

How to Set Up Proxy

Student and Parent Instructions

** Please note, this process works the best when parents and students both are logged into a computer. Phones are much more difficult to navigate with registering and typically will cause challenges. It also is easiest if parents and students are not using the same computer. No matter whether you are doing this at the same time or using the same computer, or not, the process will not work if you are logged into the same navigation profile. **

Please follow the instructions **step by step**:

STUDENT:

1. Go to Pipeline (Harding's student one-stop place for their resources) and log in using your username and password

The screenshot shows the Pipeline website interface. At the top, there is a navigation bar with the Pipeline logo on the left, a search bar in the center, and a 'Login' button on the right. Below the navigation bar, there are two main sections: 'July Session - July 7-Aug 1' and 'Bison Bound II - July 10-11'. The 'Messages' section is expanded, showing a list of messages including 'Priority', 'Student Jobs', 'Events', 'Recreation Announcements', and 'Classifieds'. The 'Help' section is also expanded, providing contact information for various departments such as Business Office, Library, Postal Services, Registrar's Office, Counseling Center, Media Center, and Public Safety. A yellow arrow points to the 'Login' button in the navigation bar.

2. In the search bar, type 'proxy', then hit 'enter'. Click on the 'Proxy Access' tab that is shown from your search at the top of the page.

The screenshot shows the Pipeline website search results page. The search bar at the top contains the text 'Search: proxy'. Below the search bar, there are two main sections: 'Blocks' and 'Documents'. The 'Blocks' section is expanded, showing a 'Proxy Access' tab with a description: 'Setup access for someone to view your billing and/or grades. Proxy is for granting access to another...Proxy Management'. The 'Documents' section is also expanded, showing a document titled 'proxyaccessfullpage2.pdf' with a link to 'ist/assets/banner/'.

3. Click on 'Proxy Management Link'

The screenshot shows the PIPELINE dashboard interface. At the top, there is a search bar with the text 'Search: proxy'. Below the search bar, there are two main sections: 'July Session - July 7-Aug 1' and 'Bison Bound II - July 10-11'. The dashboard is organized into several tabs: 'Messages', 'Chapel', 'Personal', 'Change Password', and 'Who to Contact'. The 'Personal' tab is currently selected, displaying a grid of links for various services such as 'Human Resources', 'Name Change Info', 'Notaries on Campus', 'Business Office', and 'Counseling Center'. Below the 'Personal' tab, there is a 'Student' section with a 'Proxy Access' link highlighted in yellow. The 'Proxy Access' link is accompanied by a description: 'Setup access for someone to view your billing and/or grades.' and a 'Proxy Management' link highlighted in yellow. The 'Alumni' tab is also visible at the bottom of the dashboard.

4. Click 'Add New'

The screenshot shows the 'Proxy Management' page within the PIPELINE system. The page header includes the PIPELINE logo and the user's name 'Joshua H. Lu'. The breadcrumb trail indicates the user is in 'My Profile > Proxy Management'. The main content area is titled 'Proxy Management' and features a prominent yellow 'Add New' button with a plus sign icon.

5. Fill out parent name, email address, relationship. A start and stop date will automatically be generated, however, this can be adjusted if you desire.

Proxy Management Proxy Information

Profile (Required)

Select a Person (i)

Select a Person

First Name

First Name

Last Name

Last Name

E-Mail

E-Mail Address

Verify E-Mail

Verify E-Mail Address

Relationship (i)

