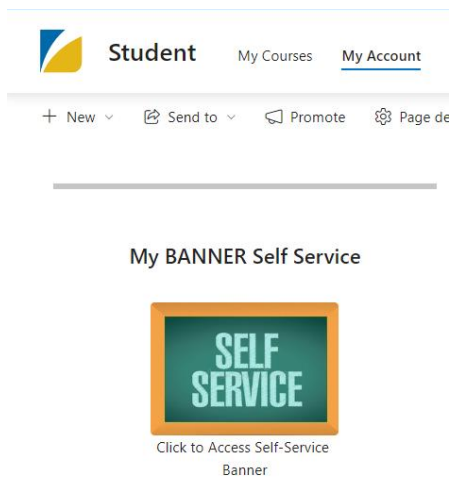


## STUDENT INSTRUCTIONS

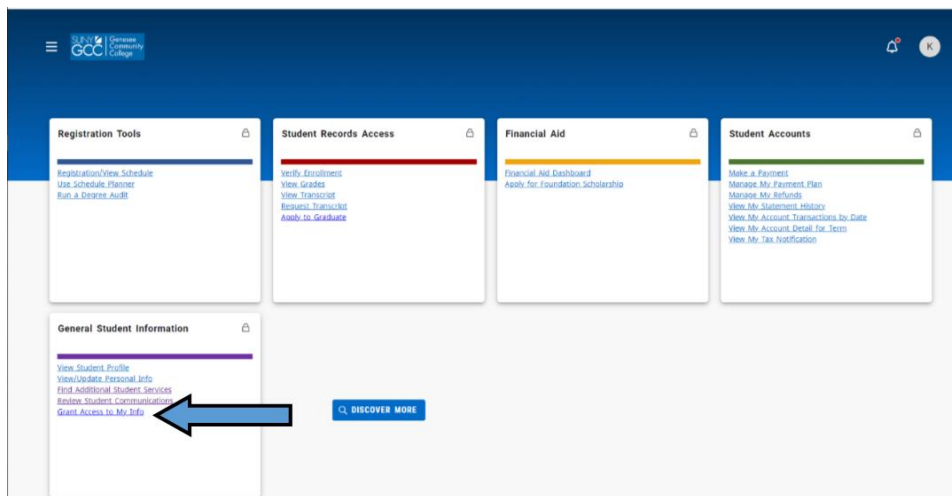
1. Click the Link for Self Service Banner in MyGCC



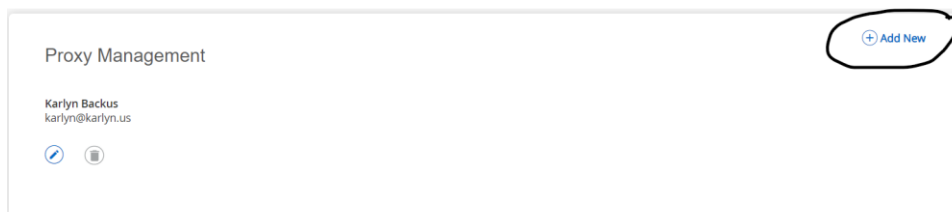
Access [My Banner Self-Service](#) services for:

- Pay your bill
- Registration
- Grades

2. Select **Grant Access to My Info** from the Student Records Access Menu



3. Select "Add New"



#### 4. Complete the information for the person you would like to access your records

Proxy Information ⓘ

Profile (Required)

First Name

First Name

Last Name

Last Name

E-Mail

E-Mail Address

Verify E-Mail

Verify E-Mail Address

Relationship ⓘ

Select a Relationship

Start Date

MM/dd/yyyy

Stop Date

MM/dd/yyyy

Additional Information

Description

Description

Passphrase

Passphrase

Authorizations (Required) ⓘ

☐ Select All

Copy Authorizations ⓘ

Select a Person

Cancel

Submit

Make sure to include a Passphrase if you would like this person to be able to access your information over the phone.

You can customize which information your proxy has access to. You can update or remove your proxy at any time.

You are encouraged to set yourself up as a proxy using a non-GCC email address you plan to keep; this will give you access to your records after your MyGCC access expires after graduation/withdrawal from the college.

This process will send a series of emails to you and the person you selected as your proxy, please make sure to read and follow the instructions in each email to ensure the completed set up.