school's Banner Web or through a proxy access login at the following URL:

<https://ssb.calu.edu/PROD/bwgkprxy.P.ProxyLogin>

If you feel you have received this message in error, please forward to family@calu.edu

1. Begin by opening the message with the subject, **“New proxy identity.”**
2. Click the link to open the login page or copy and paste the link in the address bar of a new page.



The screenshot shows a web browser window with two tabs: 'Reset PIN' and 'Parent/Guest Portal Login ...'. The page header features the CALU logo and the tagline 'Building Character. Building Careers.' Below the header, there is a 'Reset PIN' section with the following instructions and form fields:

- Enter your new PIN twice. A PIN can be a number, password or passphrase. For higher security, use a combination of uppercase letters, *
- * - indicates a required field.
- Minimum PIN length: 8.

The form includes four input fields:

- Enter e-mail address *
- Enter Old PIN *
- Enter New PIN *
- Validate PIN *

A 'Save' button is located at the bottom of the form.

3. Copy the temporary pin/password provided in the email.
4. Enter the email address.
5. Paste the temporary pin/password into the pin box.
6. Create your new pin/password.
7. Validate your new pin/password by entering it a second time. Note: Your pin/password must be a minimum of eight characters.
8. Click Save.

You have now completed the account activation process, and have arrived at the Profile tab within the Parent/Guest Portal.

9. On this page, you must complete all the fields identified with an asterisk.

* - indicates a required field.

Salutation	<input type="text"/>
First Name *	sheri
Middle Name	<input type="text"/>
Last Name *	grimm
Name Suffix	<input type="text"/>
Nickname	<input type="text"/>
Personal E Mail Address *	grimm@calu.edu
Permanent Phone Area Code	<input type="text"/>
Permanent Phone Number	<input type="text"/>
Permanent Phone Extension	<input type="text"/>
Permanent Address Line 1 *	<input type="text"/>
Permanent Address Line 2	<input type="text"/>
Permanent Address Line 3	<input type="text"/>
City *	mcclellandtown
State *	Pennsylvania
Zipcode *	15458
Nation *	United States
Gender *	Female
Birthdate (MM/DD/YYYY) *	10/16/1965
SSN/SIN/TIN	<input type="text"/>

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10. Click Save.

11. Click the tab for the student whose records you wish to view.
12. For the student whose records you wish to view, these are the pages your student has authorized you to access. Click the link for any page you wish to view.

For example, to view your student's schedule, click "***concise student schedule.***"

The screenshot shows a web browser window titled "Proxy Access Home - Windows Internet Explorer". The address bar displays the URL: https://ssb.calu.edu/PROD/bwgkpxya.P_PA_ProxyAccess?P_PROXYIDM=-99999993&p_info=PINSAVED. The browser's Favorites bar includes links for "Convert", "Select", "Web Slice Gallery", "Best of the Web", "Channel Guide", "Free Hotmail", "High School - Home", "Internet Explorer News", "Internet Start", "New Tab", and "Suggested Sites". The main content area of the browser shows a menu for a student named Herb Herb. The menu items are organized into sections: "Billing Info for Herb Herb", "Financial Aid for Herb Herb", "Personal Info for Herb Herb", and "Student Info for Herb Herb". The "Concise Student Schedule" link is circled in red. A red arrow points to the "Billing Info for Herb Herb" section. The browser's status bar at the bottom shows "Local intranet | Protected Mode: Off" and the system clock displays "2:16 PM 6/4/2013".

To view a list of courses that are currently offered Click Here

Instructions for Parent/Guest Bill Pay (PDF Format)

Pay Your Student's Bill

Billing Info for Herb Herb

- Account Summary
- Account Summary by Term
- Account Detail for Term
- Statement and Payment History

Financial Aid for Herb Herb

- Status
- Award History
- Award Payment Schedule
- Loan Application History
- Requirements
- Award Package
- Display Eligibility

Personal Info for Herb Herb

- Emergency Contacts
- Address and Phone
- View Email Address

Student Info for Herb Herb

- Academic Holds
- Academic Transcript
- Midterm Grades
- Final Grades
- Registration Status
- Registration History
- Concise Student Schedule**
- Student Information
- View Application to Graduate

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If prompted, choose the term you wish to view the information for.