Select a Relationship

Start Date

MM/dd/yyyy

Stop Date

MM/dd/yyyy

Additional Information

Description

Description

Passphrase

Passphrase

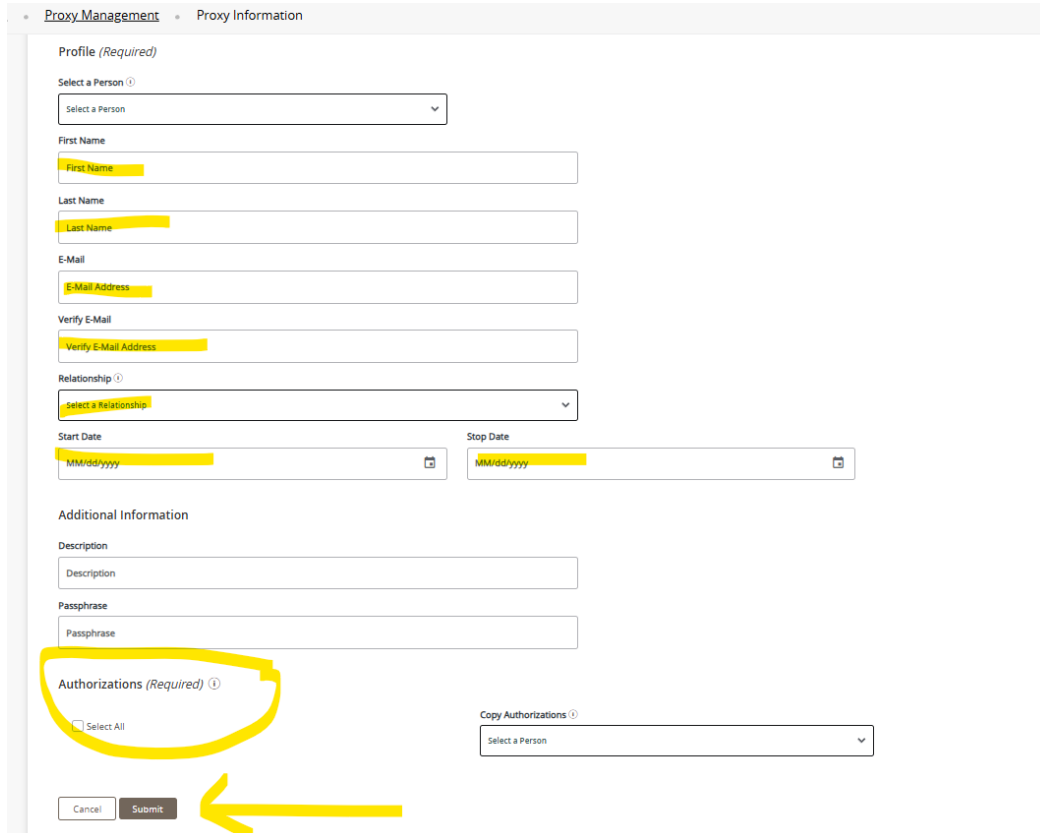
Authorizations (Required) (i)

Select All

Copy Authorizations (i)

Select a Person

Cancel Submit



6. Also, once you have added a relationship and the start/stop date is generated, the pages you can choose to give access to your proxy also will appear. Please check desired parent page authorizations.

Authorizations (Required) (i)

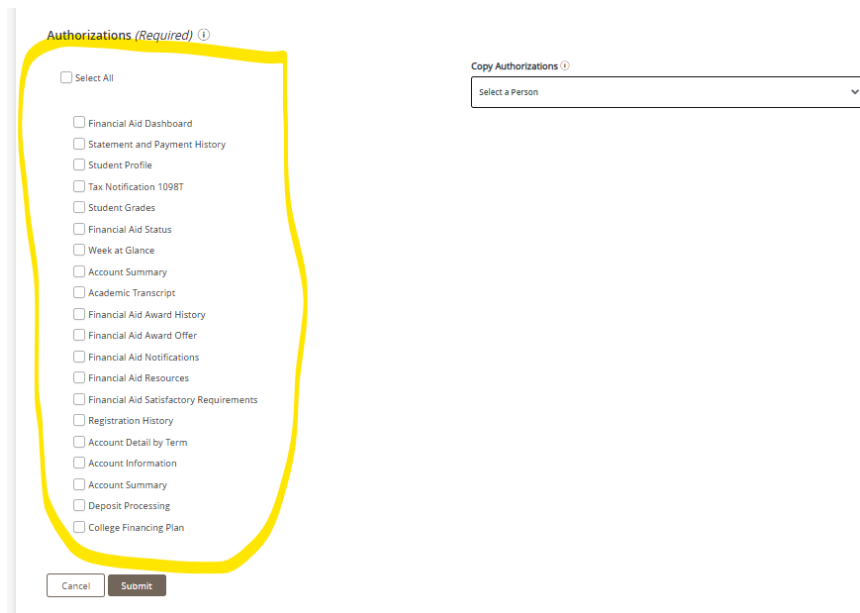
Select All

- Financial Aid Dashboard
- Statement and Payment History
- Student Profile
- Tax Notification 1098T
- Student Grades
- Financial Aid Status
- Week at Glance
- Account Summary
- Academic Transcript
- Financial Aid Award History
- Financial Aid Award Offer
- Financial Aid Notifications
- Financial Aid Resources
- Financial Aid Satisfactory Requirements
- Registration History
- Account Detail by Term
- Account Information
- Account Summary
- Deposit Processing
- College Financing Plan

