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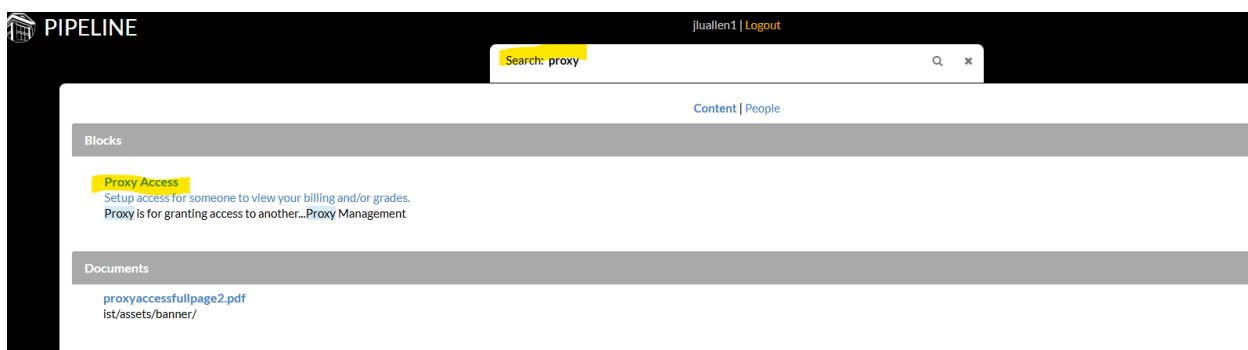
Please follow the instructions **step by step**:

**STUDENT**:

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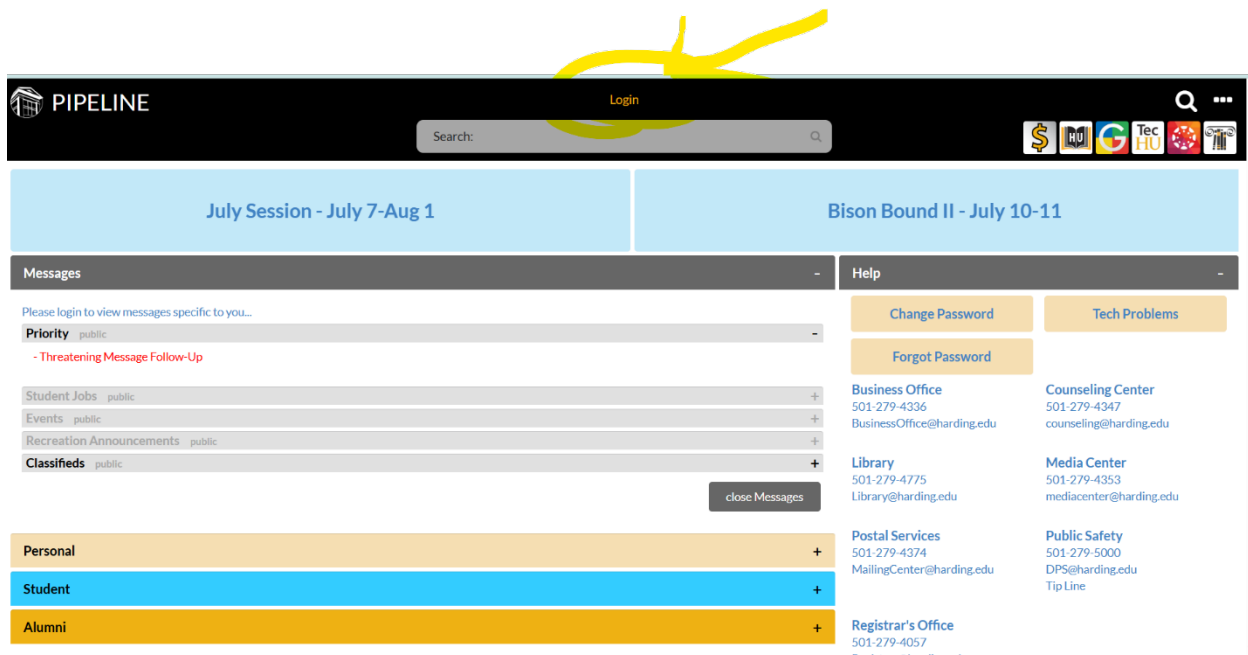


2. In the search bar, type 'proxy', then hit 'enter'. Click on the 'Proxy Access' tab that is shown from your search at the top of the page.

