



TOWER Proxy

Parent Instructions

# TOWER Proxy Parent Instructions

## Introduction

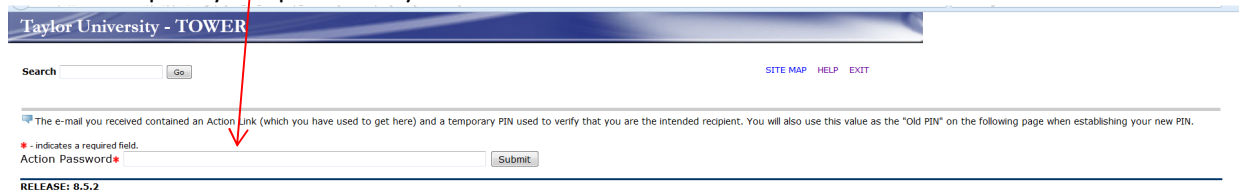
TOWER Proxy replaces TOWER4Parent as a means for you, as a parent, to access your student's on-line academic information. As with TOWER4Parent, your student must create an account and authorize you to access their on-line academic information. Even if you had access with TOWER4Parent, your student must re-create the account and re-authorize its access. You must have a valid e-mail address to have a proxy account created and access the site.

### \*\*\*FERPA NOTICE\*\*\*

Your student controls who is designated as a proxy and what information the individual can see. Designating an individual proxy privileges will not be interpreted by Taylor University as providing a FERPA release allowing the university to share additional private student information. In order for the university to share private information with you as a parent or guardian, your student must have a signed FERPA release on file in the Registrar's Office.

## Establishing an account

1. Your student must first create a TOWER Proxy account using your valid e-mail address. Your student has been provided information on this process.
2. When the account is created, you will receive an e-mail with authentication instructions.
3. Click on the link provided. The following web page will open in your default browser. Enter the temporary PIN provided by the e-mail. Click the "Submit" button.



The screenshot shows the Taylor University TOWER web page. At the top, there is a search bar with a "Go" button and links for "SITE MAP", "HELP", and "EXIT". Below the search bar, a message states: "The e-mail you received contained an Action Link (which you have used to get here) and a temporary PIN 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." Below this message, there is a field for "Action Password" with a red asterisk indicating it is a required field, and a "Submit" button. A red arrow points from the "Action Link" mentioned in the message to the "Action Password" field.

NOTE: You will be able to click on the provided link only **ONCE**. If you happen to close your browser before completing the process, you will need your student to reset your PIN which will generate another message allowing you to complete the process.

4. You will be asked to reset your temporary PIN. To do this, enter your e-mail address used to create the account and enter the temporary PIN (sent to you in the e-mail) as the Old PIN. Create and enter a new PIN. Enter the new PIN in the "Validate PIN" field. Click "Save."

### \*\*\*Special note to TU employees\*\*\*

Be sure to closely verify the e-mail address used to create your account. Instead of ending with @taylor.edu it might end with @tayloru.edu. (Note the u after taylor)

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

### 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.

\* - indicates a required field.

Minimum PIN length: 6 Maximum PIN length: 20.

Enter e-mail address\*

Enter Old PIN\*

Enter New PIN\*

Validate PIN\*

RELEASE: 8.5.2

- After resetting your PIN, you will be directed to the TOWER Proxy Access Home page. You will need to update the required information before accessing your student's information. This includes: Mailing address, City, State, Country.

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### TOWER Proxy Access Home

You will see a tab for each TOWER Proxy user who has authorized pages for you to access. Select a named tab to enter PROXY MODE. You will then see a list of links for pages authorized by that user.

While in PROXY MODE any links and tabs above will be disabled. Select the Profile tab (or close your browser) to exit proxy mode.

When you activate a link, the focus will change to another browser window dedicated to proxy display. The window title and page content (including links) are only valid for the selected user.

Complete student account information is available on a secure online site, including billing and monthly statements. Taylor University has contracted with an outside company (TouchNet) to provide this service. Access to TouchNet requires a separate username and password. For questions regarding TouchNet student account billing, e-mail [bursar@taylor.edu](mailto:bursar@taylor.edu) or call 765-998-5123. Click here to go to TouchNet.

