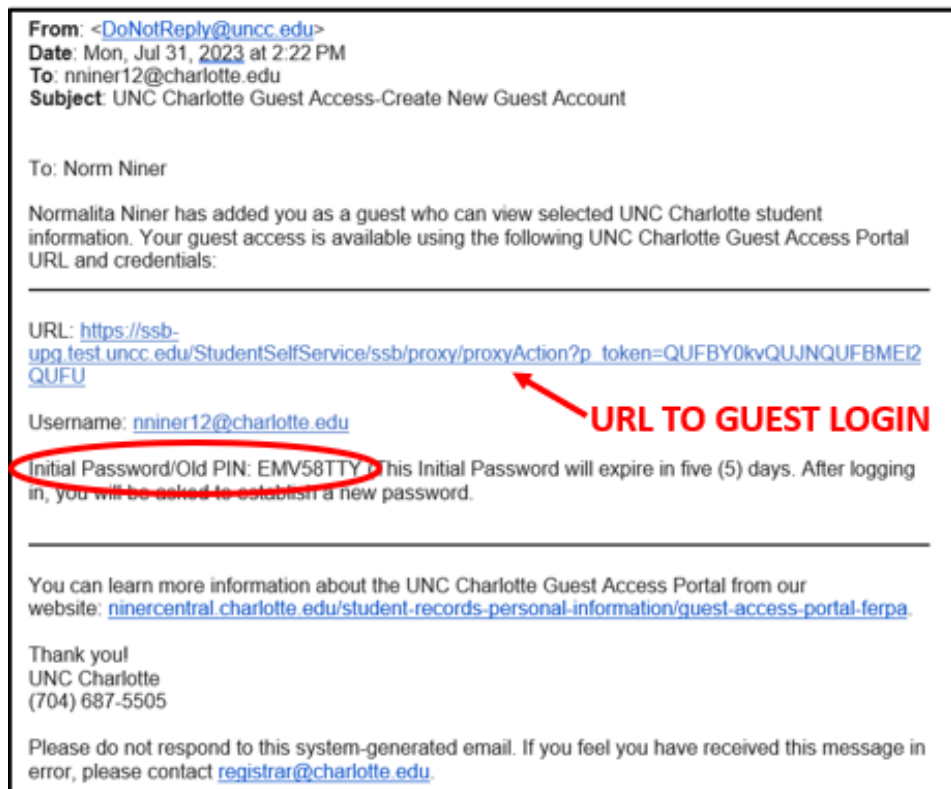




Instructions for Guests - Gaining Access to View Records

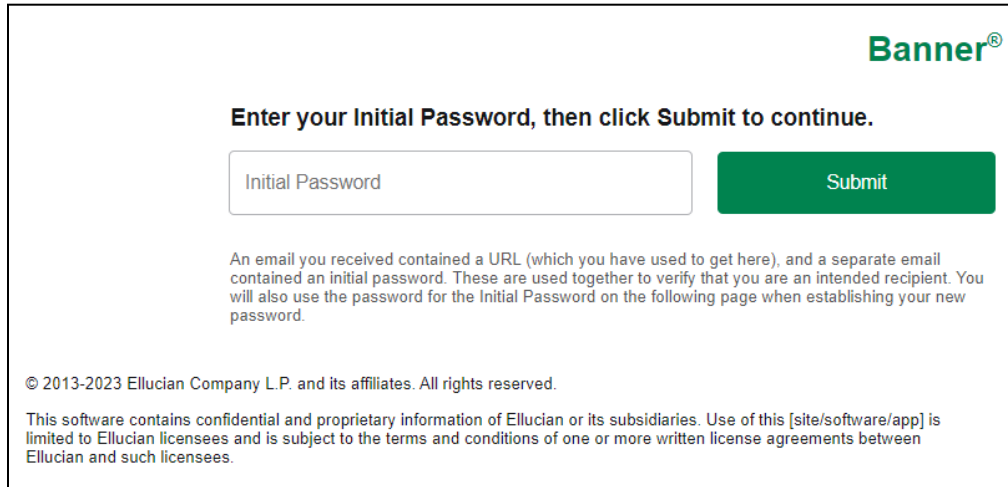
STEP 1: Check your email for your Access Email

- When a student adds you as a guest through the UNC Charlotte Guest Access Portal, you will receive two (2) e-mail messages that contain a URL and a temporary password.
- You can click the URL provided or copy and paste it into a browser window. We recommend that you also bookmark this URL for future access. The email will look similar to this:



STEP 2: Enter your Initial Password

- A screen will prompt you for your *Initial Password*. This temporary password was provided in the email received.
- Enter your *Initial Password* into the designated space and click the “**Submit**” button.



