



## 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.



- **STEP 2** - Do a next block.

Oracle Fusion Middleware Forms Services: Open > GPAPRXY

File Edit Options Block Item Record Query Tools Help

Proxy Access Management Form GPAPRXY 8.5 (BANUPGR)

ID: 800806059 Normalta Niner

**Proxy Information** Record: 1 of 1

Name: Niner, Norm Relationship: Guest

Proxy Desc: Norm Niner is my uncle and legal guardian. Start Date: 31-MAY-2016 PIN Disabled: C

Email: normniner@uncc.edu Stop Date: 30-MAY-2020 PIN Expire Date:

Passphrase: Et tu, Brute?

Page Authorization List Access List Communication Log

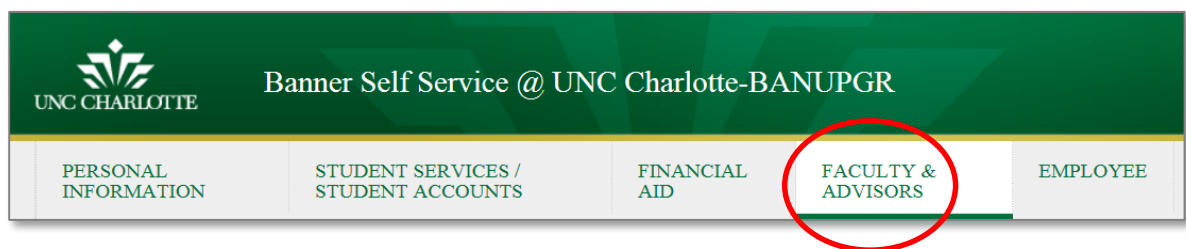
Module	Auth Ind	Menu Text	Page URL
Guest Access	<input type="checkbox"/>	Account Summary	bwskoacc.P_ViewAcctTotal
Guest Access	<input type="checkbox"/>	Advising Transcript	ywcktran.P_StuDispTran
Guest Access	<input checked="" type="checkbox"/>	Final Grades	bwskogrd.P_ViewTermGrde
Guest Access	<input type="checkbox"/>	Financial Aid Award by Aid Year	bwrkrhst.P_DispaAwdAidYear
Guest Access	<input type="checkbox"/>	Financial Aid Award History	bwrkrhst.P_DispaAwdHst
Guest Access	<input type="checkbox"/>	Holds	bwskoacc.P_ViewHold
Guest Access	<input type="checkbox"/>	Make Payment (Requires Authorized User Access)	ZWGKTNET.p_redirect
Guest Access	<input checked="" type="checkbox"/>	Midterm Grades	bwskmgrd.p_write_term_selection
Guest Access	<input type="checkbox"/>	Registration Status	bwskrsta.P_RegsStatusDisp
Guest Access	<input checked="" type="checkbox"/>	Student Information	bwskgstu.P_StuInfo
Guest Access	<input checked="" type="checkbox"/>	Student Schedule	bwskcrse.P_CrseSchdDett
Guest Access	<input type="checkbox"/>	Tax Notification (1098-T)	bwtkbns.p_disp_tax_notification
Guest Access	<input type="checkbox"/>	Unofficial Transcript	bwskotrn.P_ViewTermTran

- **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.

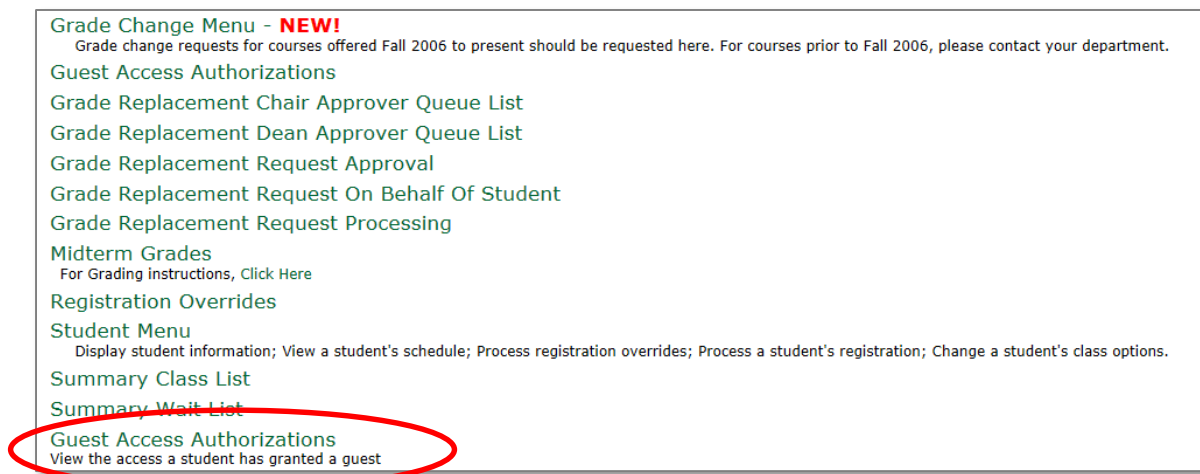
## 2) Locate Passphrase using Banner Self-Service (For Faculty /Staff Who Do Not Have Access to Banner Forms)

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.



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



- **STEP 3** - Click on the link and search for the student.

 You may enter:

1. The ID of the Student/Advisee you want to process, or
2. A combination of partial names and/or a student search type. Then select Submit.

**Student or Advisee ID:**

OR


**Student and Advisee Query**

**Last Name:**

**First Name:**

**Search Type:**  My Students  
 My Advisees  
 Both  
 All Students

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.

PERSONAL INFORMATION	STUDENT SERVICES / STUDENT ACCOUNTS	FINANCIAL AID	FACULTY & ADVISORS	
SITE MAP HELP EXIT				
<p> The information below indicates the student's guest and the pages they have been granted access to view.            You can learn more information at the <a href="#">Guest Access Portal website</a>.</p>				
Guest Access Authorization				
<b>Student Name:</b>	Normalita Niner			
<b>UNCC ID:</b>	800806059			
Guest Name	Email	Start Date	End Date	Passphrase
Niner, Norm	normniner@uncc.edu	31-MAY-2016	30-MAY-2020	Et tu, Brute?
<b>Authorizations:</b>	Final Grades Midterm Grades Student Information Student Schedule			

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