Copy Authorizations (i)

Select a Person

Cancel Submit



7. When you have completed all fields and you have chosen which pages to give access to, please click submit. An email will be sent to the proxy with instructions on completing their part of this process (see below for Proxy Instructions)

PROXY:

1. You should have received an email from proxyadmin@harding.edu, click on link in received email, noting the temporary password will come in a DIFFERENT EMAIL

New proxy identity Inbox x

proxyadmin@harding.edu

to proxyadmin ▾

To: Rachel Luallen (ruallen@harding.edu)

Joshua Luallen has added ruallen@harding.edu as a proxy in Harding University Pipeline.

The Proxy Access pages are available using Pipeline or through a proxy access login at the following URL:

https://ssb.harding.edu/StudentSelfService/ssb/proxy/proxyAction?p_token=QUFBWHdBQUFWQUFDb2J4QUF0

NOTE: This URL can only be used once and is active for a limited time. A temporary password will be sent to you in a subsequent email.

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

2. Find the temporary password from the second email

proxyadmin@harding.edu

to me ▾

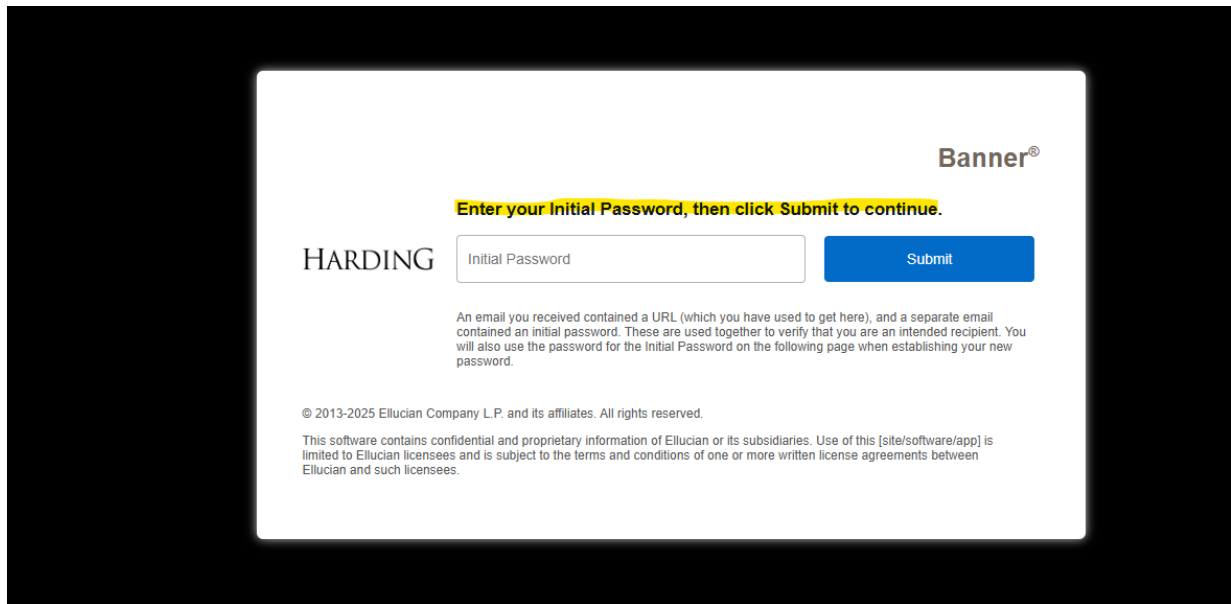
To: Rachel Luallen (ruallen@harding.edu)

You should have already received an email with the proxy access URL Use ([ATEFMQ9U](#)) as the initial password when you access the URL.

