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”
- To see your most up-to-date bill, click on "View statements" and select the most recent date listed.
- “Current Amount Due” is the amount that is owed to Providence College for the current semester.

**HOW TO MAKE A PAYMENT**
- Click on “Student Services.”
- Click on “Bursar’s Office”
- Click "Make a Payment" either on the bottom of the overview page or on the side dashboard
- To add new payment methods, click on the student’s name at the top left, and select “add payment method”
- To give someone proxy access, click on the student’s name at the top left, scroll down, and select “Send a payer invitation”

**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.”

**GET YOUR 1098-T**
- Click on “Student Services.”
- Click on “Bursar’s Office”
- To view 1098-T forms, click on “Tax Forms” on the side dashboard, and select the applicable year

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