

SET UP INTRUCTIONS FOR FINANCIAL AID PROXY

VIEWING YOUR AUTHORIZED VOYAGER PROXY PAGES

1. When a Lawrence student adds you as a proxy, an email is sent from the student to you with your **login instructions and temporary PIN**.
2. Once logged into your Voyager account, you will be asked to create a new PIN for future logins. Your PIN must be between **8 and 15 characters long and contain at least 1 numeric character and 1 alphabetic character**.

Reset PIN

* - indicates a required field.

Minimum PIN length: 8 Maximum PIN length: 15.

The PIN must contain at least one numeric character and at least one alphabetic character.

Enter e-mail address*

Enter Old PIN*

Enter New PIN*

Validate PIN*

3. You will see a tab for each Lawrence student who has authorized pages for you to access. Select a named tab to enter proxy mode. You will then see a list of links for pages authorized by the student (i.e. Requirements, Awards by Aid Year, etc.).

Profile **Your Student**

The following Voyager Web page links have been specifically authorized for your use. All pages will display in a new browser window. Close browser windows to return to the Proxy Access Home window for more options.

View Monthly Statements or Make a Payment using the [CASHNet Student Account Portal for Parents](#). Access is granted by the student and requires separate sign on credentials.

[Email Financial Aid Office](#). (Please include the Student's Full Name in your correspondence!)

Financial Aid Menu for **Your Studnet**

- Requirements
- Estimated Budget
- Awards by Aid Year

Student Sevices Menu for **Your Studnet**

- Important Forms and Paperwork

4. When you click on a link, a new browser window will open to display the information.