



Proxy Access + Passphrase Information

Table of Contents

(ctrl + click on any of the bullets to go directly to that topic)

- [Proxy Access](#)
- [Passphrase](#)
- [Tips](#)

1. Go to the Barton Website: www.bartonccc.edu
2. Head to MyBarton Portal.



1. Go to MyBarton Portal.
2. Login with your Username and Password.

The screenshot shows the MyBarton Portal homepage. On the left is a navigation menu with links for Admissions, Academics, Barton Online, Students, Community, and About. Below the menu are social media icons for Facebook, Twitter, YouTube, Messenger, Instagram, Snapchat, and TikTok. The main content area features a 'Welcome to the MyBarton Portal' header, an 'Announcements' section with a note about OKTA Multi-Factor Authentication, and a 'How to log in to the portal' section with links for Students, Employees, and Still having problems?. On the right side, there is a 'MYBARTON PORTAL LOGIN' button with an arrow pointing to it, a 'Use MyBarton to Access:' list, and buttons for 'FINANCIAL AID', 'SUPPORT SERVICES', 'COURSE SE...', and 'BILLING & PAYMENT'. A chatbot window for 'Bart the Cougar' is also visible in the bottom right corner.

BARTON COMMUNITY COLLEGE

Welcome to the MyBarton Portal

Announcements

- **NOTE - Everyone will be prompted to use OKTA Multi-Factor Authentication to access the MyBarton Portal.**
 - Read the information about [OKTA Multi-Factor Authentication](#) in detail to avoid access issues.
 - You can use OKTA to reset your password going forward by looking for the MFA OKTA Security Card in the MyBarton Portal.
 - You can also use the "Need Help Signing in Link" at the bottom of the OKTA sign in page.
 - If you have issues logging in to MyBarton Portal, please complete a [Cougar Tech Support Form](#) for password assistance.
- Please be aware that all Business Office, Advisor, Financial Aid, and Enrollment Services communications will be through your Office 365 (O365) Barton student email account. To access your O365 account please login to your MyBarton Portal and locate the O365 card. Please note that this email account is not tied to your Canvas account.

How to log in to the portal

- Students +
- Employees +
- Still having problems? +

Need Help?

+ Chat with our chatbot, Bart the Cougar, on any Barton webpage

MYBARTON PORTAL LOGIN

Use MyBarton to Access:

- + Banner
- + Courses via Canvas
- + Student Financial Center
- + Barton Email
- + Transcript Requests
- + Concourse
- + Financial Aid
- + Student Housing Application
- + Apply for Graduation
- + Barton Bookstore
- + Degree Progress

FINANCIAL AID

SUPPORT SERVICES

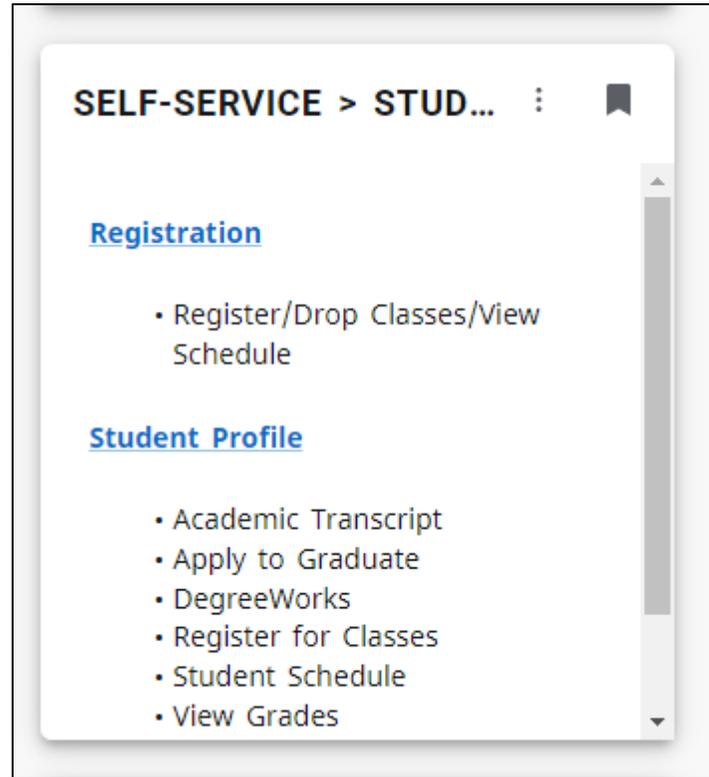
COURSE SE...

BILLING & PAYMENT

Hi there! My name is Bart, your personal helper bot. What can I help with today?

Talk to us!

1. From here you will go to the self-service > student card in the Portal



2. You will then scroll and select the Proxy Access Link





Proxy Access

- Select “Proxy Management”

BARTON
COMMUNITY COLLEGE

My Profile

My Profile

Profile picture Hello [redacted]
View, edit and update your general information records.

