



Welcome to the Guest Access Portal

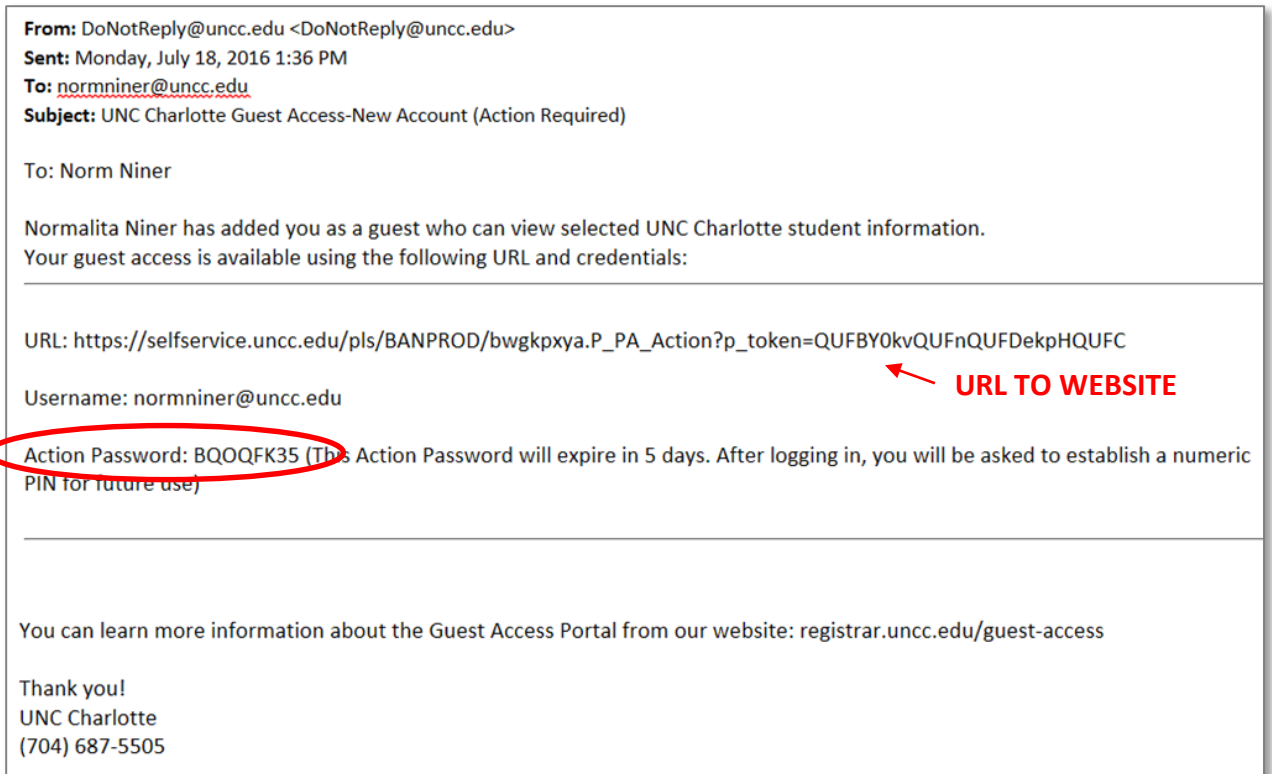
- The Guest Access Portal allows students to grant a guest, such as a parent or spouse, access to view their education records in Banner Self-Service.
- Only students may grant access to their education records to a specified parent and/or guest using the UNC Charlotte Guest Access Portal
- The Family Educational Rights and Privacy Act (FERPA), a federal law that ensures the privacy of student academic records, specifies that only directory information like the student's name, major field of study, and enrollment status, can be released to other parties without the student's consent. Information like grades, a class schedule or billing statements cannot be provided to anyone without the student's permission.
- In the past, students would sign a consent form to permit parents and other designated parties to view FERPA-protected information. Now, with the implementation of the Guest Access Portal, students can provide this access online without the added delays of completing and submitting paper forms.