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Enter your Initial Password, then click Submit to continue.

Initial Password

Submit

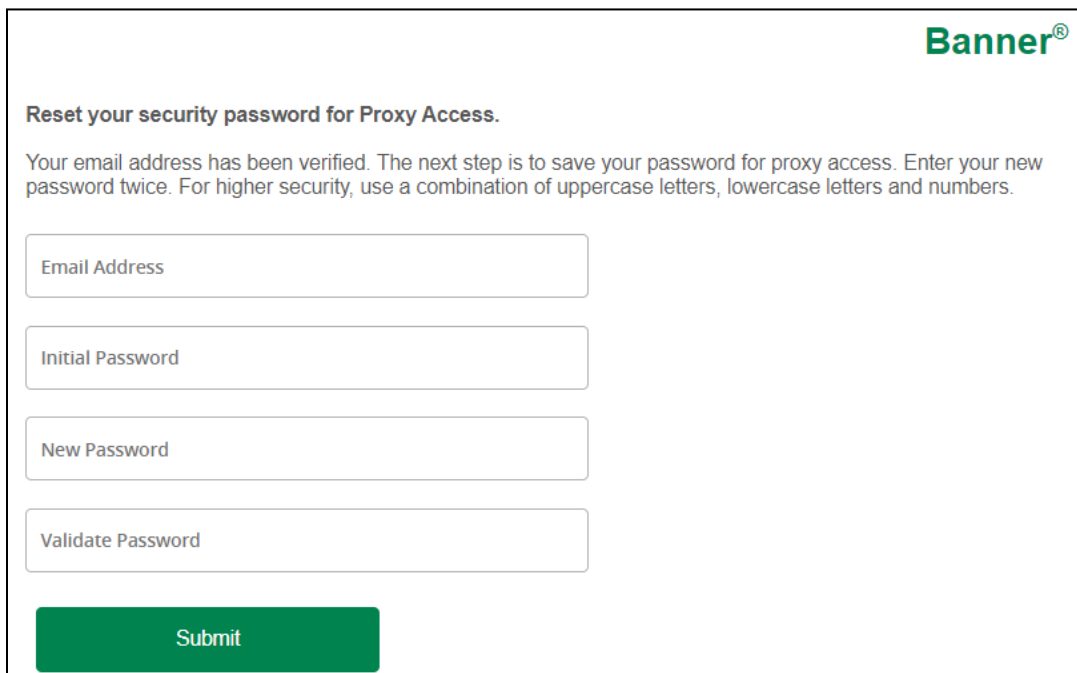
An email you received contained a URL (which you have used to get here), and a separate email contained an initial password. These are used together to verify that you are an intended recipient. You will also use the password for the Initial Password on the following page when establishing your new password.

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STEP 3: Create your Password

- A screen will appear that allows you to create a password for future use of the UNC Charlotte Guest Access Portal.
NOTE: Your password must be at least eight (8) characters and can use letters or numbers.
- Enter your e-mail address, your “Initial Password”, and a new password.
- Validate your new password by entering it a second time.
- Click the **Submit** button.
- A message will confirm that your password was successfully saved.



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Reset your security password for Proxy Access.

Your email address has been verified. The next step is to save your password for proxy access. Enter your new password twice. For higher security, use a combination of uppercase letters, lowercase letters and numbers.

Email Address

Initial Password

New Password

Validate Password

Submit

STEP 4: View Profile/Verify your Profile information

The "Profile" page is where guests view student records.

- Please verify that the information on this screen is correct.
- You can change your password at any time using the corresponding link as circled below.

Proxy Personal Information [Click here to change your password.](#)

Please keep your Banner Web proxy information up-to-date.

Personal Details * - indicates a required field.