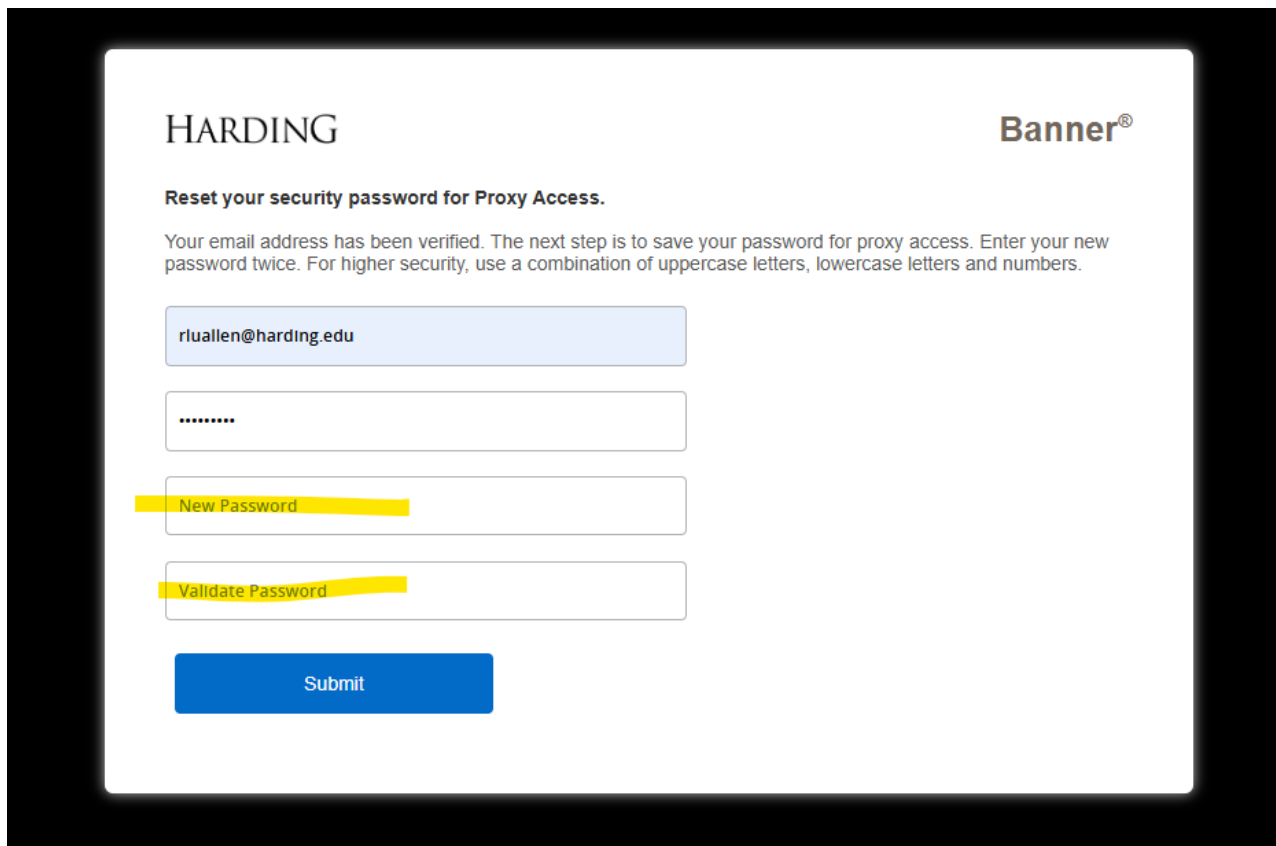
The first time you connect to the web site you will be asked to establish a permanent password for subsequent logins. We also ask that you fill in your profile information completely and confirm that it is up to date.