Instructions for Guests – Gaining Access to View Records

STEP 1: Check your email for your Access Notice

- When a student adds you as a guest through the Guest Access Portal, you will receive an e-mail message with the subject line "UNC Charlotte Guest Access—New Account (Action Required)."
- This message contains a URL to the UNC Charlotte website, along with a temporary "Action Password."
- **You can either click the URL or copy and paste it into a browser window.** We recommend that you also bookmark this URL for future access.

- The email will look similar to this:



STEP 2: Enter your Action Password

- A screen will prompt you for your *Action Password*.
- Enter your Action Password into the designated space and click the “Submit” button.

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

STEP 3: Create your PIN

- A screen will appear that allows you to create a Personal Identification Number (PIN) for future use of the Guest Access Portal.
- *NOTE: Your PIN must be a multi-digit number with no spaces, letters or special characters.*
- **Enter your e-mail address, your Old PIN (the action password), and a new PIN.**
- **Validate your new PIN by entering it a second time.**
- **Click the Save button.**

Enter your new PIN twice. The UNC Charlotte Guest Access Portal requires a 6 digit numeric PIN.

✓ Welcome to the UNC Charlotte Guest Access Portal! Your email address has been verified. The next step is to save your PIN for Guest access.

* - indicates a required field.

Minimum PIN length: 6 Maximum PIN length: 15.

Enter e-mail address: normniner@uncc.edu

Enter Old PIN:

Enter New PIN:

Validate PIN:

Save

- A message will confirm that “your new PIN has been successfully saved.”

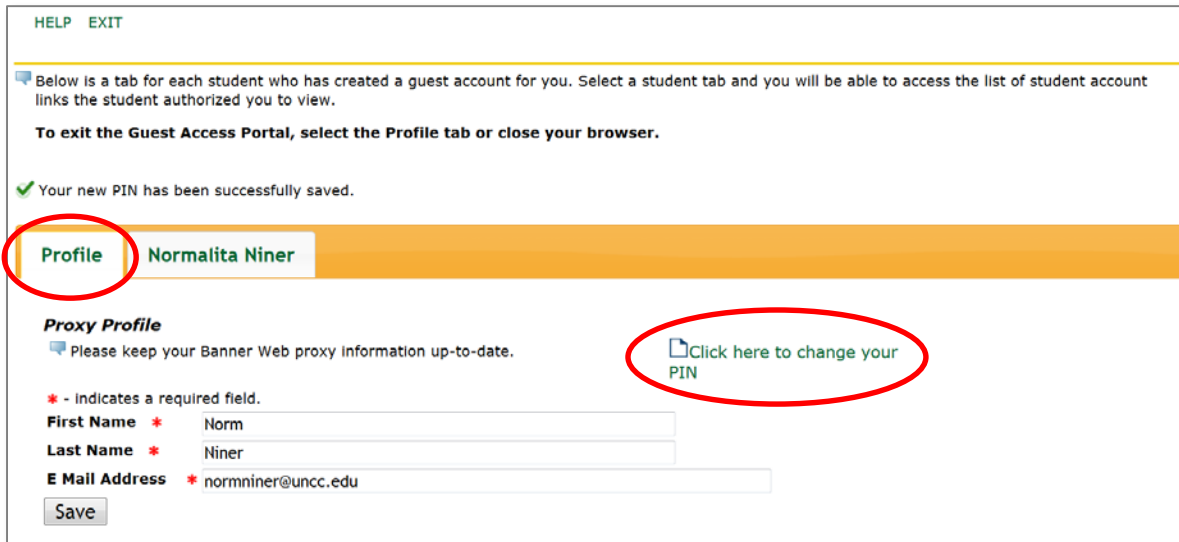
✓ Your new PIN has been successfully saved.

Profile Normalita Niner

STEP 4: View Profile/Verify your Profile information

The "Profile" page is where guests view student records.

