


SET UP INSTRUCTIONS FOR PROXY

Viewing Your Authorized Voyager Proxy Pages

1. When a Lawrence University student adds you as a proxy, emails are sent to you with your login instructions and temporary Password.
2. Once logged into your Voyager9 account, you will be asked to create a new security password for future logins. Your password must be between 8 and 15 characters long and contain at least 1 numeric character and 1 alphabetic character.



Reset your security password for Proxy Access.

Your email address has been verified. The next step is to save your password for proxy access. Enter your new password twice. For higher security, use a combination of uppercase letters, lowercase letters and numbers.

Email Address

Initial Password

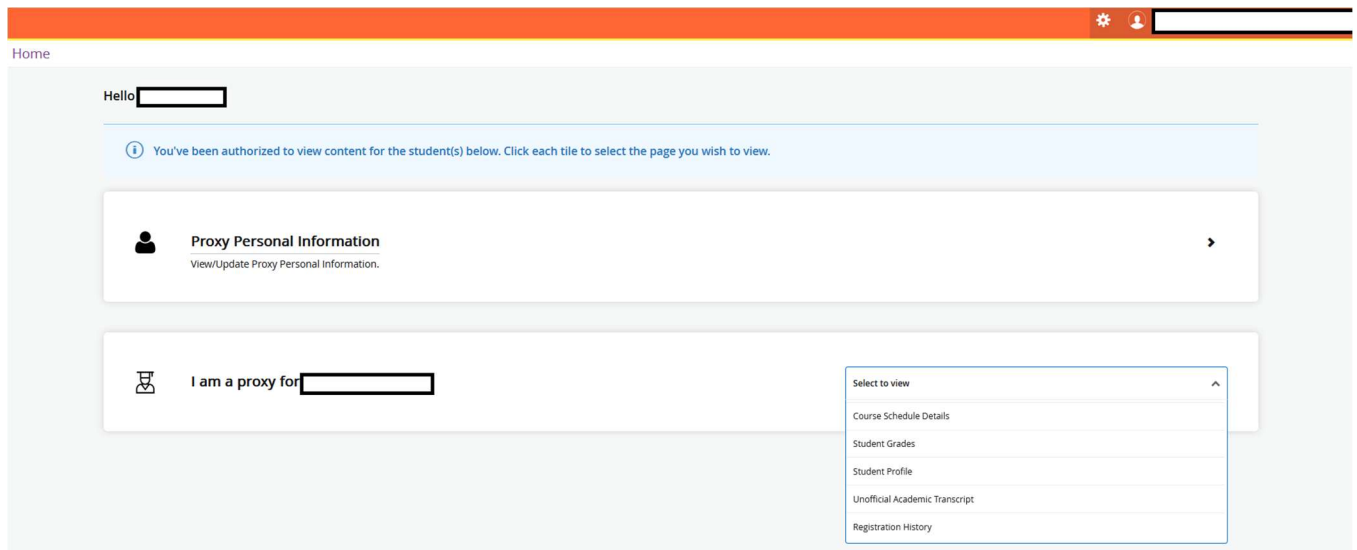
New Password

Validate Password

Submit

3. After your initial log in, use this URL to access the Voyager proxy system:
<https://bannerweb.lawrence.edu/prod-StudentSelfService/login/auth>

4. You will see each Lawrence student who has authorized pages for you to access. Next to the student's name, select any page the student has given you authorization to view (i.e. Final Grades, Student Profile, Requirements, Awards by Aid Year, etc.).



5. When you click on a link, the information selected will be displayed. Use the back arrow to return to the main menu.
6. Selecting the Proxy Personal Information, you can modify your email address or change your password.
7. If you need to reset your password, the Lawrence student who authorized you as a proxy can send a Reset Password email to you with directions on resetting your proxy password.