Personal Information
View and update your biographical and demographic information.

Direct Deposit
Create, view and update your direct deposit allocation(s).

Proxy Management
Add proxy access to selected Banner Web pages.

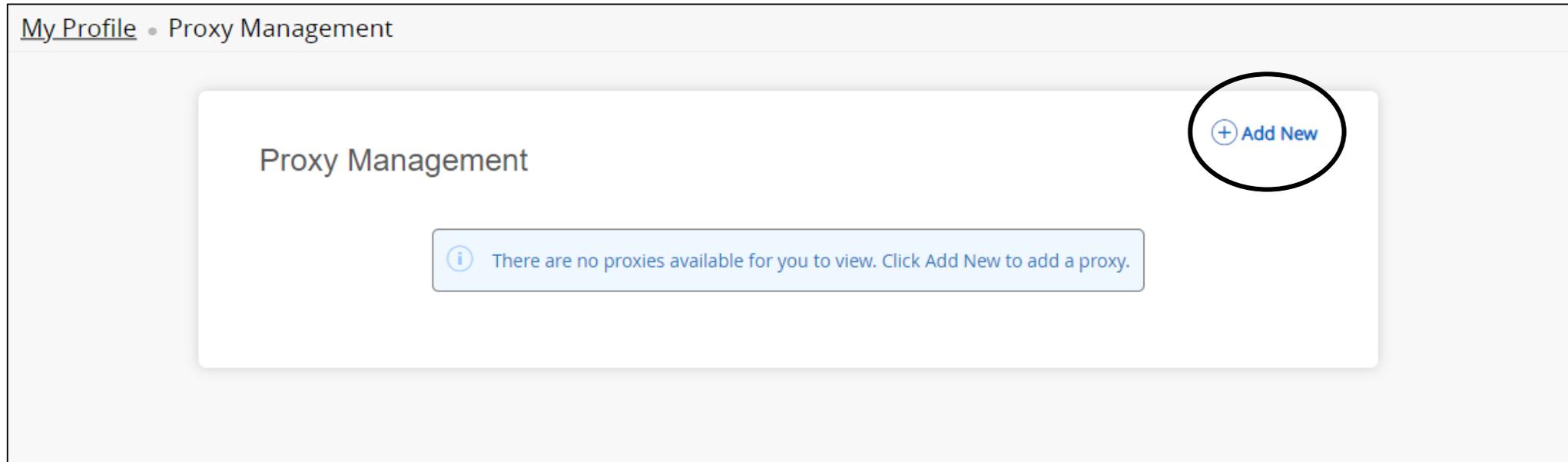
- Select “Add New”

[My Profile](#) • Proxy Management

Proxy Management

[+ Add New](#)

 There are no proxies available for you to view. Click Add New to add a proxy.



Proxy Information ⓘ

Profile (Required)

First Name

Last Name

E-Mail

Verify E-Mail

Relationship ⓘ

Start Date

Stop Date

Additional Information

Description

Passphrase

Authorizations (Required) ⓘ

Select All

Copy Authorizations ⓘ

- Account Summary
- Award Package
- Award History
- Student Detail Schedule
- Week at a Glance
- Financial Aid Status
- Student Grades
- Student Holds
- Student Profile

Cancel

Submit

- Enter the information that you want as your Proxy:
- **First Name:** Enter the Proxy's First Name
- **Last Name:** Enter the Proxy's Last Name
- **Email:** Enter the Proxy's Email
- **Verify Email:** Enter the same email as you did above
- **Relationship:** Select Parent, Guardian, or Trusted Third Party
- **Start Date:** The Start date should automatically be today's date
- **End Date:** The End date should automatically be 2 years from the start date
- **Description:** You can add whatever you like (I would just leave it alone)
- **Passphrase:** Optional (see slide 18)
- **Authorization:** Select how much information that your proxy can have access to.

My Profile • Proxy Management • Proxy Information

Description

Passphrase

Authorizations (Required) ⓘ

Select All

Copy Authorizations ⓘ

Account Summary
 Award Package
 Award History
 Student Detail Schedule
 Week at a Glance
 Financial Aid Status
 Student Grades
 Student Holds
 Student Profile

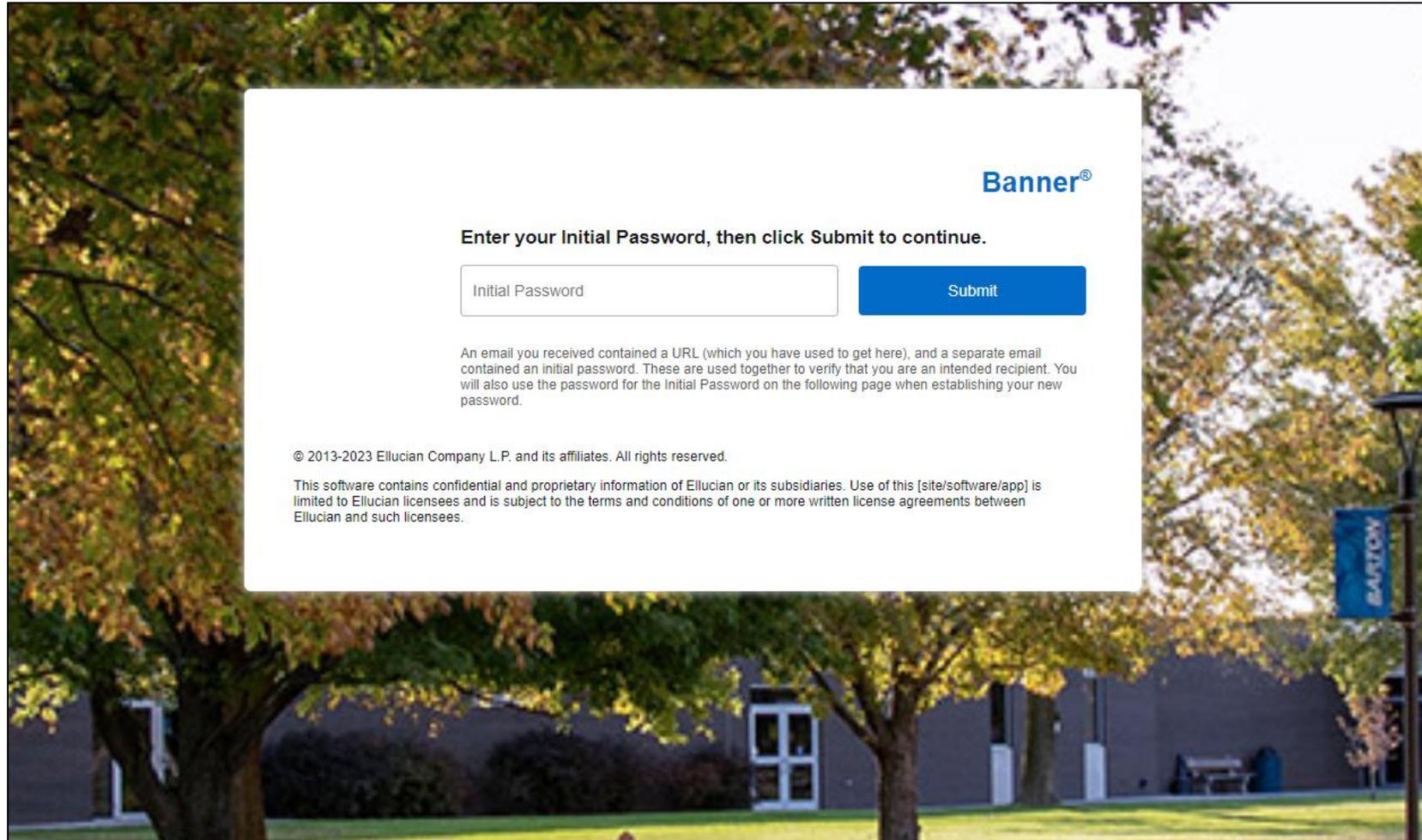
- Once you click Submit, you will get an email instructing you to click a link to set up your Proxy Account.

██████████ has added ██████████@gmail.com as a proxy in Barton Community College's Proxy Access system.

To log in for the first time, follow the URL:
https://studentsb-prod.ec.bartonccc.edu/StudentSelfService/ssb/proxy/proxyAction?p_token=QUFBWGhhQUFLQUFINTIzQUFv

NOTE: This URL can only be used once and is active for a limited time. A temporary password will be sent to you in a subsequent email.
If you feel you have received this message in error, please forward to ██████████@bartonccc.edu

- When you click on the link, it will bring you to this screen and you will have to insert the Temporary Password that will be sent to you through email.



- This is the email that you will get for the Temporary Password to insert on the previous screen.

You should have already received an email with the proxy access URL from Barton Community College

Use [REDACTED] as the initial password when you access the URL.

The first time you connect to the web site you will be asked to establish a permanent password for subsequent logins. We also ask that you fill in your profile information completely and confirm that it is up to date.

If you feel you have received this message in error, please forward to [REDACTED]

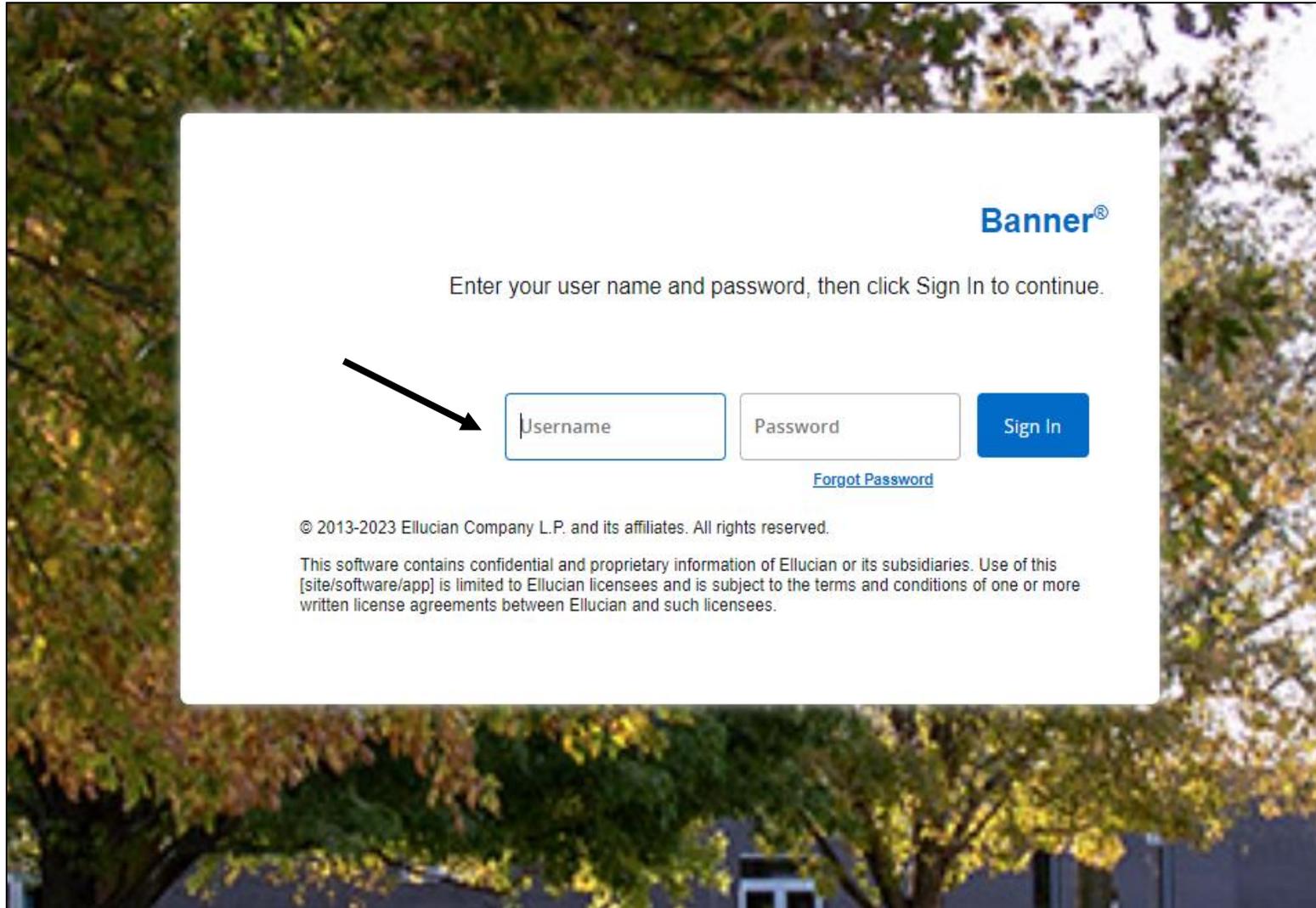
- After entering your temp password and clicking submit, it will have you insert your information here:
- Email
- Temp Password
- New Password
- Validate the New Password.



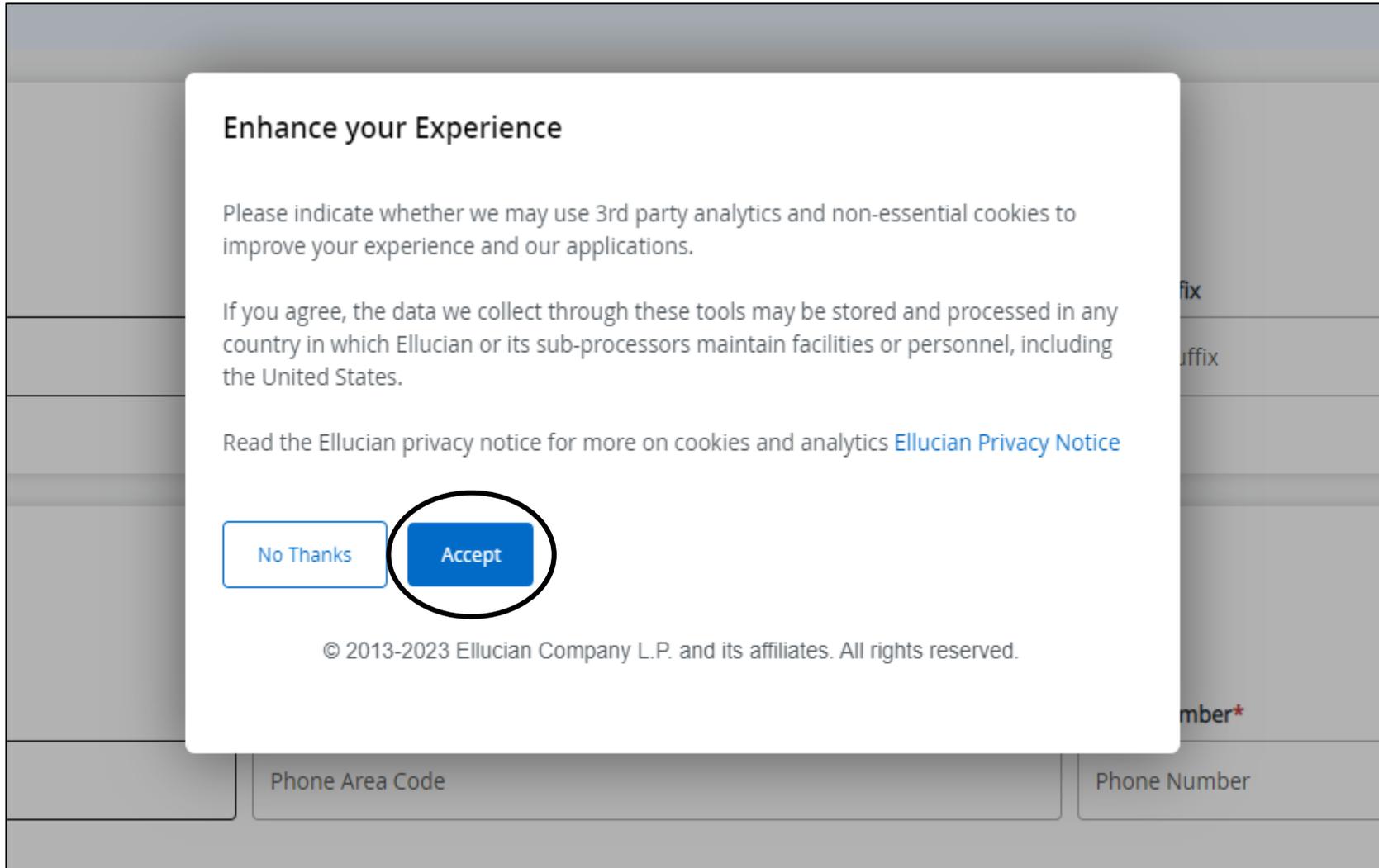
Reset your security password for Proxy Access.

Your email address has been verified. The next step is to save your password for proxy access. Enter your new password twice. For higher security, use a combination of uppercase letters, lowercase letters and numbers.

- Click Submit and it will have you Login.
- The username is the Email, and the password is the New Password you created.



- Click Sign in and you will get this pop up “Enhance your Experience.” Click Accept.



- This will be the Proxy's Account information, make sure you fill out the information. Click Submit.

Personal Details

* - indicates a required field.

First Name*

Last Name*

Name Suffix

Contact

* - indicates a required field.

Home E-Mail Address*

Phone Area Code*

Phone Number*

Other Info

* - indicates a required field.

Birth Date*

- This will be the Main Menu to look at your student's information for school. If you go under "I am a proxy for (Student Name) on the left, should be a view dropdown and you can look at the information the student gave you access to.

Hello

 You've been authorized to view content for the student(s) below. Click each tile to select the page you wish to view.



Proxy Personal Information

View/Update Proxy Personal Information.



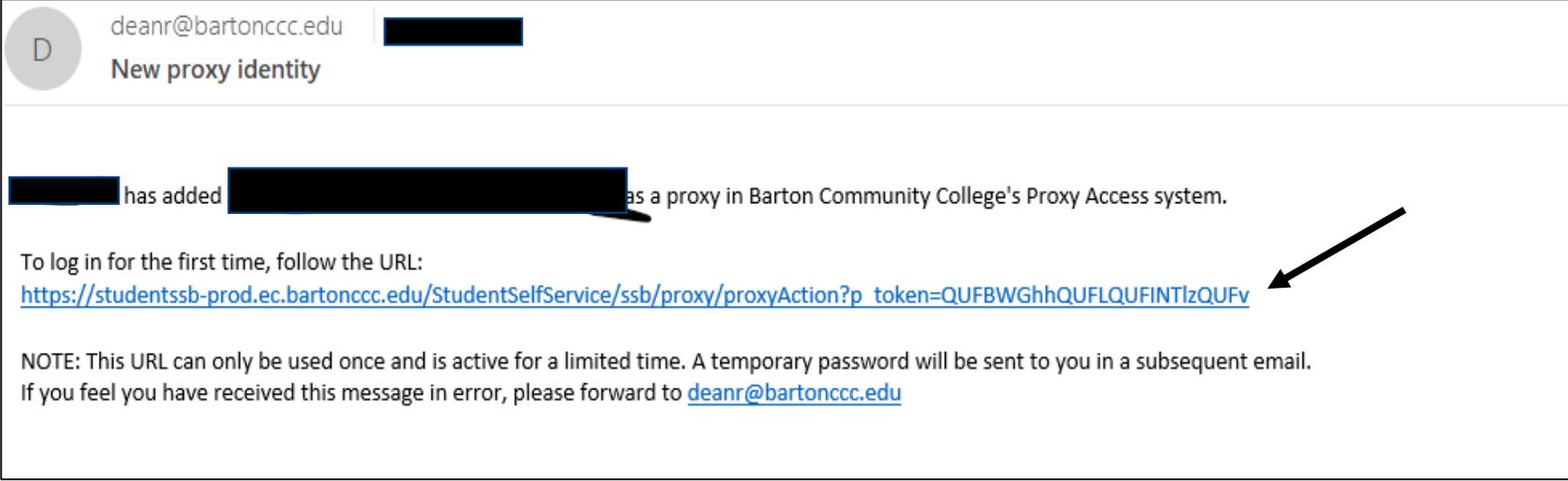
I am a proxy for

Select to view

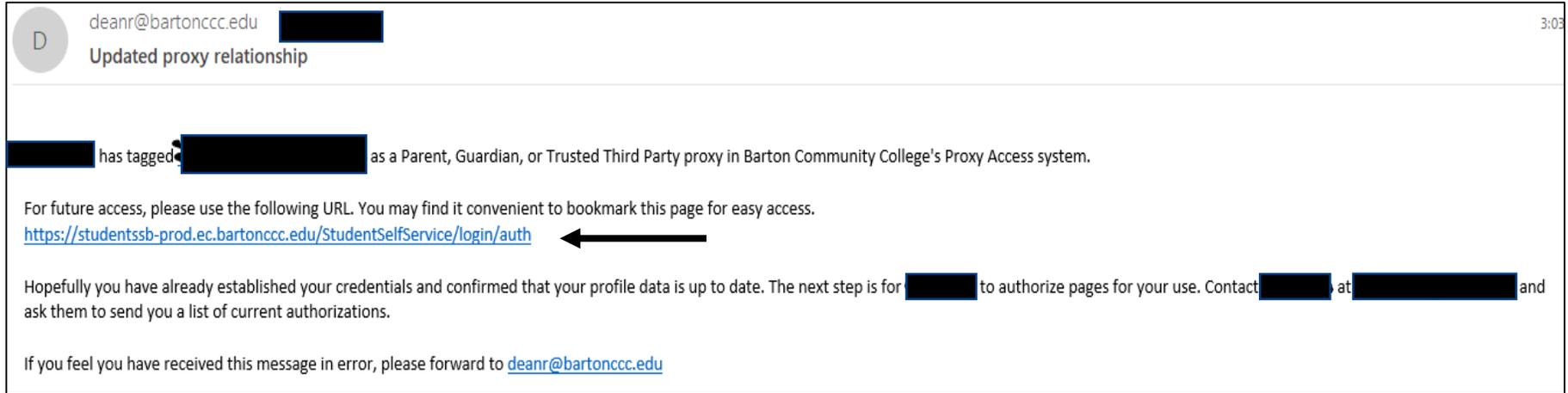


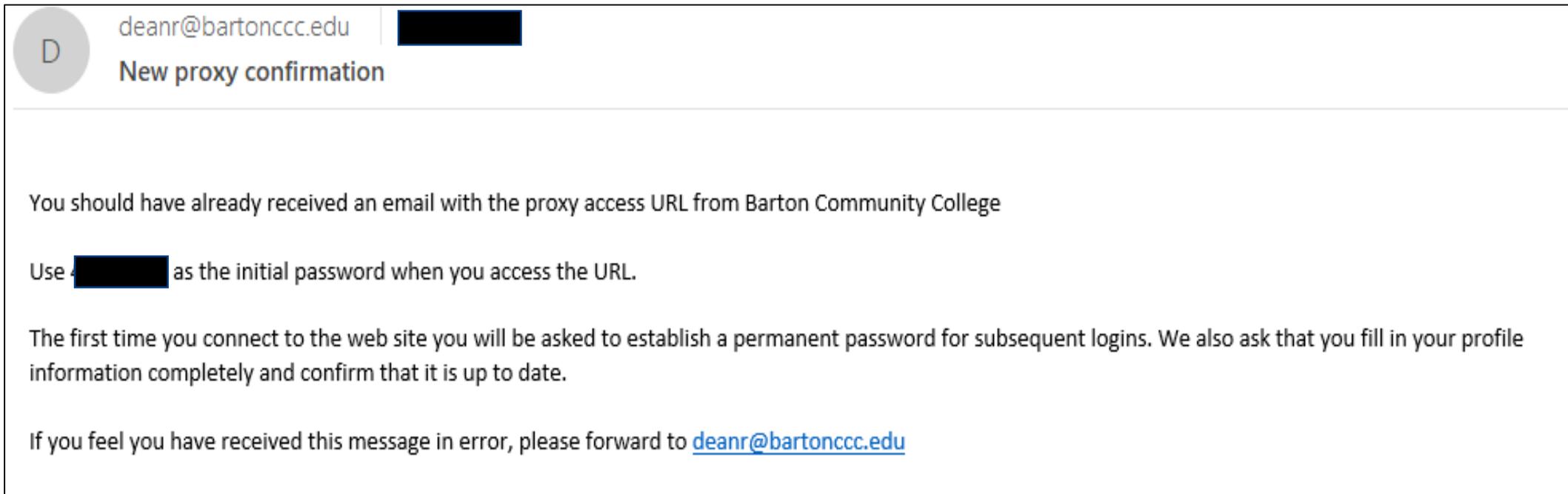


Passphrase



- When you choose to include a Passphrase for Proxy Access, you will get an email “Updated proxy relationship.” This email will provide you with a link (Please Bookmark it). That link will give you access to your student’s information such as Grades and Awards.





- There will then be a “New Proxy Confirmation” email including your password to use for the link that you have previously clicked.

- Click Email Passphrase to email the Proxy for the Password.

My Profile • Proxy Management • Proxy Information

Proxy Information History Communication

Relationship ⓘ
Parent, Guardian, or Trusted Third Party

Start Date: 10/25/2023 Stop Date: 10/24/2025

Additional Information

Description: Description

Passphrase: Barton123

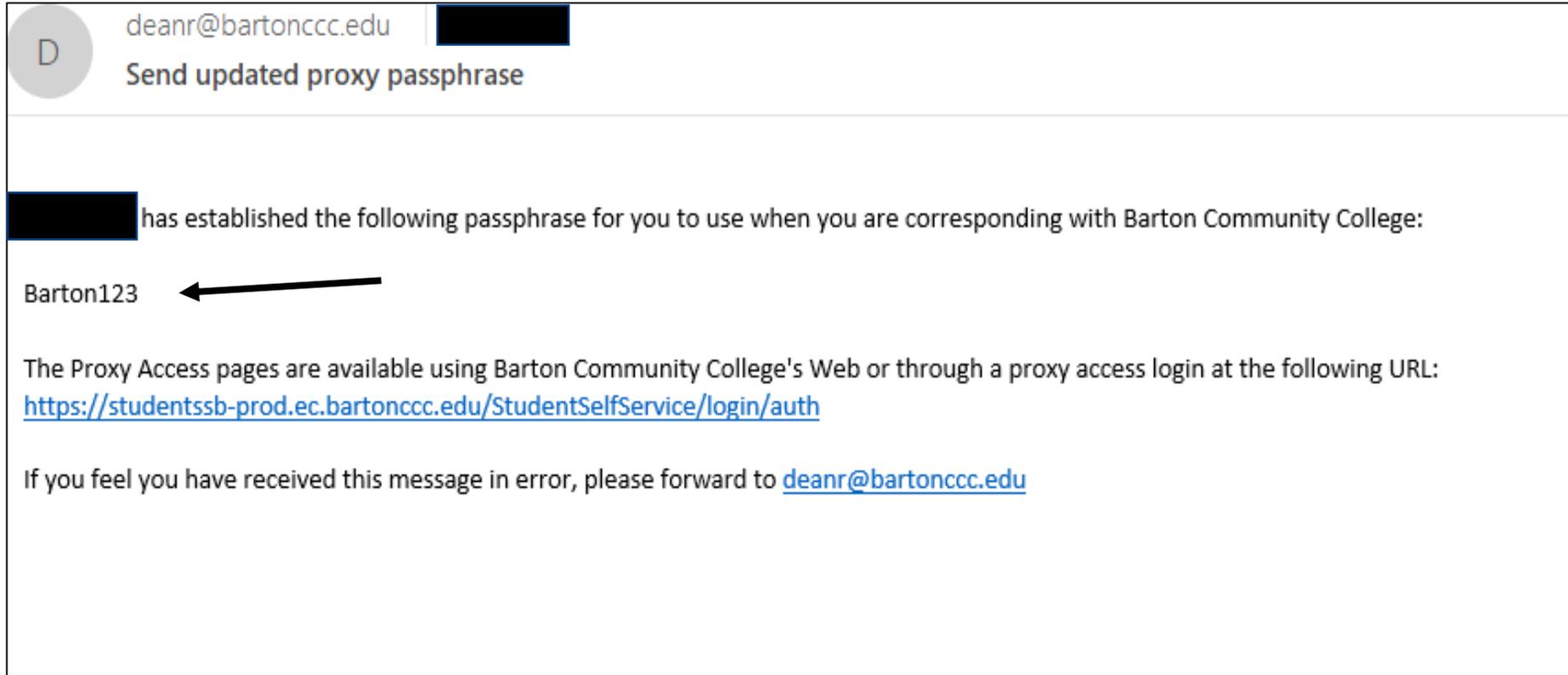
Password expiration date: 10/18/2024

E-mail address verified on: 10/19/2023

 [E-mail Passphrase](#)



- This Email will be sent which includes the Passphrase code:



- If you clicked on Email Authorizations, it will send them a email of which options you chose for them to access .

