Students: How to grant PROWL access to a parent, legal guardian, or other guest via Proxy

1. Login to PROWL via MyLMU

![MyLMU Login Page]

2. Click on Proxy Menu tab

![PROWL Proxy Menu]

Main Menu

Welcome, Joe L. Lion, to the Loyola Marymount University PROWL system! Last v

Student Services
Register for classes, view your academic records and Student Accounts information.

Financial Aid
Apply for Financial Aid; Review the status of your financial aid applications; Check the status of document requirements; Rev

Personal Information
Change your FIN & Security Question; View/Update your address(es), emergency contact information, LNU Alert information

Vehicle Registration Permit Application
Parking Management Vehicle Registration Permit Application

Law Students – click here
3. Select “Proxy Management”

Proxy Access Menu

Proxy Management

This page allows you to add proxy access to selected Banner Web pages. Anyone with an e-mail address and a password can view the Banner pages to which proxy access has been granted.

4. Select “Add Proxy”

Proxy Management

Proxy List

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

- The proxy delete was successful.

- Your proxy list is empty.

Add Proxy
5. Enter First Name, Last Name, and Email Address. Select “Add Proxy”.

6. Select “Expand”.

Proxy Management

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

- The proxy delete was successful.
- Your proxy list is empty.

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*       Father
Last Name*        Lion
E-mail Address*   registrar@lmu.edu
Verify E-mail Address*   registrar@lmu.edu
Add Proxy

Proxy Management

- A new proxy has been successfully added.

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

Expand Father Lion registrar@lmu.edu 0 pages

Add Proxy
7. Under the “Profile” tab select the appropriate relationship to the third party (“Parent or Legal Guardian” or “Other”)

8. Go to “Authorization” tab
9. Select the check boxes for the items you wish to authorize your parent/guest to view. Selecting the check box for a category will select all pages for that category.

10. The Proxy (parent/guest) will receive an email with instructions for using PROWL to view your information