Accessing Radius Student Self Service (As an Applicant)

This guide will cover:

- Accessing Student Self Service as an applicant.

**IMPORTANT NOTE:** The Radius Student Self-Service should only be used when a student has difficulty navigating to find information. Actions should not be performed by an end-user through the center.

**Step One**

To begin, use the global search to locate the contact record of the applicant.

![Search Bar](image)

**REMEMBER:** You can search a contact by the following fields:

- Email (recommended)
- First and last name
- Date of birth
- Mobile number
- Contact street

**TIP:** Adding an asterisk to the end of a value in the search bar can expand your search if you are unsure of what name a student may have in the system. For example, searching for Matt* will find all records that contain the word “Matt,” including Matthew or Matthews.

**Step Two**

Once you have located the contact record of the applicant, click Action then View to access their contact record.

**Step Three**

Open the Tools on the right-side panel and select Login to Self Service Center. (This option will only display if the contact has signed up for a self-service account.)
Step Four

A new browser tab will open. To access the invoice in the Self Service Center, click the login button in the upper left corner of the screen.

Step Five

Select the application you wish to view by clicking Summary.
Step Six

Summary information will display related to the application status and will show the applicant what information will need to be received such as test scores or transcripts. The bottom section will show the invoice information and will indicate if a balance is still owed. The applicant could make a payment directly from the Radius Self-Service center.

<table>
<thead>
<tr>
<th>Invoices</th>
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<tbody>
<tr>
<td>Number</td>
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<tr>
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<td>950000001733618</td>
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**IMPORTANT NOTE:** The Common Application iterations process payments directly through the Common Application at the point an application is submitted. Therefore, those payments cannot be paid through the Radius self-service center.

Step Seven

Close the Radius Self-Service browser tab. (Be sure to close the tab only and not the entire window.)