

WPI Parent Portal

Instructions for Students

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** – it’s your information, and only you can assign someone to act as a “proxy” for you in BannerWeb.

Signing up your parent/legal guardian

1. Log in to [BannerWeb](#).
2. Select the **Proxy** tab.
3. Click on **Proxy Management**.
4. Click on **Add a Proxy**.

Proxy Management

Proxy List

Expand a proxy to define relationship type, begin and end dates, and authorizations.

Your proxy list is empty.

 Add Proxy

5. Fill in the required fields, then click **Add Proxy**.

Add a Proxy

Add a new proxy using the form below. Then edit their profile and authorization settings to enable appropriate access.

* - indicates a required field.

First Name*
Last Name*
E-mail Address*
Verify E-mail Address*

Note: Your parent or legal guardian must have a valid email address to use this system. A parent may have more than one student add them as a proxy using the same email address, and a student can have more than one proxy for their account, however, every proxy must have a unique email address, as that serves as the username to the Parent Portal.

6. Expand your new proxy by clicking on the entry to define their relationship to you and what they can access. Your proxy will have 0 pages to access, as in this example, until you define their status.

 Expand Mom Test test1@feland.org 0 pages 

7. Select a relationship for your proxy.

Collapse Mom Test test1@feland.org

Profile Authorization History **Communication**

Proxy Profile

Please select your relationship with this proxy. The list of pages you wish to access will be based on the relationship you select.

Your settings will be saved automatically.

* - indicates a required field.

Relationship*

Description

Start Date (MM/DD/YYYY)*

Stop Date (MM/DD/YYYY)*

You may add a description (Mom, Dad, Grandma, etc.) if you wish. You may also change the default start and end access dates for your proxy. **There is no save button – all settings will be automatically saved.**

8. Click on the **Authorization** tab. Select the pages you want your proxy to access (check the box next to “Parent Access” if you want to select all). **There is no save button – all settings will be automatically saved.** You may email a list of pages that you have authorized to your proxy by clicking the **Email Authorizations** icon.

Collapse Mom Test test1@feland.org

Profile **Authorization** History Communication

Page Authorization

Select the BannerWeb pages your proxy should be able to access. Once authorized, your proxy will be able to view these pages when they log in.

Your settings will be saved automatically.

Parent Access

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

E-mail Authorizations

Managing Your Proxies

Your parent or legal guardian will receive emails automatically, asking them to create a password, etc. You may review the communications that have been sent and resend them by selecting the **Communication** tab. The Create Account email will have a special URL and password for first-time login. It is only valid for 7 days; it may be resent if it expires before your parent has set up the account.

Collapse Mom Test test1@feland.org

Profile Authorization History **Communication**

Communication Log

Action date is when the proxy activated the URL within the message. Expiration date is when the URL within the message will last be active. You may resend any email below if your proxy did not receive it.

Transmit Date	Subject	Action Date	Expiration Date	Resend
Aug 10, 2015 01:53 pm	WPI Parent Portal: Portal Information - Save this email			
Aug 10, 2015 01:53 pm	WPI Parent Portal: Create Your Account		Aug 17, 2015	

The **History** tab shows a history of pages you have authorized for this proxy and their activities.

 Collapse Mom Test test1@feland.org

Profile Authorization **History** Communication

Authorization Log

This list is the history of your authorizations for this proxy (newest to oldest).

Special history tab information text dealing with parents.

Date	Action	Page
Aug 10, 2015 03:18 pm	Login	Display authorization menu
Aug 10, 2015 02:02 pm	Enable	View Address
Aug 10, 2015 02:02 pm	Enable	View Address
Aug 10, 2015 02:02 pm	Enable	View Course Schedule
Aug 10, 2015 02:02 pm	Enable	View Course Schedule
Aug 10, 2015 02:02 pm	Enable	View Grades
Aug 10, 2015 02:02 pm	Enable	View Grades
Aug 10, 2015 02:02 pm	Enable	View Holds
Aug 10, 2015 02:02 pm	Enable	View Holds
Aug 10, 2015 02:02 pm	Enable	View Student Account
Aug 10, 2015 02:02 pm	Enable	View Student Account

Deleting a Proxy

1. On the Proxy Management page, expand the proxy you wish to delete.

 Expand Mom Test test1@feland.org 5 pages

2. Click **Delete Proxy**.

 Collapse Mom Test test1@feland.org

Profile Authorization **History** Communicat

Proxy Profile

Please select your relationship with this proxy. The list of pag you wish.

Your settings will be saved automatically.

* - indicates a required field.

Relationship* Parent or Legal Guardian

Description

Start Date (MM/DD/YYYY)* 08/10/2015

Stop Date (MM/DD/YYYY)* 08/09/2019

 Reset PIN  Delete Proxy Relationship

3. A pop up will appear asking if you are sure you want to delete this proxy. Click **OK**.