- You can change your PIN at any time using the corresponding link as circled below.
- Please verify that all of the information on this screen is correct.



HELP EXIT

Below is a tab for each student who has created a guest account for you. Select a student tab and you will be able to access the list of student account links the student authorized you to view.

To exit the Guest Access Portal, select the Profile tab or close your browser.

✔ Your new PIN has been successfully saved.

Profile Normalita Niner

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

* - Indicates a required field.

First Name * Norm

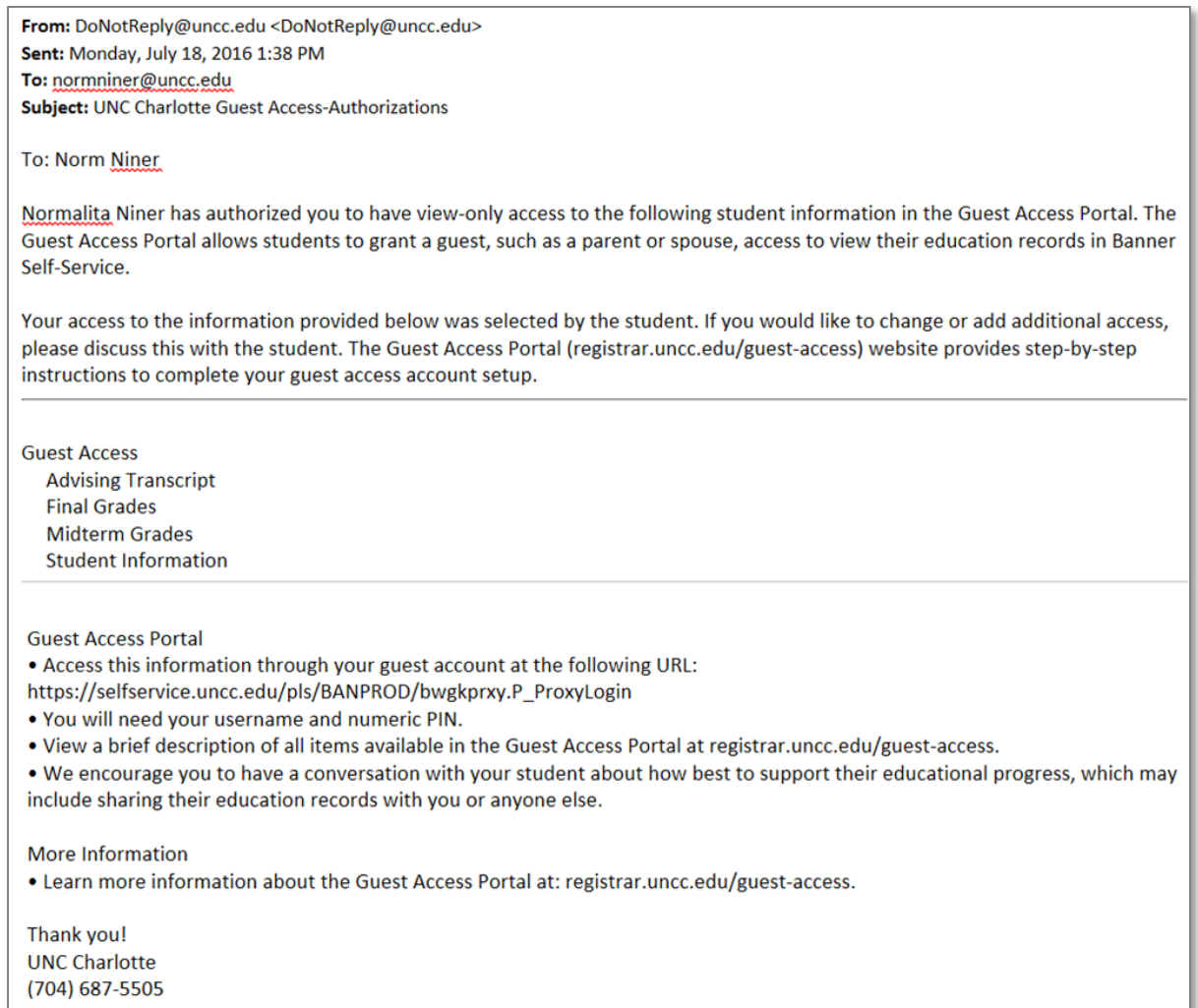
Last Name * Niner

E Mail Address * normniner@uncc.edu

Save

STEP 5: View Education Records

Normalita's guest should have received an email message informing him about this access once it was granted. The email will look similar to this:



- **Click the tab labeled with the student's name** to view that student's academic records. Every student who has granted you this permission will have their own separate tab.

The screenshot shows the Guest Access Portal interface. At the top, there is a navigation bar with two tabs: "Profile" and "Normalita Niner". The "Normalita Niner" tab is highlighted with a red circle. Below the navigation bar, the "Proxy Profile" section is visible. It includes a message: "Please keep your Banner Web proxy information up-to-date." and a link: "Click here to change your PIN". Below this, there is a legend: "* - Indicates a required field." and three input fields: "First Name" (with a red asterisk) containing "Norm", "Last Name" (with a red asterisk) containing "Niner", and "E Mail Address" (with a red asterisk) containing "normniner@uncc.edu". A "Save" button is located at the bottom left of the form.

