

INSTRUCTIONS FOR PROXY

Instructions for viewing your authorized Voyager proxy pages

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

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Reset PIN

Enter your new PIN twice. A PIN can be a number, password or passphrase. For higher security, use a combination of uppercase letters, lowercase letters and numbers.

✓ Welcome to the Banner Web proxy access system. Your e-mail address has been verified. The next step is to save your security PIN for proxy access.

* - 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 LU 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.).

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Proxy Access Home

Welcome to the Voyager Web Proxy Access system. You will see a tab for each Voyager Web user who has authorized pages for you to access. Select a named tab to enter Proxy Mode for that individual. You will then see a list of pages they have authorized you to access.


While in PROXY MODE any links and tabs above will be disabled. Select the Profile tab (or close your browser) to exit proxy mode.

When you activate a link, the focus will change to another browser window dedicated to proxy display. The window title and page content (including links) are only valid for the selected user.

[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 Student**

- Requirements
- Estimated Budget
- Awards by Aid Year

Student Services Menu for **Your Student**

- Important Forms and Paperwork

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