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.
- Only students may grant access to their education records to a specified parent and/or guest using the UNC Charlotte Guest Access Portal.
- 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.

Instructions for Guests – Gaining Access to View Records

**STEP 1:** Check your email for your Access Notice

- When a student adds you as a guest through the Guest Access Portal, you will receive an e-mail message with the subject line “UNC Charlotte Guest Access—New Account (Action Required).”
- This message contains a URL to the UNC Charlotte website, along with a temporary “Action Password.”
- You can either click the URL 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:

From: DoNotReply@uncc.edu <DoNotReply@uncc.edu>
Sent: Monday, July 18, 2016 1:36 PM
To: normniner@uncc.edu
Subject: UNC Charlotte Guest Access-New Account (Action Required)

To: Norm Niner

Normalita Niner has added you as a guest who can view selected UNC Charlotte student information. Your guest access is available using the following URL and credentials:

URL: https://selfservice.uncc.edu/pls/BANPROD/bwgpksya.P_PA_Action?p_token=QUFBY0kvQUFnQUFDekpHQUFC
Username: normniner@uncc.edu
Action Password: BQQOFK35 (The Action Password will expire in 5 days. After logging in, you will be asked to establish a numeric PIN for future use)

You can learn more information about the Guest Access Portal from our website: registrar.uncc.edu/guest-access

Thank you!
UNC Charlotte
(704) 687-5505

STEP 2: Enter your Action Password

• A screen will prompt you for your Action Password.
• Enter your Action Password into the designated space and click the “Submit” button.
STEP 3: Create your PIN

- A screen will appear that allows you to create a Personal Identification Number (PIN) for future use of the Guest Access Portal.
- **NOTE:** Your PIN must be a multi-digit number with no spaces, letters or special characters.
- Enter your e-mail address, your Old PIN (the action password), and a new PIN.
- Validate your new PIN by entering it a second time.
- Click the Save button.

- A message will confirm that “your new PIN has been successfully saved.”
STEP 4: View Profile/Verify your Profile information

The “Profile” page is where guests view student records.

- You can change your PIN at any time using the corresponding link as circled below.
- Please verify that all of the information on this screen is correct.
**STEP 5:** View Education Records

Normalita’s guest should have received an email message informing him about this access once it was granted. The email will look similar to this:

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From: DoNotReply@uncc.edu <DoNotReply@uncc.edu>
Sent: Monday, July 18, 2016 1:38 PM
To: normniner@uncc.edu
Subject: UNC Charlotte Guest Access-Authorizations

To: Norm Niner

Normalita Niner has authorized you to have view-only access to the following student information in 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.

Your access to the information provided below was selected by the student. If you would like to change or add additional access, please discuss this with the student. The Guest Access Portal (registrar.uncc.edu/guest-access) website provides step-by-step instructions to complete your guest access account setup.

Guest Access
- Advising Transcript
- Final Grades
- Midterm Grades
- Student Information

Guest Access Portal
- Access this information through your guest account at the following URL: https://selfservice.uncc.edu/pls/BANPROD/bwgprxy.P_ProxyLogin
- You will need your username and numeric PIN.
- View a brief description of all items available in the Guest Access Portal at registrar.uncc.edu/guest-access.
- We encourage you to have a conversation with your student about how best to support their educational progress, which may include sharing their education records with you or anyone else.

More Information
- Learn more information about the Guest Access Portal at: registrar.uncc.edu/guest-access.

Thank you!
UNC Charlotte
(704) 687-5505
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- **Click the tab labeled with the student’s name** to view that student’s academic records. Every student who has granted you this permission will have their own separate tab.
• Click one of the links shown.
  o In our example below, Normalita Niner (our sample student) has authorized her guest (Norm Niner) to view five information pages: Account Summary, Advising Transcript, Final Grades, Midterm Grades, and Student Information.
  o Access to a student’s academic records can only be provided by that student. If you wish to view other Banner pages, you must contact that student to request additional access.

• In the following example, Normalita Niner’s guest clicks on her Final Grades link.

![Proxy Authorizations](image)

• And Normalita’s final grades are displayed.

![Final Grades Display](image)
Your Guest Access Passphrase

Some guests may want to contact the university by telephone or in person to discuss matters pertaining to their student’s academic records. To identify guests to whom students have given access, a passphrase is used. 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 to see which information the student has permitted the guest to view.

Once the student decides on a passphrase, this information can be sent by the student to the guest’s e-mail account. Here’s an example of an email containing a student’s passphrase.

When you are finished viewing the student’s academic records, you can exit the Guest Access Portal by clicking on the “X” that closes your browser window.