

## Donor Delegation (Banner)

Student User Guide

Prepared by, Banner Team

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## **Donor Delegation**

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



3) Click on "Payment Delegation" link

Personal Information	Student Registrations	Student Registration Support	Student Se	avices	One Stop	Alumni and Friends
		ی دانشند است. می دانشند است. آصل هذار	ية المواد 1 وكذاع اللو 2 وكذاع اللو	Registration d تام المعدد السيل تومل الحطاء بالبرد في القاررات الراعية	الس مدانسا می راندوعلی جیر اس راسیل	Student Registration Services من المنافقة المحمولة المحمولة المواقع المن المواقع المحمولة ا محمولة المحمولة ا
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4) Click on the button "Add Proxy" to add a new person

## Proxy Management

roxy List				
Expand a prox	y to define relationship type, b	egin and end dates, and auth	orizations.	
Expand Faha	d Ali <mark>Sahar _alishan _b</mark> h	0 pages		
Expand Ra S	h ryn@qu.edu.qa 1 pa	age		
Add Proxy				
2023 Ellucian C	ompany L.P. and its aff	iliates.		

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

	Reference with the second seco
	<ul> <li>indicates a required field.</li> </ul>
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	Last Name*
	E-mail Address*
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7) Under the Profile tab, select "Donor" in the relationship field

	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 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 do	your personal note about this proxy (dad, morn, soccer coach, company na lates for proxy access below.
	Special profile tab information text dealing with parents.	
	Indicates a required field.      Relationship     Parent     Description     Doce     Employer or Hiring Agency     Start Date (MM/DD/YYYY)     Financial Sponsor     Parent     Paren	
	Stop Date (MM/DD/YYYY)* 11/13/2024	
	Reset PIN ODelete Proxy Relationship	
	PIN expiration date: Aug 10, 2026	
8	E-mail address vehiled on: Nov 14, 2025	
Click like page	Add Proxv on the tab Authorization and select the page your donor to access it and the following is the e: • Online Payment allow your donor to make	that you would ne detail of each online payment on
Click like page	<ul> <li>Add Proxv         <ul> <li>On the tab Authorization and select the page your donor to access it and the following is the:</li> <li>Online Payment allow your donor to make behave of the student</li> <li>Concise Student Schedule allow your donor weekly schedule</li> <li>Academic Transcript allow your donor to vi term by term along term GPA and overall</li> </ul> </li> </ul>	that you would ne detail of each online payment on r to view student ew student grades GPA.
Click like page	Add Proxv on the tab Authorization and select the page your donor to access it and the following is the e: • Online Payment allow your donor to make behave of the student • Concise Student Schedule allow your donor weekly schedule • Academic Transcript allow your donor to vi term by term along term GPA and overall rofie Authorization History Communication age Authorization	that you would ne detail of each online payment on r to view student ew student grades GPA.
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Click like page	Add Proxv on the tab Authorization and select the page your donor to access it and the following is the e: • Online Payment allow your donor to make behave of the student • Concise Student Schedule allow your donor weekly schedule • Academic Transcript allow your donor to vi term by term along term GPA and overall roll Authorization Better the information pages your provisioned be able to access. Once authorized, your provide be able to view and/or update these pages when they log in Donor Menu Check to Select or Deselect ALL items below.	that you would ne detail of each online payment on r to view student ew student grades GPA.

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"

Authorization	History	Communication	
ge Authorization			
elect the information pages your pr	oxy should be able t	o access. Once authorized, your proxy will be able to view and/or updat	e Copy Authorizations
ese pages when they log in.			E mail Authorizations
Donor Menu Check to S	Select or Dese	elect ALL items below.	E-mail Authonizations
Concise Student Sci	سي للطائب nedule	الجدول الدر اه	
Academic Transcript	الترجات التفصيلي :	200	
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Concise Student Sci Academic Transcript	مى للطالب hedule الدرجات التقصيلي : الدفه الالك	الجنول الدرامة bolow. الجنول الدرام	

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.

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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

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