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.

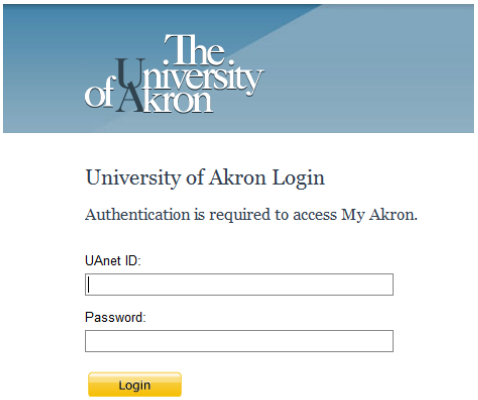
Important Guidelines:

- ✓ 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

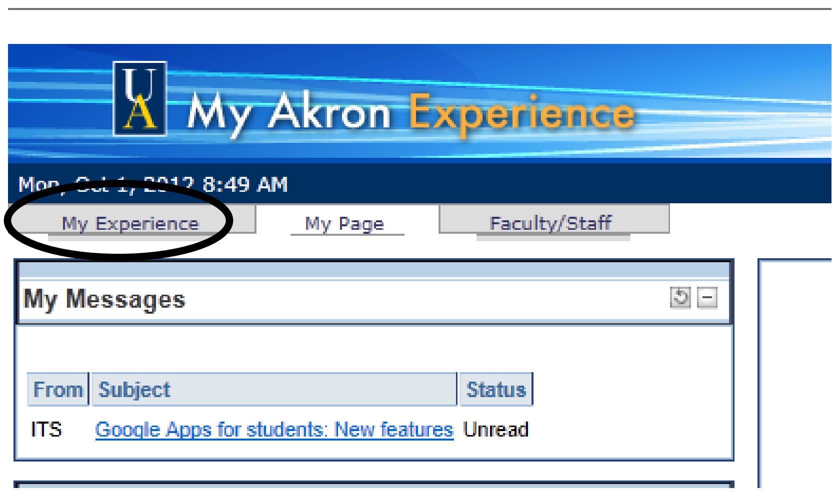
Charges Due

Instructions:

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

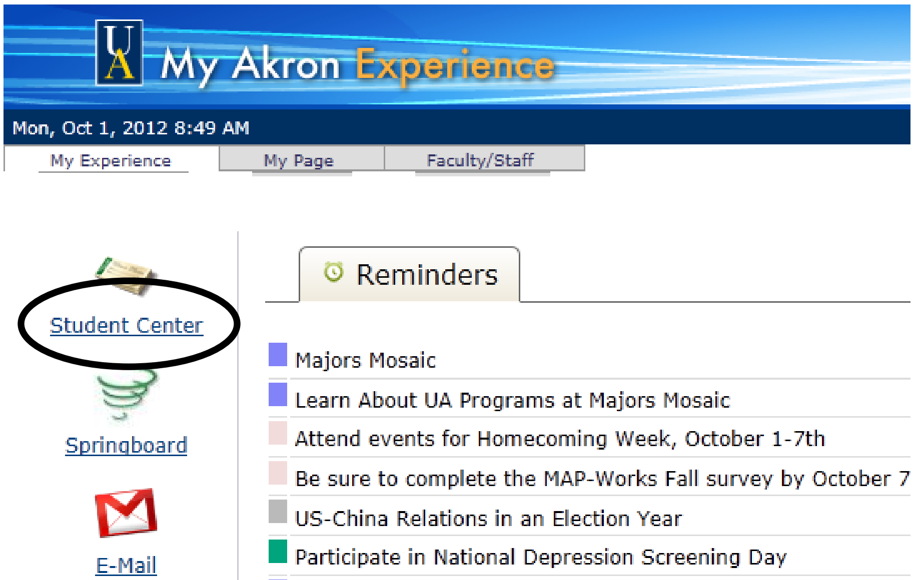


2. Click the "**My Experience**" tab.



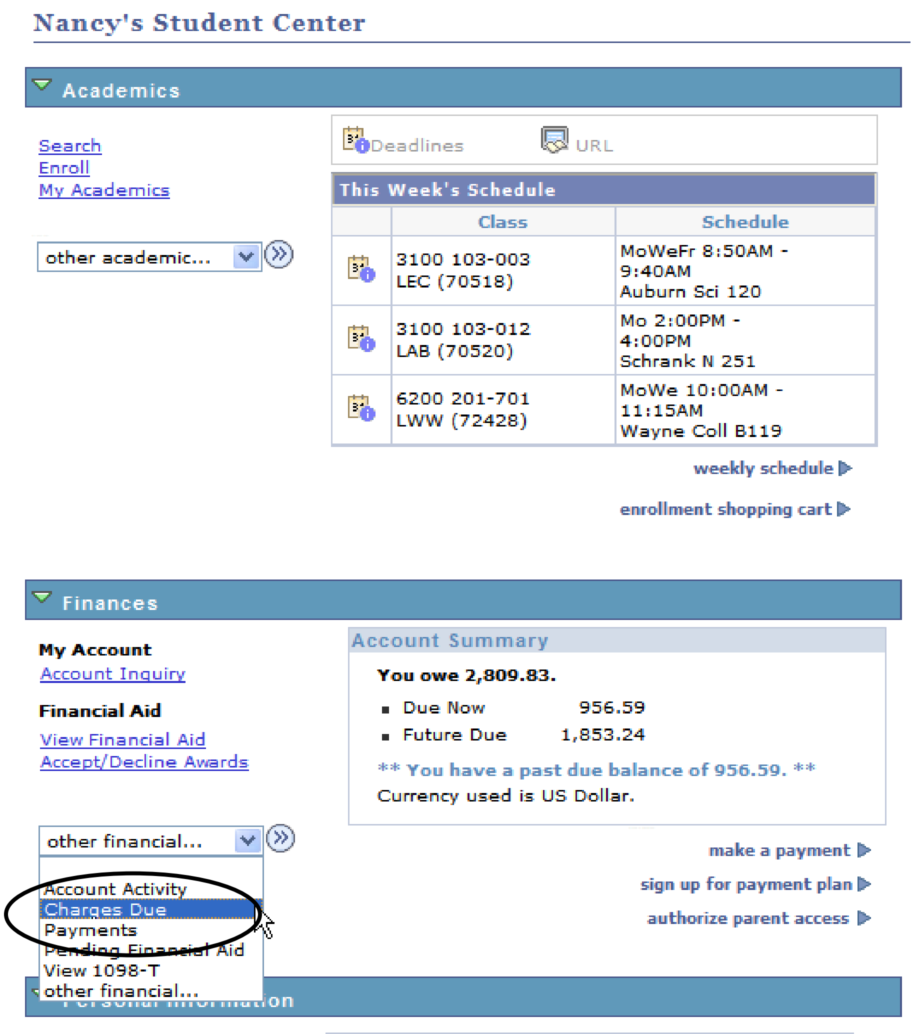
Instructions:

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.



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.).

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.

Advance to the next set of transactions.

Summary of Charges by Due Date — Find | View All — First 1-3 of 3 Last

Due Date	Due Amount	Running Total
08/31/2008	956.59	**956.59**
10/01/2008	926.62	**1,883.21**
10/31/2008	926.62	**2,809.83**

First 1-3 of 3 Last

Currency used is US Dollar.

Details by Due Date

Currency used is US Dollar.

View By: All Terms — go

Details by Charge — Find | View All — First 1-6 of 6 Last

Charge	Due Date	Term	Amount
2008FALLPAYPLAN - Payment Plan Installment	08/31/2008	2008 Fall	926.59
2008FALLPAYPLAN - Payment Plan Service Charge	08/31/2008	2008 Fall	30.00
2008FALLPAYPLAN - Payment Plan Installment	10/01/2008	2008 Fall	926.62
2008FALLPAYPLAN - Payment Plan Installment	10/31/2008	2008 Fall	926.62
Total due for this view			**2,809.83**
Total due			**2,809.83**

First 1-6 of 6 Last

Currency used is US Dollar.

Make a Payment   Sign Up for Payment Plan   Authorize Parent Access

Account Inquiry **Account Services**

Summary Activity Charges Due Payments Pending Aid

go to ...