- **Click one of the links shown.**
 - In our example below, Normalita Niner (our sample student) has authorized her guest (Norm Niner) to view five information pages: *Account Summary*, *Advising Transcript*, *Final Grades*, *Midterm Grades*, and *Student Information*.
 - Access to a student's academic records can only be provided by that student. If you wish to view other Banner pages, you must contact that student to request additional access.
- In the following example, Normalita Niner's guest clicks on her Final Grades link.

Profile Normalita Niner

Proxy Authorizations
 The following student account links have been specifically authorized for your use by the student. All pages will display in a separate window. Use the EXIT link to close the Guest Access window. There is no need to close the window until you have completed all guest access.

Guest Access for Normalita Niner

- Account Summary
- Advising Transcript
- Final Grades**
- Midterm Grades
- Student Information

- And Normalita's final grades are displayed.

UNC CHARLOTTE Banner Self Service @ UNC Charlotte-BANUPGR

HELP EXIT

You are viewing Normalita Niner's information

Student Information

Current Program
 Bachelor of Science

Level: Undergraduate
Program: Comp Sci-BS-Compting Systems
Admit Term: Fall 2015
Admit Type: Transfer with 4 YR Degree
Catalog Term: Fall 2015
College: Computing and Informatics
Major and Department: Computer Science, Computer Science
Major Concentration: Computing Systems
Academic Standing: Good Standing

