



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 (as defined by the University) such as a student's name, major field of study, and enrollment status, can be released to other parties without the student's prior consent. Non-directory information such as a student's grades, a class schedule or billing statements cannot be provided to anyone without the student's permission. More information on FERPA and Charlotte's definition of directory information under FERPA can be found [here](#).

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.

Ways to View the Passphrase

There are two ways to view the passphrase and access as provided to a parent/guest:

Banner Admin Pages - GPAPRXY Form (For Staff Who Have Access to Banner Forms)

- **STEP 1** - Log into [Banner Admin](#) pages. Search for **GPAPRXY**.
- **STEP 2** - Enter the student's ID and click **Go**.

Proxy Access Management Form GPAPRXY 9.3.26 (BANUPGR)

ID: 877665544

Normalita Niner

Go

- **STEP 3** - Confirm the guest's identity by viewing the Proxy Information section and that access hasn't stopped. Once the guest has confirmed the student's passphrase, you can discuss *only* the information items checked in the Authorization List.

Proxy Access Management Form GPAPRXY 9.3.26 (BANUPGR)

ID: 877665544 Normalita Niner

Start Over

PROXY ACCESS MANAGEMENT

Proxy Information

Name	Miller, Jessica	Email	jcharper@uncc.edu
Relationship	Guest	Stop Date	09/12/2024
Proxy Desc	Mom	PIN Expire Date	
Start Date:	09/13/2023	Passphrase:	We love the Niners!
PIN Disabled	C		

Page Authorization List | Access List | Communication Log

AUTHORIZATIONS

Module	Auth Ind	Menu Text	Page URL
Guest Access	<input checked="" type="checkbox"/>	Financial Aid - Dashboard	/ssb/financialAid/dashboard/home
Guest Access	<input checked="" type="checkbox"/>	Financial Aid - College Financing Plan	/ssb/financialAid/dashboard/federalShoppingSheet
Guest Access	<input checked="" type="checkbox"/>	Financial Aid - Award History	/ssb/financialAid/dashboard/listAwardHistoryDetails
Guest Access	<input checked="" type="checkbox"/>	Financial Aid - Award Offer	/ssb/financialAid/dashboard/listAwardLetterDetails
Guest Access	<input checked="" type="checkbox"/>	Financial Aid - Notifications	/ssb/financialAid/dashboard/notifications
Guest Access	<input checked="" type="checkbox"/>	Financial Aid - Resources	/ssb/financialAid/dashboard/resources
Guest Access	<input checked="" type="checkbox"/>	Financial Aid - Satisfactory Requirements	/ssb/financialAid/dashboard/studentAcademicProgress
Guest Access	<input checked="" type="checkbox"/>	Student Grades	/ssb/studentGrades
Guest Access	<input checked="" type="checkbox"/>	Student Profile	/ssb/studentProfile
Guest Access	<input checked="" type="checkbox"/>	Tax Notification 1098T	/ssb/studentTaxNotification
Guest Access	<input checked="" type="checkbox"/>	Unofficial Academic Transcript	/ssb/academicTranscript

Banner Self-Service - Student Profile (For Faculty /Staff Who Do Not Have Access to Banner Forms)

- **STEP 1** - Log in to [MyCharlotte](#) and select Faculty & Advisor Self Service
- **STEP 2** - On the landing page, select **Student Search**. Enter the student information and select **View Profile**.

Advising • Advisee Search

Advisee Search

Change term, search for a student, or view your advisee listing

Term
Fall 2023

View advisee listing, or search by

Student ID
 Student Email
 Student Name

Student ID
877665544

Niner, Norma

[View Profile](#) [View My Advisee Listing](#)

- **STEP 3 - Select Guest Access Authorizations.**

Student Profile - Niner, No

Term: Fall 2023



Niner, Norma

- Curriculum and Courses
- Prior Education and Testing
- Additional Links
- DegreeWorks
- Guest Access Authorizations**
- Registration and Planning
- Registration Overrides
- Release Holds
- Unofficial Transcript
- View Grades

Student Inform

Bio Informa
 Email:
 Phone:
 Date of Birth:
 Race:
 Citizen:
 Citizenship:
 Emergency Co
 Emergency Pl

General Info
 Level:
 Class:
 Status:
 Student Type:
 Residency:
 Campus:

First Term Att
 Matriculated T
 Last Term Att
 Leave of Absen

Advisors
 Primary / Univ
 Advising Cent

- **STEP 4 - Confirm the guest's identity by selecting the appropriate guest from the drop down menu and that access hasn't stopped. Once the guest has confirmed the**

student's passphrase, you can discuss *only* the information items listed in the Authorization List.

Guest Access Authorizations			
Student Name: Normalita Niner (877665544)			
Guest Selection: <input type="text" value="Jessica Miller"/>			
Start Date:	September 13, 2023	End Date:	September 12, 2024
Email Address:	jcharper@uncc.edu		Passphrase: We love the Niners!
Authorization			
Financial Aid - Award History			
Financial Aid - Award Offer			
Financial Aid - College Financing Plan			
Financial Aid - Dashboard			
Financial Aid - Notifications			
Financial Aid - Resources			
Financial Aid - Satisfactory Requirements			
Student Grades			
Student Profile			
Tax Notification 1098T			
Unofficial Academic Transcript			