Account Activity

This document provides information on viewing the Account Activity.

To access your account activity 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 Activity

**Instructions:**

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

2. Click the “My Experience” tab.

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. From the Student Center main page, click the “**other financial...**” down arrow and select **Account Activity** and then click the icon.

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**Nancy’s Student Center**

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<table>
<thead>
<tr>
<th>Class</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>2100 102-002 LEC (70510)</td>
<td>MoWeFr 8:50AM - 9:40AM Auburn Sci 120</td>
</tr>
<tr>
<td>3100 103-012 LAB (70520)</td>
<td>Mo 2:00PM - 4:00PM Schrank N 251</td>
</tr>
<tr>
<td>6200 201-701 LWW (72428)</td>
<td>MoWe 10:00AM - 11:15AM Wayne Coll B119</td>
</tr>
</tbody>
</table>

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**Account Summary**

- You owe $2,809.83.
  - **Due Now**: $956.55
  - **Future Due**: $1,853.24
- **You have a past due balance of $956.50.**
- **Currency used is US Dollar.**
Instructions:

6. The Account Activity page is displayed.
7. You can use the From and To dates to display transactions for a specific time period. *If you change the time period click the Go button to update the view.*
8. You can also restrict the view to only transactions for a specific term using the term drop-down box. *If you change the term click the Go button to update the view.*
9. Not all of the transactions may appear on one page - use the icon to advance through the transactions.