3. Click on 'Proxy Management Link'



4. Click 'Add Proxy'



5. Fill out parent name and email address information and click Add Proxy

6. Under Proxy List, click Expand on the name of the proxy



7. Fill out the Proxy Profile information completely and click E-mail Passphrase. An email will be sent to the parent with instructions on completing their part of this process (see below for Parent Instructions)

Profile    Authorization    History    Communication

**Proxy Profile**

**1. Select your relationship** with this proxy, optionally add a description to be more specific (dad, mom, uncle, etc.).

**2. Add a passphrase to allow your proxy to** *discuss your records.* This passphrase serves as your privacy release.

- A passphrase is a verbal password that allows your proxy to contact Harding University employees on your behalf to discuss billing, financial aid, and academic records.
- Leave the passphrase blank if you only allow your proxy online access (your proxy will be unable to receive information about your records by phone, email, or in person).
- Select a passphrase that is difficult to guess but easy for your proxy to remember, such as the name of a family pet, or your mother's maiden name.
- You may use the same passphrase for all proxys, or select a unique passphrase for each proxy.
- If you use the passphase functionality, **you must inform your proxy of your passphrase,** or use the "email passphrase" button to send yourself an email which you can forward on to your proxy.

**3. Add page authorizations on the Authorization tab to allow your proxy** *Pipeline access to your records.*

- Your proxy will have **no access** to your Pipeline records until you specifically grant access on the **Authorization Tab.**
- After you grant access, your proxy will automatically be emailed instructions and a temporary "action password" for use in accessing the pages you authorized.
- You may change this authorization at any time or specify an expiration date for access (see below).

**COMPLETE THE INFORMATION BELOW, THEN CLICK ON THE "AUTHORIZATION" TAB**

**＊** - indicates a required field.

Relationship＊ [ Parent ▼ ]

Description [                              ]

Passphrase [                              ]

Start Date (MM/DD/YYYY)＊ [ 07/09/2025 ]

Stop Date (MM/DD/YYYY)＊ [ 07/08/2030 ]

✉ E-mail Passphrase    ← Reset PIN    ❌ Delete Proxy Relationship

PIN expiration date: Jul 16, 2029
E-mail address verified on: Jul 18, 2023

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8. Click Authorizations tab at top of page

✔ The proxy delete was successful.

⚠ Collapse ... @gmail.com

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PIN expiration date: Jul 16, 2029
E-mail address verified on: Jul 18, 2023

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9. Check desired parent page authorizations

***Proxy List***
Click the arrow to show additional information about each proxy.
**Complete the Profile and Authorization tab for each proxy.**

✅ The proxy delete was successful.

⚠️ Collapse ▾ ✎ ✕ ☆ ❘        ▪▪▪▪▪@gmail.com

| Profile | Authorization | History | Communication |
|---------|---------------|---------|---------------|

**Page Authorization**

**Check the boxes below** to select the Pipeline pages that you want to share with your proxy.
**Click the "E-mail Authorization" button to your right** to email notification of these authorizations to your proxy.

Once authorized, your proxy will be able to view and/or update these pages when they log in.

✉️ E-mail Authorizations

☑ PROXY ALL PAGES Check to Select or Deselect ALL items below.
   ☑ Financial Aid Award Package
   ☑ Student Account By Term
   ☑ Student Holds
   ☑ Midterm Grades
   ☑ Final Grades
   ☑ Emergency Contacts
   ☑ Tax Notification (1098-T)

👤 Add Proxy

**PARENT**:

1. You should have received an email from proxyadmin@harding.edu, click on link in received email, noting the Action Password below

**Inbox**

## New proxy identity

P   To: me · Wed, Jul 9 at 2:57 PM ⌄

You have been granted proxy access to ~~[redacted]~~ Harding University Pipeline records. Proxy access allows you to have limited access to view student records such as billing, financial aid, grades, and other academic information.

