Charges Due

This document provides information on viewing the Charges Due.

To access your charges due information log in to the portal, My Akron, at http://my.uakron.edu/ with your UANetID and password.

There is an online tutorial available which accompanies this document. A tutorial exists for the following self-service applications: Account Summary, Make a Payment, and Total Due Charges. Please navigate to http://www.uakron.edu/training/StudentV9.dot and select the link for the appropriate tutorial.

Important Guidelines:

- Log into My Akron (my.uakron.edu) to access the self-service applications.

- ALWAYS log out of the portal by clicking on the Sign Out link - clicking the X does not end your session
Charges Due

Instructions:

1. Log in to My Akron with your Uanet ID and password.

2. Click the “My Experience” tab.
Instructions:

3. Click on the “Student Center” link located in the left side of the page. The Student Center allows you to access all of your academic and personal information.
Instructions:

4. From the Student Center you can easily navigate to your academic, financial, and personal information. The Financial Information is located in the center of the page.

5. From the Student Center main page, click the “other financial…” down arrow and select Charges Due and then click the icon.

Nancy’s Student Center

Academics

Financial Information

This Week’s Schedule

<table>
<thead>
<tr>
<th>Class</th>
<th>Schedule</th>
</tr>
</thead>
</table>
| 3100 103-003 LEC (70518) | MoWeFr 8:00AM - 4:40PM  
|           | Auburn Sci 120    |
| 3100 103-012 LAB (70520) | Mo 2:00PM - 4:00PM   
|           | Schrank N 251     |
| 6200 201-701 LWW (72428) | MoWe 10:00AM - 11:15AM |
|           | Wayne Coll 0119   |

weekly schedule

Finances

Account Summary

You owe $2,809.83.
- Due Now $956.59
- Future Due $1,853.24

** You have a past due balance of $956.59. **

Currency used is US Dollar.

Other financial...
Instructions:

6. The Charges Due page is displayed. The table at the top provides a summary of charges by due date. The bottom table provides detail information by due date.
7. To view the charges for a specific term click the “View By” drop-down and select the desired term and click the Go button.
8. Not all of the transactions may appear on one page - use the icon to advance through the transactions.
9. Use the links provided at the bottom of the page to Make a Payment, Sign Up for a Payment Plan, or Authorize Parent Access. Additional links are provided at the bottom of the page to navigate to other areas of self-service (Account Inquiry, Account Services, etc.).