Navigating CyberFriar

VIEW MY AID

- Click on "Financial Aid."
- Click on "Award."
- Click on "Award by Aid Year."
- Select the applicable Aid Year and click "Submit."
- Click on "Award Overview."
- At the bottom of the screen is your
- Financial Aid Award to view.
- Click on the "Print" icon to print

VIEW MY BILL

- Click on "Student Services."
- Click on "Bursar's Office- NEW!"
- To see your most up-to-date bill, click on "View" for the most recent date listed.
- "Total Amount Due" is the amount that is owed to Providence College for the current semester.

VIEW MY MESSAGES

- Click on "Financial Aid."
- Click on "Financial Aid Status."
- Select the applicable Aid Year and click "Submit."
- Click on "Messages." (If there aren't any messages, a link will not appear.)

VIEW OUTSTANDING DOCUMENTS

- Click on "Financial Aid."
- Click on "Eligibility."
- Select the applicable Aid Year and click "Submit."
- Any requirements which you have yet to meet are listed under "*unsatisfied requirements*".

VIEW MY HOLDS

- Click on "Student Services."
- Click on "Registration."
- Click on "Check Your Registration Profile."
- Select the applicable semester and click "Submit."
- Once you are on this page, it will say whether or not there is a hold (and whether or not you are meeting academic progress).

VIEW AID/LOAN HISTORY

- Click on "Financial Aid."
- Click on "Award."
- Click on "Award History."
- You can see your Financial Aid Award History for all previous aid years.
- Note: You will have to manually add up yearly loans to get the aggregate amounts.

VIEW COST OF ATTENDANCE

- Click on "Financial Aid."
- Click on "Financial Aid Status."
- Select the applicable Aid Year and click "Submit."
- Listed will be your estimated cost of attendance.

PRINT MY W2

- Obtain your W-2 for the previous tax year:
- Click on "Employee Services."
- Click on "Employee Forms."
- Click on "W2 Year End Earnings Statement."
- Select the applicable Tax Year and click "Display."

ENTER MY WORK HOURS

- Click on "Employee Services."
- Click on "Time Sheet."
- Select the current pay period and click "Time Sheet."
- To enter your hours for the day, click "Enter Hours."
- Click "Save."
- To go back to the time sheet, click "Time Sheet."

SUBMIT MY TIMESHEET

- Click on "Employee Services."
- Click on "Time Sheet."
- Select the current pay period and click "Time Sheet."
- Click on "Submit for Approval."
- Enter your CyberFriar PIN and click "Submit."

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