Changes have been saved.

Required data missing : Address Line 1 : City : State : Zipcode : Nation

Profile **John Mark Taylor**

Required data missing : Address Line 1 : City : State : Zipcode : Nation

#### Proxy Profile

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

\* - indicates a required field.

Salutation

First Name \* Dad

Middle Name

Last Name \* Taylor

Name Suffix

Nickname

Permanent e-mail address E Mail Address \*

Phone Area Code

Phone Number

Phone Extension

Permanent Home Address Address Line 1 \*

Permanent Home Address Address Line 2

Permanent Home Address Address Line 3

City \*

State \*

Zipcode \*

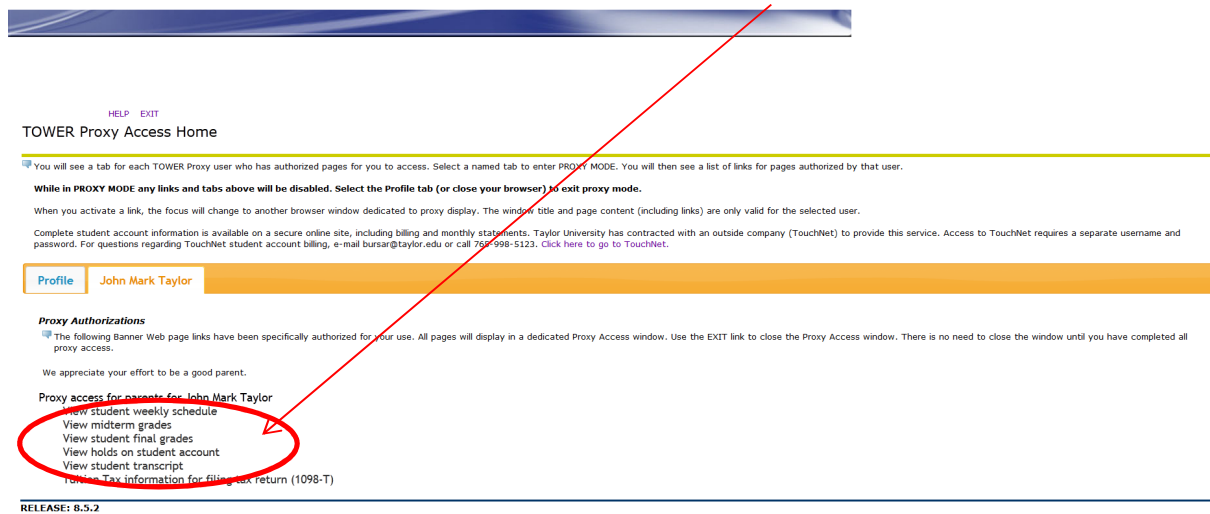
Nation \*

Gender

Birthdate (MM/DD/YYYY)

- If you have more than one student at Taylor who has authorized you to access their information, all of the names will appear across the page. To access your student's on-line academic information, click on their name.

7. Click on the link to view the information listed. A new window will open with that information..



HELP EXIT

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Profile John Mark Taylor

#### Proxy Authorizations

The following Banner Web page links have been specifically authorized for your use. All pages will display in a dedicated Proxy Access window. Use the EXIT link to close the Proxy Access window. There is no need to close the window until you have completed all proxy access.

We appreciate your effort to be a good parent.

**Proxy access for parents for John Mark Taylor**

- View student weekly schedule
- View midterm grades
- View student final grades
- View holds on student account
- View student transcript
- View Tax information for filing tax return (1098-T)

RELEASE: 8.5.2

8. When you are finished viewing the information, close the browser window or click EXIT. You will be returned to the TOWER Proxy Access Home.
9. To exit the system, first click on the profile tab, then click on exit at the top of the page.
10. You may now close the browser.

After authenticating your account, use this link to access the login page for TOWER Proxy:  
<https://services.taylor.edu/pls/tower/bwgkprxy.P> ProxyLogin.

Questions regarding TOWER Proxy may be directed to [TOWERProxy@taylor.edu](mailto:TOWERProxy@taylor.edu) or by calling Client & Media Services at 765-998-4040