Welcome to the Guest Access Portal!

- The Guest Access Portal allows students to grant a guest, such as a parent or spouse, access to view their education records in Banner Self-Service.
- The Family Educational Rights and Privacy Act (FERPA), a federal law that ensures the privacy of student academic records, specifies that only directory information like the student’s name, major field of study, and enrollment status, can be released to other parties without the student’s consent. Information like grades, a class schedule or billing statements cannot be provided to anyone without the student’s permission.
- In the past, students would sign a consent form to permit parents and other designated parties to view FERPA-protected information. Now, with the implementation of the Guest Access Portal, students can provide this access online without the added delays of completing and submitting paper forms.

Confirming Passphrase Over the Phone

- Although guests who have been given access to their student’s records can view this information through the Guest Access Portal, some guests may want to contact the university by telephone or in person to discuss matters pertaining to their student’s academic records.
- **A unique passphrase is used to identify guests** to whom students have given access
  - A passphrase is a distinct verbal expression created by the student and shared with the guest.
  - Ask the guest, “What is your Passphrase?” The passphrase enables UNC Charlotte staff to confirm the guest’s identity and to see which information the student has provided access to view or discuss.
2 Ways to View the Passphrase

There are 2 ways to view the passphrase and what access was provided to a parent/guest: 1) GPAPRXY Banner Form and 2) Faculty and Advisor’s tab in Banner Self-Service.

1) Locate Passphrase using GPAPRXY (For Staff Who Have Access to Banner Forms)

- These staff members can confirm the identity of a guest by using the GPAPRXY form, which contains the student’s passphrase, along with the information the student has permitted the guest to view.

- **STEP 1** - When you have located the GPAPRXY form, enter the student’s ID number in the designated space.
• **STEP 2** - Do a next block.

![Proxy Information screenshot](image)

- **Proxy Information**
  - **Name:** [Input Name]
  - **Proxy Desc:** [Input Proxy Description]
  - **Email:** [Input Email]
  - **Passphrase:** [Input Passphrase]

![Authorization List screenshot](image)

- **Authorization List**
  - **Final Grades**

• **STEP 3** - Confirm the guest’s identity by viewing the *Proxy Information* section. Once the guest has confirmed their knowledge of the student’s passphrase, you can discuss *only the information items checked in the Authorization List*, such as the student’s Final Grades.
2) Locate Passphrase using Banner Self-Service (For Faculty /Staff Who Do Not Have Access to Banner Forms)

For those faculty and staff who do not have access to Banner forms, there is a link in Banner Self-Service which displays a student’s passphrase, the name of their guest (or guests) and the types of information that their guest is permitted to view.

- **STEP 1** - Log into Banner Self-Service and select the *Faculty and Advisor’s* tab.

![Banner Self Service @ UNC Charlotte-BANUPGR](image)

- **STEP 2** - Then, scroll down the list of links until you find “Guest Access Authorizations.”

![Guest Access Authorizations](image)
• **STEP 3** - Click on the link and search for the student.

The student, Normalita Niner, has a guest by the name of “Norm Niner.” Once this guest confirms that he knows the student’s passphrase, you can discuss *Final Grades, Midterm Grades, Student Information*, and the *Student Schedule* with him.

You can exit the Guest Access Portal by clicking on the “X” that closes your browser window.