



# STUDENT ACCOUNTS QUICK REFERENCE

## LOGIN AS A STUDENT

1. From <http://www.uakron.edu> click the **Current Students** link.
2. Click the **ZipLine** icon.
3. Enter your UanetID and password. Click **Log Me In**.
4. Click the **Student Center** icon.


## LOGIN AS AN AUTHORIZED USER

1. From <http://www.uakron.edu> click the **Current Students** link.
2. Click the **ZipLine** icon.
3. Locate the area titled "**For Guests**" and click **Parents - Make a Payment**.
4. Enter your Authorized User PIN and Password.
5. NOTE: If an authorized user does not know their PIN and/or password *the student who created the account* must be contacted – they are the only person who can assist them with their PIN and password.


## VIEW MY ACCOUNT SUMMARY

1. Login as a student to ZipLine.
2. The Account Summary is displayed under the **Finances** heading.
3. Click the **Account Inquiry** link to view further details.

## VIEW CHARGES DUE

1. Login as a student to ZipLine.
2. Click the drop down for "**other financial...**" under the **Finances** heading and select **Charges Due**.
3. Click the  icon.

## VIEW ACCOUNT ACTIVITY

1. Login as a student to ZipLine.
2. Click the drop down for "**other financial...**" under the **Finances** heading and select **Account Activity**.
3. Click the  icon.

## MAKE A PAYMENT

1. Login to ZipLine either as a student or as an authorized user.
2. If logged in as a student, click the **Make a Payment** link under the **Finances** heading.
3. From the main account page click the **Make a Payment** link.
4. Click either one of the **Fees** links.
5. Enter the payment amount.
6. Click the **Add to basket** button.
7. Click the **Submit Payment** button.
8. If a payment was made in the last 24 hours you must click the checkbox indicating you wish to proceed.
9. Click the **Continue Checkout** button.
10. Select the method of payment.
11. Click the **Continue Checkout** button.
12. Enter the requested account information.
13. If you wish to save the account information select a name for the payment.
14. Click the **Continue Checkout** button.
15. Verify the information and click the **Submit Payment** button.

## CREATE AN AUTHORIZED USER

1. Login to ZipLine as a student.
2. Click the **Authorize Parent Access** link under the **Finances** heading.
3. Click the **Add New** link.
4. Enter the requested information. Click the **OK** button.

## CHANGE AUTHORIZED USER INFORMATION

1. Login to ZipLine as a student.
2. Click the **Authorize Parent Access** link under the **Finances** heading.
3. Click the **Edit** link for the user.
4. Update the information. Click the **OK** button.


## MODIFY SAVED PAYMENT METHODS

1. Login to ZipLine either as a student or as an authorized user.
2. If logged in as a student, click the **Make a Payment** link under the **Finances** heading.
3. Select the **Edit** link for the saved payment method you wish to update.
4. Select the **Delete** link if you wish to delete the saved payment method.
5. Make the necessary changes and click the **OK** button.

## VIEW CASHNET PAYMENTS

1. Login to ZipLine either as a student or as an authorized user .
2. If logged in as a student, click the **Make a Payment** link under the **Finances** heading.
3. Select the **View** link for the specific payment you wish to view. Select the **View All** link to view all payments.
4. **NOTE: Not all of the payment history or payment reversals will be available on the CashNet view payment screens.**
5. You may wish to use **View Payment History** via the student center to view payments earlier than February 2006, if you need to research payment reversals, or you want to view financial aid included as a payment and posted to your account.

## VIEW PAYMENT HISTORY

1. Login to ZipLine as a student.
2. Click the "**other financial...**" drop down and select **Payments**.
3. Click the  icon.



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## Nancy's Student Center

### Academics

[Search](#)  
[Enroll](#)  
[My Academics](#)

other academic... ▾ >>

Deadlines URL

This Week's Schedule		
	Class	Schedule
	1100 101-002 LEC (70116)	MoWe 8:50AM - 9:40AM Leigh Hall 306
	2040 230-801 LEC (70223)	Fr 5:00PM - 10:00PM Polsky 419 Sa 8:00AM - 6:00PM Polsky 419

[weekly schedule](#) ▶

[enrollment shopping cart](#) ▶

SEARCH FOR CLASSES

### Holds

Audit courses

[details](#) ▶

### To Do List

Master Inst. Aid Application  
Verif of Vet Benefits

[details](#) ▶

### Enrollment Dates

**Enrollment Appointment**  
You may begin enrolling  
for the 2009 Spring  
Regular Academic Session  
on August 1, 2008.

[details](#) ▶

### Advisor

**Program Advisor**

Steven Sedlock

[details](#) ▶

### Finances

**My Account**

[Account Inquiry](#)

**Financial Aid**

[View Financial Aid](#)

[Accept/Decline Awards](#)

other financial... ▾ >>

#### Account Summary

**You owe 2,809.83.**

- Due Now 2,809.83
- Future Due 0.00

\*\* You have a past due balance of 2,809.83. \*\*  
Currency used is US Dollar.

[make a payment](#) ▶

[sign up for payment plan](#) ▶

[authorize parent access](#) ▶

### Personal Information

[Emergency Contact](#)

[Names](#)

[User Preferences](#)

other personal... ▾ >>

#### Contact Information

[Home Address](#)

1111 Hammond Street

[Mailing Address](#)

234 here  
hollywood, OH 44444  
Stark

[Home Phone](#)

[UANet Email Address](#)

For detailed instructions visit us online at:

<http://www.uakron.edu/its/learning/training/StudentV9.php>