First Name* Last Name*

Norm Niner

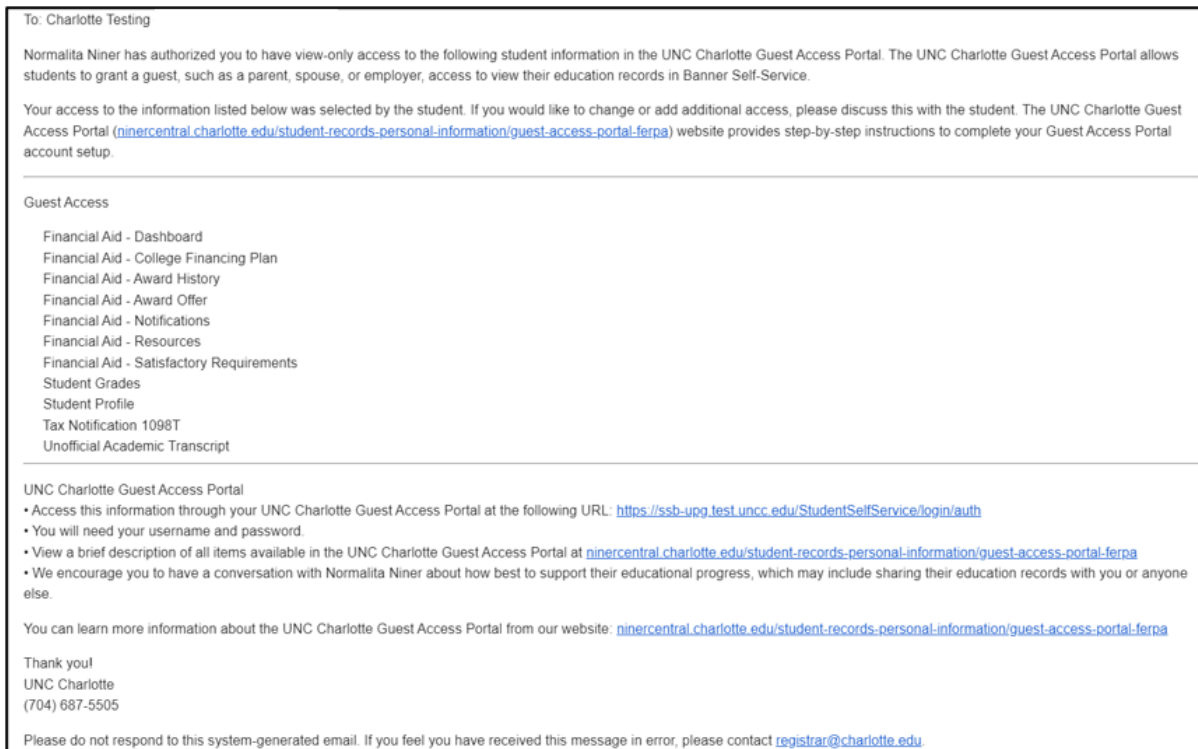
Contact * - indicates a required field.

Home E-Mail Address*

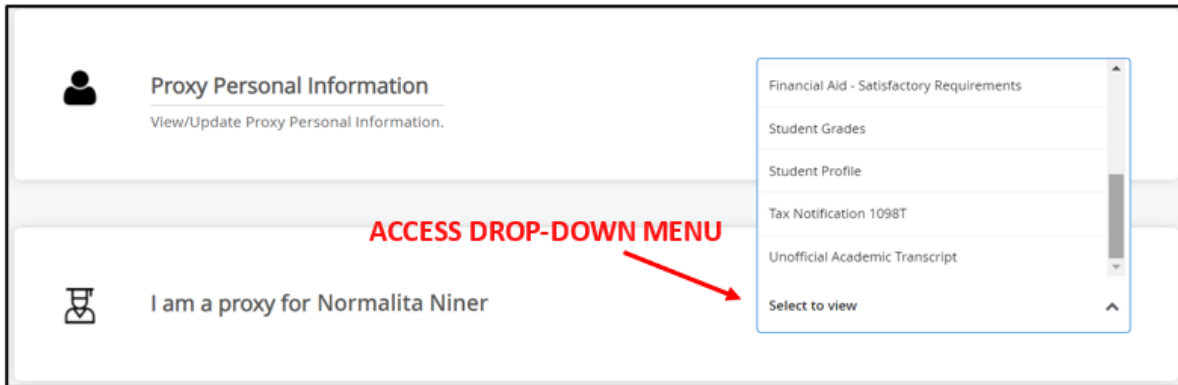
nniner12@uncc.edu

STEP 5: View Education Records

Guests will receive an email message informing them about their access when it is granted. The email will look similar to this:



- Click the drop-down menu next to the student's name to view the student's academic records. Each student who has granted this access will have a separate section.



- Click one of the options displayed to see the student's information.
 - Access to a student's academic record can only be provided by that student. If you wish to view other education record information, you must contact the student to request additional access.

Your UNC Charlotte Guest Access Passphrase

Some guests may wish to contact the University by telephone or in person to discuss matters pertaining to their student's education records. A passphrase is a distinct verbal expression created by the student and shared with the guest.

The passphrase enables UNC Charlotte staff to confirm the guest's identity and the information the student has allowed the guest to view. Once the student creates a passphrase, this information can be sent by the student to the guest's email address. The email will look similar to this:

