



# Donor Delegation (Banner)

Student User Guide

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Banner Team

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## Donor Delegation

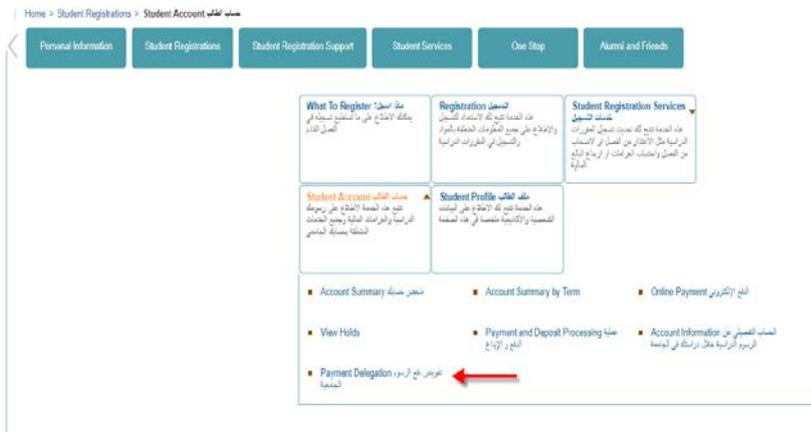
1) Click on "Student Registrations" after you login to myBanner.



2) Click on "Student Account" under the "Student Registrations" menu



3) Click on "Payment Delegation" link



4) Click on the button "Add Proxy" to add a new person

# Proxy Management

Home > Proxy Menu > Parent Payment Delegation

## Proxy List

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

Expand Fahad Ali [redacted] 0 pages

Expand Ra Sh ryn@qu.edu.qa 1 page

 [Add Proxy](#) 

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RELEASE: 8.7.1.1

- 5) Insert the first name, last name, and E-mail Address and click on "Add Proxy" button.

## 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\*

Last Name\*

E-mail Address\*

Verify E-mail Address\*



- 6) Click on the button  to open the person profile.

## Proxy Management

Home > Proxy Menu > Parent Payment Delegation

 A new proxy has been successfully added.

## Proxy List

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

Expand Fahad Ali fahad\_alishaq@hotmail.com 0 pages

Expand ali Naser naksss@qu.edu.qa 0 pages 

Expand Ra Sh ryn@qu.edu.qa 1 page

  [Add Proxy](#)

7) Under the Profile tab, select "Donor" in the relationship field

Profile ← tion History Communication

### Proxy Profile

Please select your relationship with this proxy. The list of pages available to the proxy is based on relationship type. The description field is your personal note about this proxy (dad, mom, soccer coach, company name). This phone calls or other off-line queries by this proxy. You must communicate the passphrase to your proxy. You can control the start and end dates for proxy access below.

Special profile tab information text dealing with parents.

\* - indicates a required field.

Relationship\* Parent  
Description Donor  
Employer or Hiring Agency  
Financial Sponsor  
Parent

Start Date (MM/DD/YYYY)\*  
Stop Date (MM/DD/YYYY)\* 11/13/2024

Reset PIN Delete Proxy Relationship

PIN expiration date: Aug 10, 2026  
E-mail address verified on: Nov 14, 2023

Add Proxy

8) Click on the tab Authorization and select the page that you would like your donor to access it and the following is the detail of each page:

- Online Payment allow your donor to make online payment on behave of the student
- Concise Student Schedule allow your donor to view student weekly schedule
- Academic Transcript allow your donor to view student grades term by term along term GPA and overall GPA.

Profile → Authorization History Communication

### Page Authorization

Select the information pages your proxy should be able to access. Once authorized, your proxy will be able to view and/or update these pages when they log in.

Copy Authorizations  
Select Proxy

E-mail Authorizations

Donor Menu Check to Select or Deselect ALL items below.

Concise Student Schedule الجدول الدراسي للطلاب

Academic Transcript كشف الدرجات التفصيلي

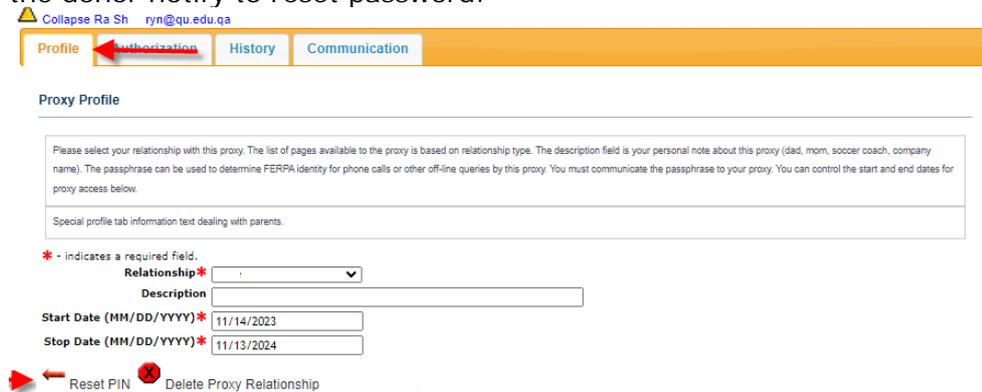
Online Payment الدفع الإلكتروني

Add Proxy

9) To notify the donor that s/he has been authorized to make a payment on behave a student, click on the link "E-mail Authorizations"



- 10) If you would like to reset forgotten password for your donor, click the “Reset PIN” button on the Profile page. An email will be sent to the donor notify to reset password.



- 11) If you ever wish to cancel the donor delegation at any time, click the “Delete Proxy Relationship” button on the Profile page. An email will be sent to the donor notify him or her about the cancellation of delegation