To confirm your proxy access, you must click on the one-time Action Link (or paste this link into your browser), and enter the Action Password contained in this email:

Action Link: https://ssb.pipeline.harding.edu/hrdg/bwgkpxya.P_PA_Action?p_token=QUFBWHdBQUFWQUFDSlk5QUFV
Action Password: 4V4VZNL4

When you first log in you will be asked to confirm your email address and establish a new PIN for subsequent logins. Use your "Action Password" as your "Old Pin." You will also be asked to provide profile information about yourself so we may confirm your identity in the future. After your proxy access has been finalized, you may log in to this system any time using the Proxy Access instructions located at pipeline.harding.edu.

If you do not wish to access this student's records, or if you feel you have received this message in error, please contact Joshua Luallen at jluallen1@harding.edu .

Reply ↩    Forward ↪

2. Enter Action PIN from the received email

The e-mail you received contained an Action Link (which you have used to get here) and an Action Password used to verify that you are the intended recipient. You will also use this value as the "Old Pin" on the following page when establishing your new pin.

\* - indicates a required field.
Action Password\*  [_____]  Submit

3. On Reset PIN page, change PIN (to what you would like your password to be) using the email address and PIN received in email, and click Save
   **Note the required length of the password**

## Reset PIN

After entering your email address and Action Password (Old PIN), enter your new PIN twice. A PIN can be a combination of letters or numbers. For higher security, we recommend using a use a combination of uppercase letters, lowercase letters and numbers.

⚑ Invalid e-mail or Old PIN. Please retype.

\* - indicates a required field.
Minimum PIN length: 6 Maximum PIN length: 40.

Enter e-mail address\*   [_____]

Enter Old PIN\*   [_____]

Enter New PIN\*   [_____]

Validate PIN\*   [_____]

Save

4. Go back to the received email and click on link again. Enter you username and new password (PIN)

Proxy Access Login

Enter the e-mail address that was registered as a Harding University Pipeline proxy. Then enter the PIN that you previously defined. Students can register any e-mail address as a proxy and can then enable individual proxy access to selected Harding University Pipeline pages. All Pipeline pages are personal and confidential. The proxy PIN should never be shared. If you suspect that someone else may know your proxy PIN, enter your e-mail address and then reset your PIN using the 'Forgot PIN' button.

Further Instructions for Proxy Access

✱ - indicates a required field.

E-mail Address✱

PIN✱

Login    Forgot PIN

5. Complete Proxy Profile information and click Save

Complete the profile information below, save, and proceed to tab containing your student's name. If you have been granted proxy access for multiple students, a separate tab will appear for each student.

You should see a tab for each student that has granted you proxy access. If no names are shown, the student has activated you as a proxy, but has not yet authorized you to view any information. Contact the student to resolve.

✓ Your new PIN has been successfully saved.

Profile

Required data missing : Address Line 1 : City : State : Zipcode : Gender : Birthdate

**Proxy Profile**
Please keep your Harding University Pipeline proxy information up-to-date.          Click here to change your PIN

✱ - indicates a required field.
Salutation
First Name ✱
Middle Name
Last Name ✱
Name Suffix
Nickname
Home email E Mail Address ✱
Mailing Phone Area Code
Mailing Phone Number
Mailing Phone Extension
Primary Address Line 1 ✱
Primary Address Line 2
City ✱
State ✱                               Not Applicable
Zipcode ✱
Nation                               Not Applicable
Gender ✱                            Select Gender
Birthdate (MM/DD/YYYY) ✱
SSN/SIN/TIN
Save

6. After you click save, a tab should appear with your student's name, click on your student's name

Proxy Access Home

Complete the profile information below, save, and proceed to tab containing your student's name. If you have been granted proxy access for multiple students, a separate tab will appear for each student.

You should see a tab for each student that has granted you proxy access. If no names are shown, the student has activated you as a proxy, but has not yet authorized you to view any information. Contact the student to resolve.

✓ Changes have been saved.

