Viewing Account Summary in Student Services Center

The purpose of this guide is to learn how to navigate and view the Student Services Center (finances tab).

STUDENT SERVICES CENTER NAVIGATION

Navigate to the Student Services Center page by using the following breadcrumb:

STUDENT SEARCH

- Enter the student's ID (EMPL). If the ID is not available, use one of the other available identifiers:
  - Campus ID (UCID)
  - National ID (SSN)
  - First and Last Name

- Click the Search button. The Student Services Center page will load.
Navigate to the Account Summary section of the Finances Tab.

- The Account Summary displays a summary of:
  - Total account balance
  - Individual outstanding charges
  - Refundable credits and most recent refund
  - Payment plans

## Account Summary

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Term</th>
<th>Item Description</th>
<th>Due Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/04/2017</td>
<td>2017 Spr</td>
<td>ITIE Fee A&amp;S UGRD</td>
<td>45.00</td>
</tr>
<tr>
<td>01/04/2017</td>
<td>2017 Spr</td>
<td>ITIE Fee A&amp;S UGRD</td>
<td>55.00</td>
</tr>
<tr>
<td>01/04/2017</td>
<td>2017 Spr</td>
<td>Campus Life A&amp;S UGRD</td>
<td>66.00</td>
</tr>
<tr>
<td>01/04/2017</td>
<td>2017 Spr</td>
<td>General Fee A&amp;S UGRD</td>
<td>95.00</td>
</tr>
<tr>
<td>01/04/2017</td>
<td>2017 Spr</td>
<td>General Fee A&amp;S UGRD</td>
<td>99.00</td>
</tr>
</tbody>
</table>

Go to: **Student Post**

1098-T: Student does not have 1098-T data

Currency used is US Dollar.
You have now completed the steps for viewing the Student Services Center Finances tab.