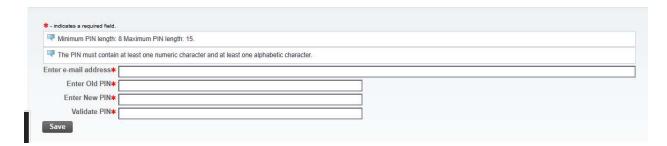
## SET UP INTRUCTIONS FOR FINANCIAL AID PROXY

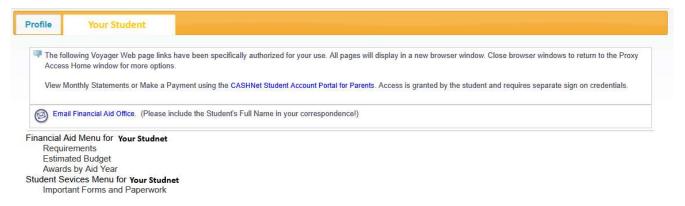
## **VIEWING YOUR AUTHORIZED VOYAGER PROXY PAGES**

- 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



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.).



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