Account Inquiry/Summary

This document provides information on viewing the Account Summary.

To access your account summary 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
Account Inquiry/Summary

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.
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. The Account Summary displays the total amount owed – including any amount due now and in the future.

6. Click the Account Inquiry link to view further details related to your account.

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Nancy's Student Center

**Academics**

- Search
- Enroll
- My Academics

**Finances**

- My Account
- Account Inquiry

**Personal Information**

- Emergency Contact
- Names
- User Preferences

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**Account Inquiry**

You owe $2,113.70.

- Due Now: 724.36
- Future Due: 1,389.14

**Currency used: US Dollar.**

**Contact Information**

<table>
<thead>
<tr>
<th>Home Address</th>
<th>Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Home Phone**

222/332-1132

**UARnet Email Address**
Instructions:

7. The Account Inquiry page is displayed.
8. Click the **Charges Due** link to view the specific breakdown of charges.
9. From this page you can also **Make a Payment**, **Sign up for Payment Plan**, **Authorize Parent Access**, and **View your Financial Aid** by selecting the appropriate link.

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**Account Inquiry**

**Account Services**

<table>
<thead>
<tr>
<th>summary</th>
<th>activity</th>
<th>charges due</th>
<th>payments</th>
<th>pending aid</th>
</tr>
</thead>
</table>

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**Account Summary**

You owe 2,809.83. For the breakdown, access **Charges Due**

- Due Now: 956.59
- Future Due: 1,853.24

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

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**What I Owe**

<table>
<thead>
<tr>
<th>Term</th>
<th>Outstanding Charges &amp; Deposits</th>
<th>Pending Financial Aid</th>
<th>Total Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008 Fall</td>
<td>2,809.83</td>
<td>2,809.83</td>
<td>2,809.83</td>
</tr>
</tbody>
</table>

Currency used is US Dollar.

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**Remittance Addresses**

- **Financial Aid**

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**Account Inquiry**

**Account Services**

<table>
<thead>
<tr>
<th>Summary</th>
<th>Activity</th>
<th>Charges Due</th>
<th>Payments</th>
<th>Pending Aid</th>
</tr>
</thead>
</table>

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10. The following is a sample of the **Charges Due** detail.

### Charges Due

Following is a Running Totals summary by due date of the charges and deposits that you owe. Review either the Details by Due Date table or the Details by Charge table to see the specific charges.

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Due Amount</th>
<th>Running Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/31/2008</td>
<td>956.59</td>
<td>956.59</td>
</tr>
<tr>
<td>10/01/2008</td>
<td>926.62</td>
<td>1,883.21</td>
</tr>
<tr>
<td>10/31/2008</td>
<td>926.62</td>
<td>2,809.83</td>
</tr>
</tbody>
</table>

Currency used is US Dollar.

### Details by Due Date

Currency used is US Dollar.

### Details by Charge

<table>
<thead>
<tr>
<th>Charge</th>
<th>Due Date</th>
<th>Term</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008FALLPAYPLAN - Payment Plan Installment</td>
<td>08/31/2008</td>
<td>2008 Fall</td>
<td>926.59</td>
</tr>
<tr>
<td>2008FALLPAYPLAN - Payment Plan Service Charge</td>
<td>08/31/2008</td>
<td>2008 Fall</td>
<td>30.00</td>
</tr>
<tr>
<td>2008FALLPAYPLAN - Payment Plan Installment</td>
<td>10/01/2008</td>
<td>2008 Fall</td>
<td>926.62</td>
</tr>
<tr>
<td>2008FALLPAYPLAN - Payment Plan Installment</td>
<td>10/31/2008</td>
<td>2008 Fall</td>
<td>926.62</td>
</tr>
<tr>
<td><strong>Total due for this view</strong></td>
<td></td>
<td></td>
<td>2,809.83</td>
</tr>
<tr>
<td><strong>Total due</strong></td>
<td></td>
<td></td>
<td>2,800.83</td>
</tr>
</tbody>
</table>

Currency used is US Dollar.