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.”
- On the screen you should be viewing your Financial Aid Award.

View My Bill

• Click on “Student Services.”
• Click on “Bursar's Office.”
• Click on “Award by Aid Year.”
• To see your most up-to-date bill, click “Statements” and select “View” on the most recent dated bill listed.
• “Total Amount Due” is the amount owed to Providence College for the current semester.

How to Make a Payment

- Click on “Student Services.”
- Click on “Bursar's Office.”
- Click on “Make a Payment” on the left side of the screen.
- New payment method can be added by clicking on "My Account" and then "Add Payment Method."
- To give someone proxy access, click "My Account" and then click "Send a payer invitation" under Payers.

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" and then "Registration" beneath that.
• Select "Prepare for Registration."
• Any holds on your account will be listed here.

View Aid/Loan History

- Click on “Financial Aid.”
- Click on “Award.”
- Click on “Award History.”
- Here, 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 W-2

- Obtain your W-2 from the previous tax year.
- Click on “Employee Services.”
- Click on “Employee Forms.”
- Click on "W-2 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."

Get Your 1098-T

- Click on "Student Services."
- Click on "Bursar's Office."
- Select the current pay period and click "Time Sheet."
- Click "Tax Forms" on the left side of the screen.
- Select applicable year.