Profile

**Proxy Profile**
Please keep your Harding University Pipeline proxy information up-to-date.          Click here to change your PIN

✱ - indicates a required field.
Salutation
First Name ✱
Middle Name
Last Name ✱
Name Suffix
Nickname
Home email E Mail Address ✱
Mailing Phone Area Code
Mailing Phone Number
Mailing Phone Extension
Primary Address Line 1 ✱
Primary Address Line 2
City ✱
State ✱                               Arkansas
Zipcode ✱                            72143
Nation                               Not Applicable
Gender ✱                            Male
Birthdate (MM/DD/YYYY) ✱
SSN/SIN/TIN
Save

7. Click on whichever page you would like to view that your student has given you access to

Proxy Access Home

Complete the profile information below, save, and proceed to tab containing your student's name. If you have been granted proxy access for multiple students, a separate tab will appear for each student.

You should see a tab for each student that has granted you proxy access. If no names are shown, the student has activated you as a proxy, but has not yet authorized you to view any information. Contact the student to resolve.

✔ Changes have been saved.

| Profile | [student name] |

**Proxy Authorizations**

**Cashnet Authorized Payment**

Click here to view statements or make payments. Student will need to set up a Authorized User account in CashNet. Proxy accounts will not work.

**Pipeline access**

The following Harding University Pipeline page links have been specifically authorized for you to view. All pages will display in a new window.

Contact the student if you have any questions about the information contained on these pages.

PROXY ALL PAGES for [student name]
Financial Aid Award Package
Student Account By Term
Student Holds
Midterm Grades
Final Grades
Emergency Contacts
Tax Notification (1098-T)

## TO RETURN AND LOG IN:

1. Go to harding.edu/proxy
2. Enter your email address and PIN and click Login.
3. Click on your student's tab and select which page 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 <u>WILL NOT</u> 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 tab of each additional student should be present.

Proxy Access Home

💬 **Complete the profile information below, save, and proceed to tab containing your student's name.** If you have been granted proxy access for multiple students, a separate tab will appear for each student.

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| Profile | 🔲 Luallen | ▪▪▪▪ Luallen | ▪▪▪▪ Luallen |
|---------|-----------|--------------|--------------|

***Proxy Profile***
💬 Please keep your Harding University Pipeline proxy information up-to-date.          🔲Click here to change your PIN

✱ - indicates a required field.

| Salutation | |
|---|---|
| First Name ✱ | Rachel |
| Middle Name | |
| Last Name ✱ | Luallen |
| Name Suffix | |
| Nickname | |
| Home email E Mail Address ✱ | |
| Mailing Phone Area Code | |

***If for some reason you are having trouble logging in as a parent, you can always refer back to the email you received with the authorized links and click, 'forgot PIN' to reset it (I.e. reset your password).

Updated proxy access authorizations ⅀ [Inbox ✕]

**proxyadmin@harding.edu**
to me ▾

To: ▪▪▪▪ ▪▪▪▪▪ ( ▪▪▪▪▪▪▪▪▪▪▪ )
▪▪▪▪ ▪▪ has authorized you to have proxy access to the following pages:

PROXY ALL PAGES

    Student Account By Term
    Student Holds
    Midterm Grades
    Final Grades
    Emergency Contacts
    Tax Notification (1098-T)

The Proxy Access pages are available using the school's Banner Web or through a proxy access login at the following URL:
https://ssb.pipeline.harding.edu/hrdg/bwgkprxy.P_ProxyLogin
If you feel you have received this message in error, please forward to proxyadmin@harding.edu

↩ Reply      → Forward      ☺

Proxy Access Login

💬 Enter the e-mail address that was registered as a Harding University Pipeline proxy. Then enter the PIN that you previously defined. Students can register any e-mail address as a proxy and can then enable individual proxy access to selected Harding University Pipeline pages. All Pipeline pages are personal and confidential. The proxy PIN should never be shared. If you suspect that someone else may know your proxy PIN, enter your e-mail address and then reset your PIN using the 'Forgot PIN' button.

Further Instructions for Proxy Access

✱ - indicates a required field.
E-mail Address✱
PIN✱

[Login] [Forgot PIN]