Authorizations (Required) ⓘ

Select All

Copy Authorizations ⓘ

Select a Person ▼

- Account Summary
- Award Package
- Award History
- Student Detail Schedule
- Week at a Glance
- Financial Aid Status
- Student Grades
- Student Holds
- Student Profile
- E-mail Authorizations

Cancel Submit

- This will be the email that you get which shows you all of what the student chooses for you to look at.

 deanr@bartonccc.edu [REDACTED]
Updated proxy access authorizations

[REDACTED]
[REDACTED] has authorized you to have proxy access to the following pages:

Parent Access

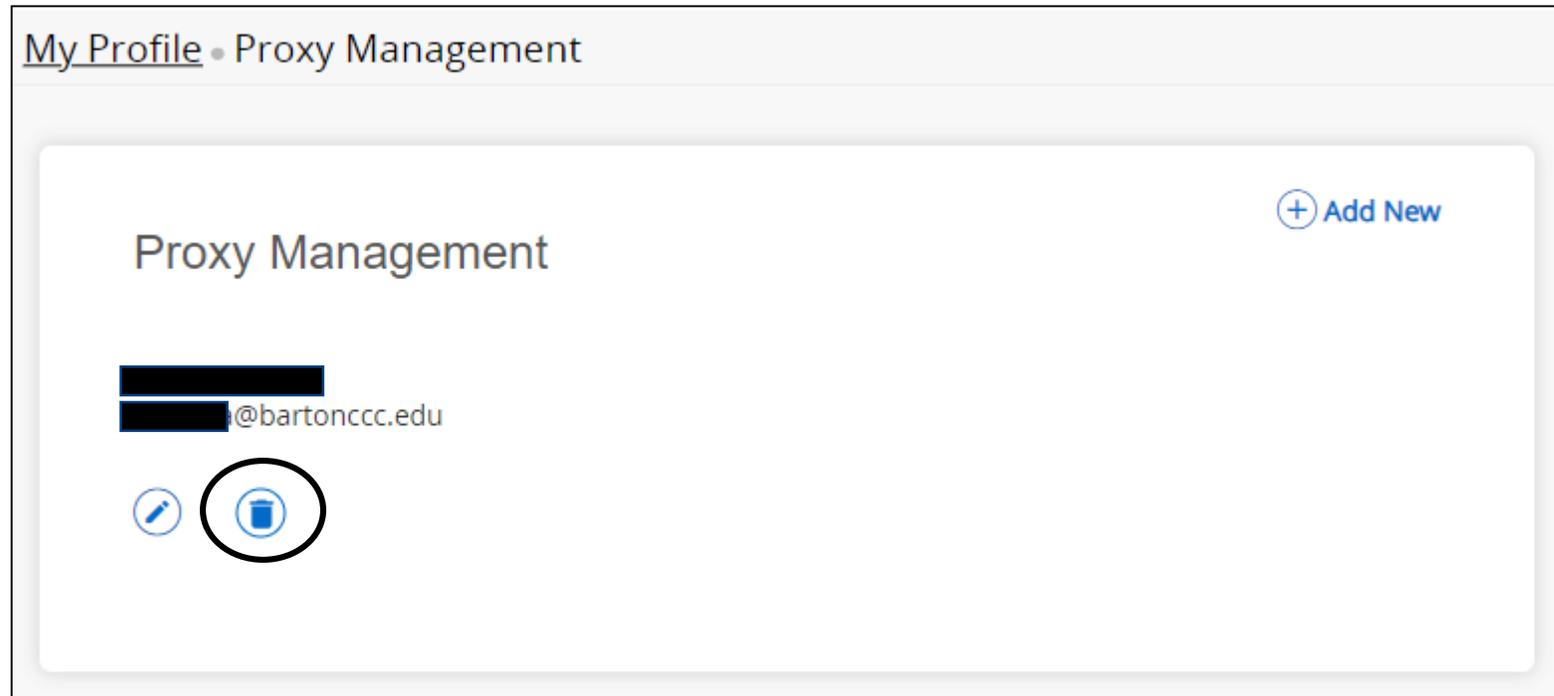
- Account Summary
- Award Package
- Award History
- Student Detail Schedule
- Week at a Glance
- Financial Aid Status
- Student Grades
- Student Holds
- Student Profile

The Proxy Access pages are available using the school's Banner Web or through a proxy access login at the following URL:
<https://studentssb-prod.ec.bartonccc.edu/StudentSelfService/login/auth>
If you feel you have received this message in error, please forward to deanr@bartonccc.edu



Tips

- To delete a Proxy, log into your PAWS account, navigate to the proxy management as previously done, then you will see who you manage, and if you click on the trash icon, it will remove a person from being a proxy.



- This will be the Email that you get when you click on the Trash Can icon and delete the Proxy.