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

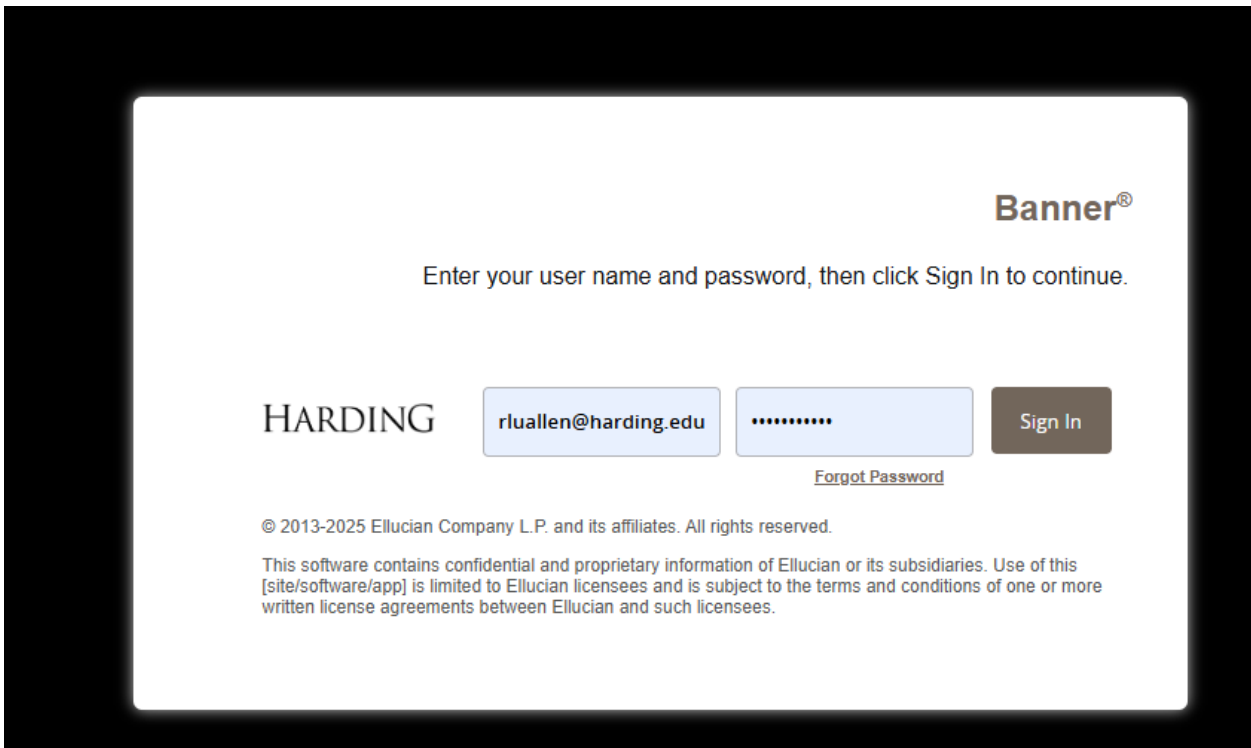
3. Click the website link from the first email and enter the temporary password where it asks you to enter the initial password. Click 'Submit'.



4. On Reset password page, create a new password (to what you would like your password to be) using the email address that received the email as your username, and click Submit
Note the required length of the password—6-12 characters



5. Once you click 'Submit', it will take you the login page and have you login with your new credentials. Enter your username and new password



6. Complete Proxy Profile information and click 'Submit'

PIPELINE

rluallen@harding.edu

Banner®

Enter your user name and password, then click Sign In to continue.

HARDING

rluallen@harding.edu

.....

Sign In

[Forgot Password](#)

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Proxy Personal Information

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

Personal Details

Situation: Student, First Name: Rachel, Middle Name: (blank), Last Name: Ludden, Name Suffix: (blank), Nickname: (blank)

Contact

Home E-Mail Address: rluallen@harding.edu, Phone Area Code: (blank), Phone Number: (blank), Phone Extension: (blank)

Address

Mailing Address Line 1: 1000 University Blvd, Mailing Address Line 2: (blank), City: (blank), State: KY, Zip: 40301, Country: US


Other Info

Gender: Female, Birth Date: (blank), SSN/ID/TIN: (blank)

Submit

7. After you click submit, a page will appear with student's name. You can click on 'Select to View' on the right to chose the page you would like to access.

Hello Rachel Luallen,

 You've been authorized to view content for the student(s) below. Click each tile to select the page you wish to view.



Proxy Personal Information

View/Update Proxy Personal Information.



I am a proxy for [redacted]

Select to view

Financial Aid Dashboard

Student Profile

Tax Notification 1098T

Student Grades

Financial Aid Status

TO RETURN AND LOG IN:

1. Click this link: [Proxy Login Link](#) (you can bookmark this page for future access ease)
2. Enter your email address and password and click Login.
3. Select the page(s) next to your student's name which you would like to visit.

STILL HAVING TROUBLE:

1. Check out the helpful hints below to troubleshoot some scenarios. If that doesn't work--
2. Email proxy@harding.edu or call 501-279-4276 and the Alumni and Parent Relations Office will be glad to help.

A few helpful instructions:

**If you have multiple kids, you can use the same emails. You WILL NOT receive an email with every student with an action PIN. You should be able to login after completing your profile for the first student and each additional student should be present. (Students who have graduated or removed you as their proxy will not be highlighted.)



