


# WPI Parent Portal

## Instructions for Parents/Legal Guardians

The WPI Parent Portal allows a parent or legal guardian to view certain BannerWeb pages, such as grades and course schedules. **All Parent Portal accounts must be initiated by the student** – only the student can assign someone to act as a “proxy” for them in BannerWeb.

1. Once your student has requested an account for you, you will receive an email with a special URL and first-time log in password. Your username is your email address. Copy the “Action Password,” then click the link. You will be asked for your Action Password. Enter it and click **Submit**.

 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\***


### Notes:

- *Didn't get the email? Your student can resend it from their BannerWeb account.*
- *If you have more than one student at WPI and both request an account for you using the same email address, you will only get one "Create Your Account" email.*
- *If you already have a Parent Portal account, log in at <https://bannerweb.wpi.edu/pls/prod/bwgkprxy.P.ProxyLogin> using your email and password, and skip to step 3.*

2. Create a new password/PIN. Enter your email address, then enter the Action Password you received as your “Old PIN.” Your new PIN can be a number or a word, and must be at least 6 characters. Then click **Save**.

### Reset PIN

 Enter your new PIN twice. A PIN can be a number, password or passphrase. For higher security, use a combination of uppercase letters, lowercase letters and numbers.

 Welcome to the Banner Web proxy access system. Your e-mail address has been verified. The next step is to save your security PIN for proxy access.

\* - indicates a required field.

 Minimum PIN length: 6 Maximum PIN length: 20.

**Enter e-mail address\***

**Enter Old PIN\***

**Enter New PIN\***

**Validate PIN\***

3. Enter any profile data you wish to share and click **Save**. Fields with asterisks are required. You may also change your PIN from this page.

**Profile** **Joe Student**

**Proxy Profile**  
Please keep your Banner Web proxy information up-to-date. [Click here to change your PIN](#)

\* - indicates a required field.

Salutation

First Name \*

Middle Name

Last Name \*

Name Suffix

E Mail Address \*

4. Click on the tab with your student's name. If you have more than one student at WPI, and those students have both authorized your access using the same email address, you may see more than one tab.

*Note: Don't see any tabs with your student's name? Contact your student and ask them to define your relationship, then authorize pages for you to view.*

5. Click any of the page links to enter "proxy-mode" for the selected student.

*Note: Don't see any pages to click? Contact your student and ask them to authorize pages for you to view.*



### Proxy Authorizations

The following BannerWeb page links have proxy access.

#### Parent Access for Joe Student

View Address  
View Grades  
View Course Schedule  
View Holds  
View Student Account

**Click on any link to view information regarding your student.**

6. Pages will open in a new window. When you have finished viewing the page, click **Exit** or close the window to return to the Parent Portal. You can then choose a new page to view.

7. When you are finished viewing your student's pages, click on the **Profile** tab, then close your window or click **Exit** to log out.

HELP EXIT

## Proxy Access Home

You will see a tab for each student who has authorized pages for  
**While in PROXY MODE any links and tabs above will be disabled**  
When you activate a link, the focus will change to another browser



### **Proxy Profile**

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

\* - indicates a required field.

**Salutation**

**First Name \***