STUDENT INTRUCTIONS FOR SETTING UP FINANCIAL AID PROXY ACCESS

NAVIGATING TO THE PROXY MANAGEMENT PAGE IN VOYAGER

1. Login to Voyager
2. Select the **PERSONAL INFORMATION** tab
3. Select the **MANAGE VOYAGER PROXY ACCESS** tab
4. Select the **PROXY MANAGEMENT** link

FIVE STEPS TO ADD A FINANCIAL AID PROXY

1. Select **ADD PROXY.**

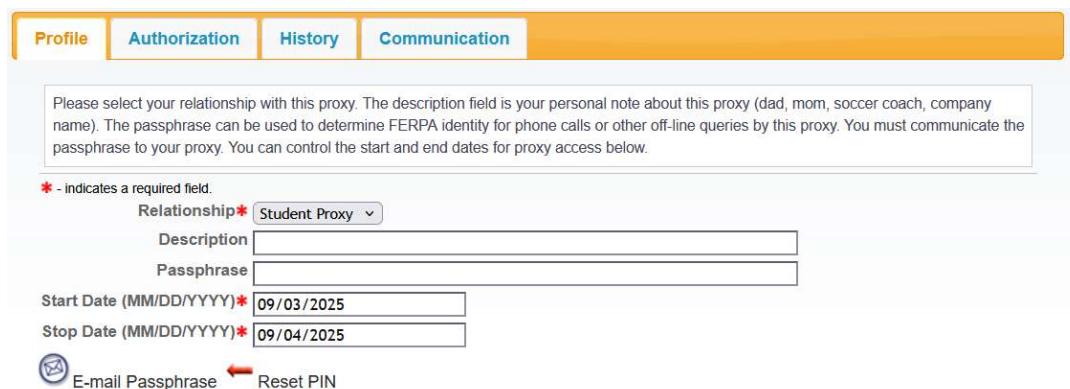2. Enter the first name, last name, and email address of the person to whom you want to give access and click **ADD PROXY.**

After you click the **ADD PROXY** button, this will initiate the set-up process by sending an email to your proxy with the login instructions and temporary password. An email will also be sent to your LU email address to confirm the proxy you added.

*** IMPORTANT*** The proxy you added will NOT have access or authorization to any information until you complete steps 3 through 5 below.

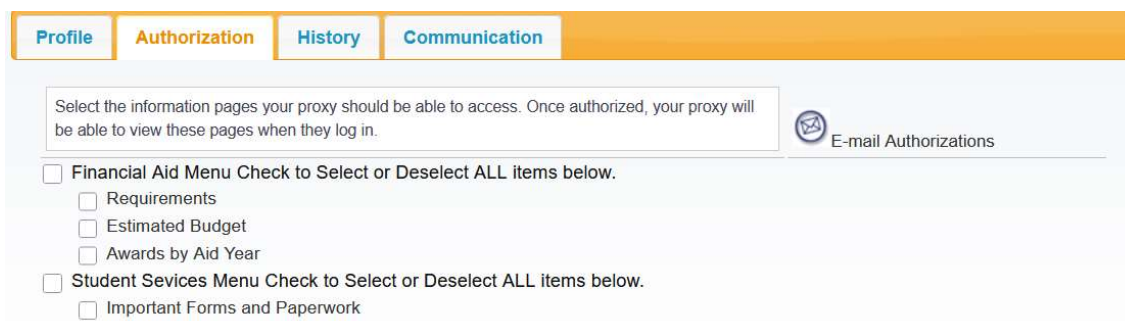3. Click on your proxy's name to expand the proxy information.

4. Complete your proxy's profile.

- **RELATIONSHIP:** Student Proxy

- **DESCRIPTION:** Enter a relationship description of the proxy to you (mother, father, etc.)

- **PASSPHRASE:** Entering a passphrase and click **E-MAIL PASSPHRASE.** This will generate an email to the proxy notifying them of the passphrase. They can then use this passphrase to identify themselves as an approved proxy when calling the Financial Aid office.

- **START & END DATE:** These will appear automatically; however, you can change them if you want the proxy's access to start on a later date or end on a specific date. The stop date can be updated at any time if you want to end the proxy being able to access your record.

5. Select the **AUTHORIZATION** tab to complete the proxy process. **Your proxy will only have access to the options you select.**

NOTE: You are finished once you have selected your authorization(s). There is no save button.