Proxy Personal Information

View/Update Proxy Personal Information.



I am a proxy for [redacted]

Select to view



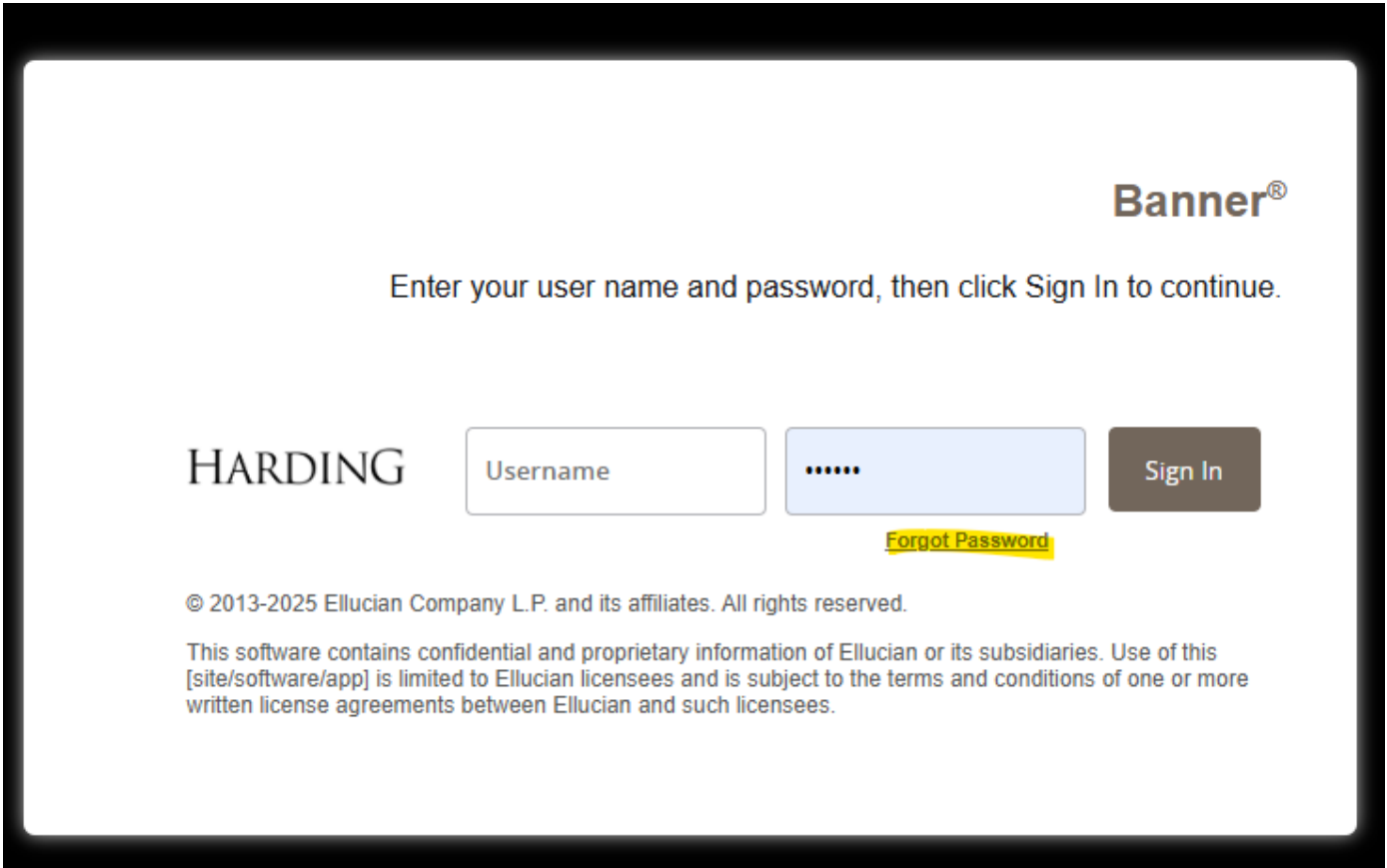
I am a proxy for [redacted]

Select to view



I am a proxy for [redacted]

***If for some reason you are having trouble logging in as a parent, you can always click, 'forgot Password' to reset it.



Banner[®]

Enter your user name and password, then click Sign In to continue.

HARDING

Username

[Forgot Password](#)

Sign In

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