

Aggie Proxy Access for Students

How to Establish a Proxy in Aggie Access Online



Step 1: Go to www.ncat.edu and under menu, click on **Aggie Access Online**.

The image shows a browser window at ncat.edu. The website has a dark blue background with a large, faint portrait of a man. The navigation menu is open, showing the following categories and links:

- ACADEMICS**
 - Majors, Minors & Programs
 - Colleges & Departments
 - Academic Resources
 - A&T Online
 - Transfer Students
 - Profiles / Scholars Portal
 - Continuing Education
 - Summer Sessions
 - Graduate Programs
 - International Affairs and Programs
 - Office of the Provost
 - Accreditation
- ADMISSIONS**
- RESEARCH**
- CAMPUS LIFE**
- ATHLETICS**
- ABOUT**

On the right side of the menu, there are additional options:

- CLOSE** (with an 'X' icon)
- HIGH CONTRAST** (toggle switch set to OFF)
- INFO FOR**
 - Current Students
 - Faculty & Staff
 - Alumni
 - Parents & Families
 - Community
- QUICKLINKS**
 - AGGIE HUB**
 - Aggie Access Online** (highlighted with a white arrow)
 - Blackboard
 - Employee Directory
 - Employee Email
 - IT Service Desk
 - Student Email
- GETTING INFORMATION**

Step 2: Under Self-Service Dashboards, click on **STUDENT**.

AGGIE ACCESS ONLINE

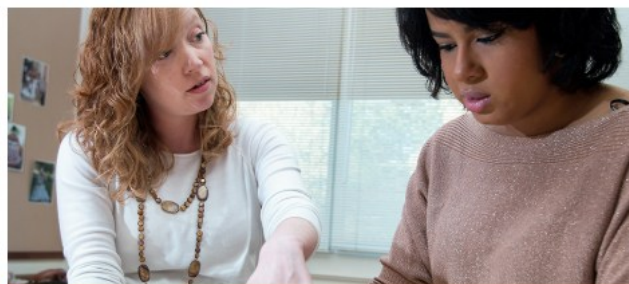
Welcome to the **NEW AGGIE ACCESS** Landing Page

Self-Service Banner is used for alumni, students, employees and faculty to access personal information, advisement, registration, grades, financial aid etc. from the Banner administrative database using an easier and user-friendly interface.

SELF-SERVICE DASHBOARDS



STUDENT



FACULTY & ADVISOR



EMPLOYEE



Step 3: Arrive at the Student Dashboard homepage, and locate the *Student Records* menu.

Student Dashboard



Hello Reg Test02,

Welcome to the **NEW** AGGIE ACCESS Student Dashboard. From here, you can navigate to the below pages depending on your role at North Carolina Agricultural and Technical State University!

Resolving AggieAlert! Holds

Resolving this hold is easy and fast – you can do it in less than a minute. Just follow these simple steps:

- Click on the **AggieAlert!** logo below.
- Follow the instructions on the screen.

As soon as you submit your information, you'll see this message: **AggieAlert! Registration Completed.** The **AggieAlert!** hold will be automatically released from your account. You must complete this process each semester in advance of registration for classes.



Student Records

If you have any questions, please email the Registrar.

Student Profile

Academic Transcript

Attendance Tracking

Degree Works

Student Accounts

If you have any questions, please email the Treasurer's Office.

Account Summary

Educational Supplies/Parking Voucher

Meal Plan

Pay Now

Financial Aid

If you have any questions, please email Financial Aid.

Financial Aid Dashboard



Step 4: Under the Student Records menu, locate and click on ***PROXY Access***.

- Attendance Tracking
- Degree Works
- Enrollment Verification via Clearinghouse
- Fixed Tuition Information 8x
- Graduation Application
- Personal Information
- PROXY Access**
- Request Printed/Official Transcript (Credit Card, via National Student Clearinghouse)
- Registration
- Reverse Transfer(RT) Program 8x
- View Grades



- Meal Plan
- Pay Now
- Tax Notification (1098-T)




Announcements

- Qualtrics Survey - For the New Aggie Access


Step 5: At the Proxy Management page, click on **+Add New**.

Proxy Management

Welcome to Aggie Proxy Access! You're just a few clicks away from sharing what matters.

 [Add New](#)



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

Step 6: Enter the **First Name**, **Last Name**, and **Email address** of your designated proxy. Click on the dropdown arrow. The relationship will default to **Proxy Access**.

Proxy Information


Profile (Required)

First Name

Last Name

E-Mail

Verify E-Mail

Relationship 

Proxy Information

Profile (R

First Name

Add a new proxy using the form below. Enter the PROXY relationship (i.e. Mom, Dad, Aunt) and create a paraphrase, so that your PROXY can call in and speak to a campus representative.



Step 7: The **Start Date** and **Stop Date** default to 1 calendar year. Type in the PROXY Relationship (i.e. Mom, Dad, Guardian). Create and enter a passphrase. It should be memorable and must be shared with your designated proxy.

*Please note: If you do not create a passphrase, your proxy will be unable to receive information over the phone about your account.

Proxy Management • Proxy Information

Relationship 

Proxy Access 

Start Date

06/02/2026 

Stop Date

06/02/2027 

To allow your proxy to call and obtain information about your record, both a Proxy Relationship and Passphrase must be established.


PROXY Relationship | Add the PROXY's relationship to you (i.e. Mom, Dad, Guardian).

Mom

Passphrase | You will need to communicate this paraphrase to your PROXY. Make it memorable. You may use all numbers and/or a phrase. (i.e. 2732 or My mom is my best friend)

Can I get a Aggie Pride 2026!

Authorizations (Required) 


Copy Authorizations 

Step 8: Select the **Authorizations** that you would like to grant to your proxy. If you would like to grant access to all information, click the **Select All** checkbox. Click **submit**.

Authorizations (Required) 



Select All

Copy Authorizations 

Select a Person 

- Account Summary
- Award Offer
- College Financing Plan
- Financial Aid Application Status
- Financial Aid Award History
- Financial Aid Dashboard
- Financial Aid Notifications
- Financial Aid Resources
- Financial Aid Satisfactory Requirements
- Student Grades
- Student Profile
- Tax Notification 1098T

Cancel

Submit



Step 9: You have now successfully created a proxy.



✔ The proxy has been successfully created.

[+ Add New](#)

Welcome to Aggie Proxy Access! You're just a few clicks away from sharing what matters.

Aggie Pride
registration@ncat.edu
Inactive