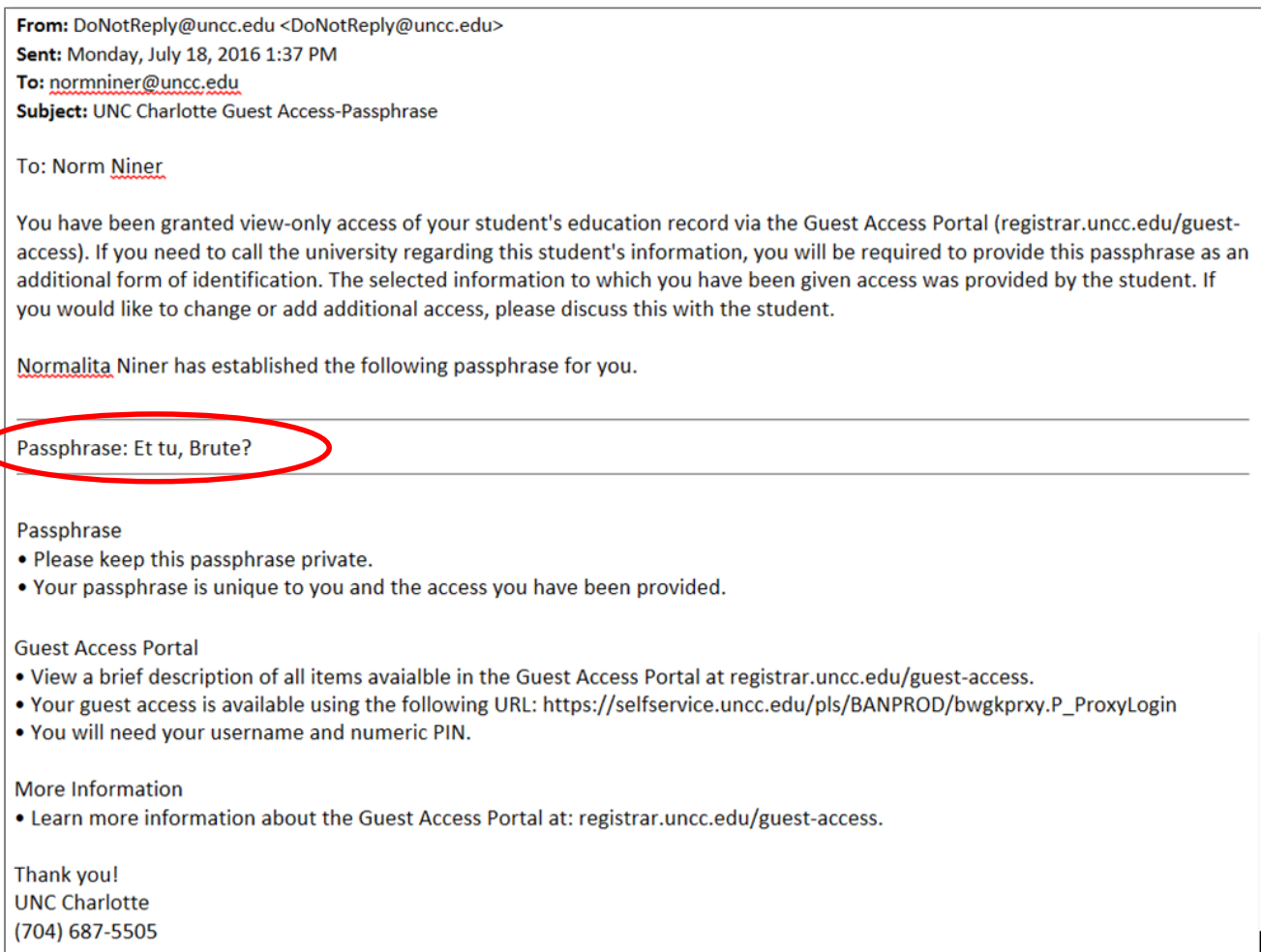
Undergraduate Course work

CRN	Subject	Course	Section	Course Title	Campus	Final Grade	Attempted	Earned	GPA Hours	Quality Points
10109	ITCS	1212	001	Intro to Computer Science	Main/Uptown Center	B	4.000	4.000	4.000	12.00
10134	ITCS	1212L	L15	Programming Lab I	Main/Uptown Center	P	0.000	0.000	0.000	0.00

Your Guest Access Passphrase

Some guests may want to contact the university by telephone or in person to discuss matters pertaining to their student's academic records. To identify guests to whom students have given access, *a passphrase is used*. A passphrase is a distinct verbal expression created by the student and shared with the guest. The passphrase enables UNC Charlotte staff to confirm the guest's identity and to see which information the student has permitted the guest to view.

Once the student decides on a passphrase, this information can be sent by the student to the guest's e-mail account. Here's an example of an email containing a student's passphrase.



- When you are finished viewing the student's academic records, **you can exit the Guest Access Portal by clicking on the "X" that closes your browser window.**

