

SFS Proxy Access – Proxy Instructions

When your student creates your Proxy Access account, you will receive 2 emails.

The first email (shown below), with subject “READ FIRST: Action Required To Activate UVM Proxy Access” contains a one-time use web address (URL) as well as an “Action Password” for you to complete the set-up of your Proxy Access account.

Dear: Susan Davis

Christopher Davis has set you up as an SFS proxy, which grants you online access to their UVM student account details and/or financial aid information.

Your proxy access was created using email address susandavis@test.com.

You will need to visit https://aiswebt1.uvm.edu/pls/owa_aist/bwgkpxya.P_PA_Action?p_token=QUFCaHpUQUFSQUFBMG8wQUFM to establish your proxy access password. Enter the email address that was used to establish proxy access.

YOUR ACTION PASSWORD IS: 3VDHWKG9

Once logged in you will be prompted to enter a new password for subsequent logins. This temporary password will remain active for 5 DAYS from the date of this e-mail. If you do not activate your Proxy Access account within this time frame and the password expires, the student will need to access your Proxy Profile through the student portal and select "Reset PIN" to issue a new password.

Please visit our support site (uvm.edu/sfs/support) and enter “proxy access” in the search box for additional information.

Sincerely,
UVM Student Financial Services

PLEASE DO NOT REPLY TO THIS E-MAIL. THIS E-MAIL ADDRESS IS USED BY AN AUTOMATED SYSTEM AND IS NOT MONITORED.

The second email (shown below) with subject “New UVM SFS Proxy Relationship” contains the web address for subsequent logins. As outlined in this email, the student must authorize screens for your use before you will have online access to their information.

Dear: Susan Davis

Christopher Davis has set you up as an SFS Proxy, which grants you online access to their UVM student account details and/or financial aid information.

The proxy access was created using email address susandavis@test.com.

To access your proxy account, please visit www.uvm.edu/sfs/proxy and enter your pin.

The next step is for Christopher Davis to authorize screens for your use if they have not already done so. After logging into your Proxy Access account, you will see a tab listing your student's name. Clicking on the name will display the "Proxy Authorizations" selected by the student. If you do not have a list of authorized access screens, contact Christopher Davis to have them complete the Proxy Authorizations process and send your authorization confirmation email.

Please visit our support site (uvm.edu/sfs/support) and enter “proxy access” in the search box for additional information.

Sincerely,
UVM Student Financial Services

PLEASE DO NOT REPLY TO THIS E-MAIL. THIS E-MAIL ADDRESS IS USED BY AN AUTOMATED SYSTEM AND IS NOT MONITORED.

Click on the URL in the first email to access this login page and enter the Action Password provided.

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*

The next step will be for you to change your PIN. Enter the Action Password as your old PIN. Enter a new PIN. The PIN must be numeric and be between 6 & 15 digits. Click save.

Reset PIN

Enter your new PIN twice. The PIN must be numeric and be between 6 and 15 digits.

✓ 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: 15.

Enter e-mail address*

Enter Old PIN*

Enter New PIN*

Validate PIN*

You are now logged into your Proxy account. On the profile tab you can update your email address or request to change your PIN.

Proxy Access Home

You will see a tab for each student who has authorized access to their information. **Select the Profile tab (or close your browser) to exit.**

✓ Your new PIN has been successfully saved.

Profile Hadley Marie Bloomhardt

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

* - indicates a required field.

First Name *

Last Name *

E Mail Address *

Click on the tab with your student's name to access the authorized screens. If you have more than one student who has authorized you to view their information, you will see a tab for each student.

When you click on the link to an authorized screen, such as "View Current Account Balance" it will launch in a new browser window.

To exit the Proxy Access system, please close your browser.

Note: If no pages have been authorized, please contact your student and request that they set up your authorizations as outlined in the student instructions.

Proxy Access Home

You will see a tab for each student who has authorized access to their information. **Select the Profile tab (or close your browser) to exit.**

Profile

Hadley Marie Bloomhardt

Proxy Authorizations

The following information has been specifically authorized for your use.

Proxy Accounts Receivable Options for Hadley Marie Bloomhardt

- View Current Account Balance
- View Account Summary
- View Account Summary by Calendar Year
- View Latest and Previous Bills
- View 1098-T

Proxy Financial Aid Options for Hadley Marie Bloomhardt

- View Financial Aid Award
- View Requirements

For subsequent logins, please go to www.uvm.edu/sfs/proxy.