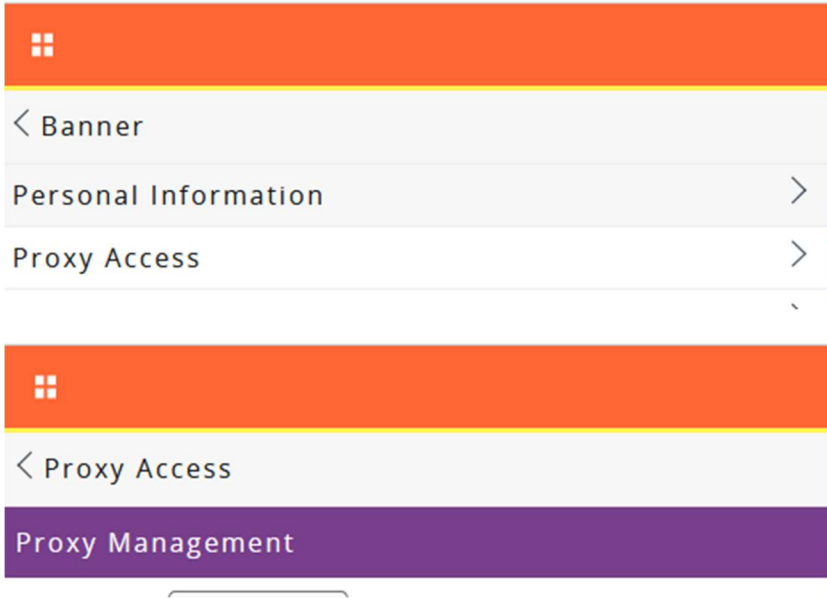


How to Set Up Proxy Access

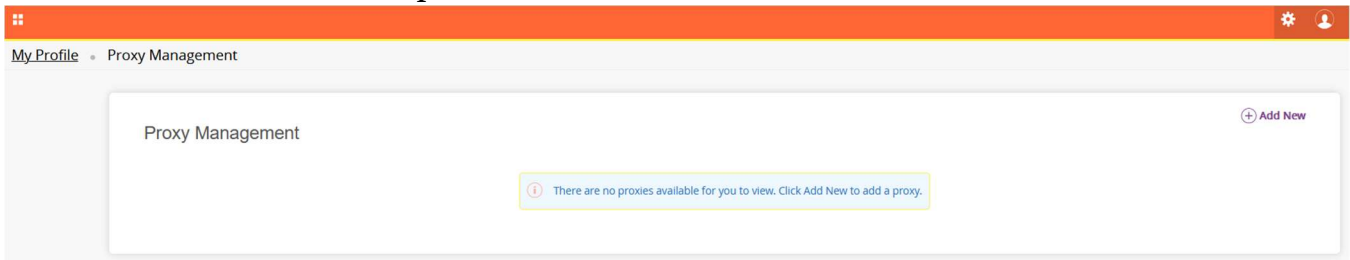
Navigate To The Proxy Management Page In Voyager

1. Login to [Voyager](#)
2. Using the Waffle Menu - Select **Banner** -> **Proxy Access** -> **Proxy Management**




Add A Proxy

1. Select **Add New** in the top left corner.



2. In the **Profile** section, enter the first name, last name, and email address of the person to whom you want to give access.
 - a. **Relationship:** (Parent or Legal Guardian Proxy)
 - b. **Start Date** and **Stop Date:** These will fill automatically; however, you can change them if you want the proxy's access to start on a later date The stop date can be updated at any time if you want to end the proxy being able to access your records.
3. In the **Additional Information** section, enter a description and passphrase.
 - a. **Description:** Enter the relationship of the proxy to you (mother, father, etc.)
 - b. **Passphrase:** Entering a passphrase that your proxy can use to identify themselves as an approved proxy when calling the university.



[My Profile](#) • [Proxy Management](#) • [Proxy Information](#)

Profile *(Required)*

First Name

Last Name

E-Mail

Verify E-Mail

Relationship ⓘ

Parent or Legal Guardian Proxy▼

Start Date **Stop Date**

05/18/2026📅

11/08/2031📅

Additional Information

Description

Passphrase

4. In the **Authorizations** section, select the information pages your proxy should be able to access. Once authorized, your proxy will be able to view these pages when they log in.

Authorizations (Required) ⓘ

Select All

Copy Authorizations ⓘ

Select a Person

- View Student Holds
- Course Schedule
- Financial Aid Application Summary Status
- Final Grades
- Award Package
- Course Schedule Details
- Student Grades
- Student Profile
- Financial Aid Dashboard
- Financial Aid Award History
- Award Offer
- Financial Aid Resources
- Financial Aid Notifications
- Financial Aid Satisfactory Requirements
- College Financing Plan
- Unofficial Academic Transcript
- Registration History

Cancel

Submit

5. After you have entered the proxy information and authorized pages, select the **Submit** 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.

After Your Proxy Is Set-Up

To email your proxy the passphrase, select the option to edit your proxy. Under the **Additional Information** section, 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 university.

Additional Information

Description

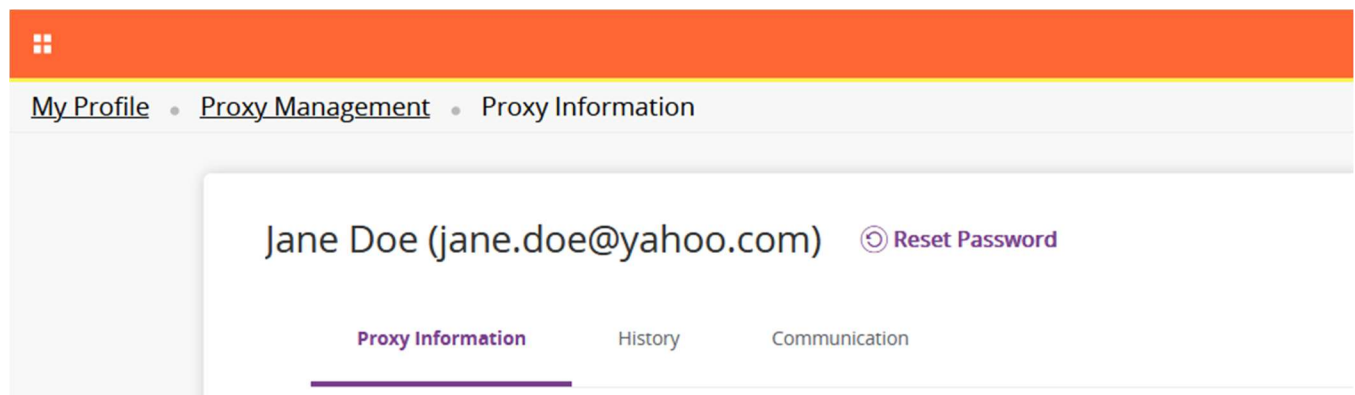
Mom

Passphrase

t#stIngPr@xy

 [E-mail Passphrase](#)

- At any point in time, you can modify the passphrase, authorized pages, or delete the proxy.
- You can also view the history of pages your proxy has accessed.
- You can resend any communication emails that were sent to your proxy.
- You can also reset your proxy's password if they have forgotten.



The screenshot shows a user interface with an orange header bar containing a grid icon. Below the header is a breadcrumb trail: [My Profile](#) • [Proxy Management](#) • [Proxy Information](#). The main content area displays the user's name and email: Jane Doe (jane.doe@yahoo.com), followed by a [Reset Password](#) button. Below this, there are three tabs: [Proxy Information](#) (which is selected and underlined), [History](#), and [Communication](#).