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.

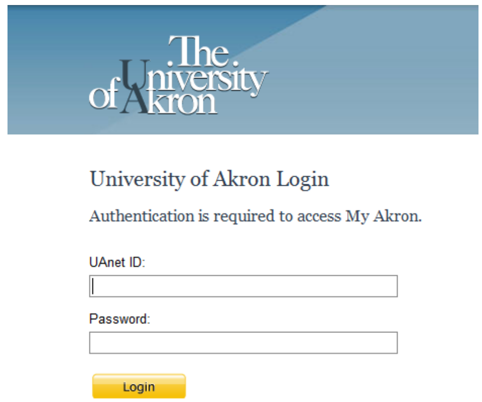
Important Guidelines:

- ✓ 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:

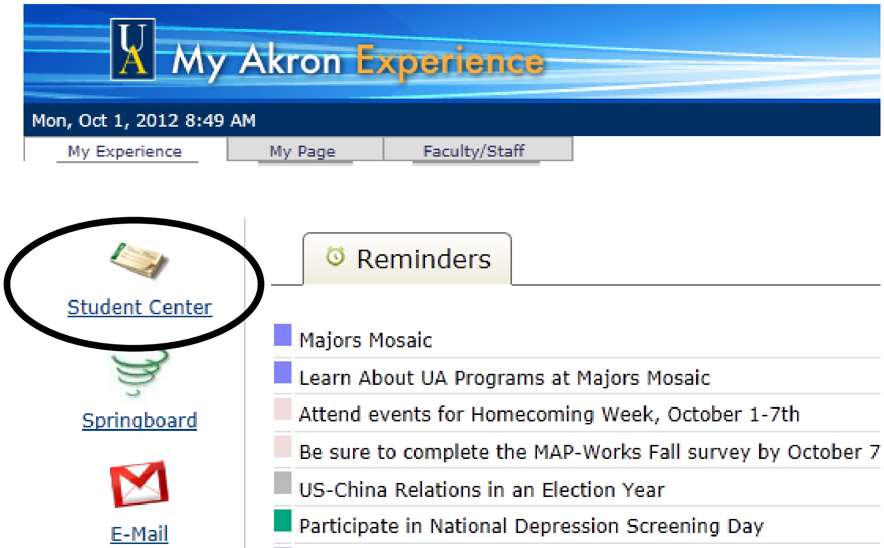
1. Log in to **My Akron** with your Uanet ID and password.



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

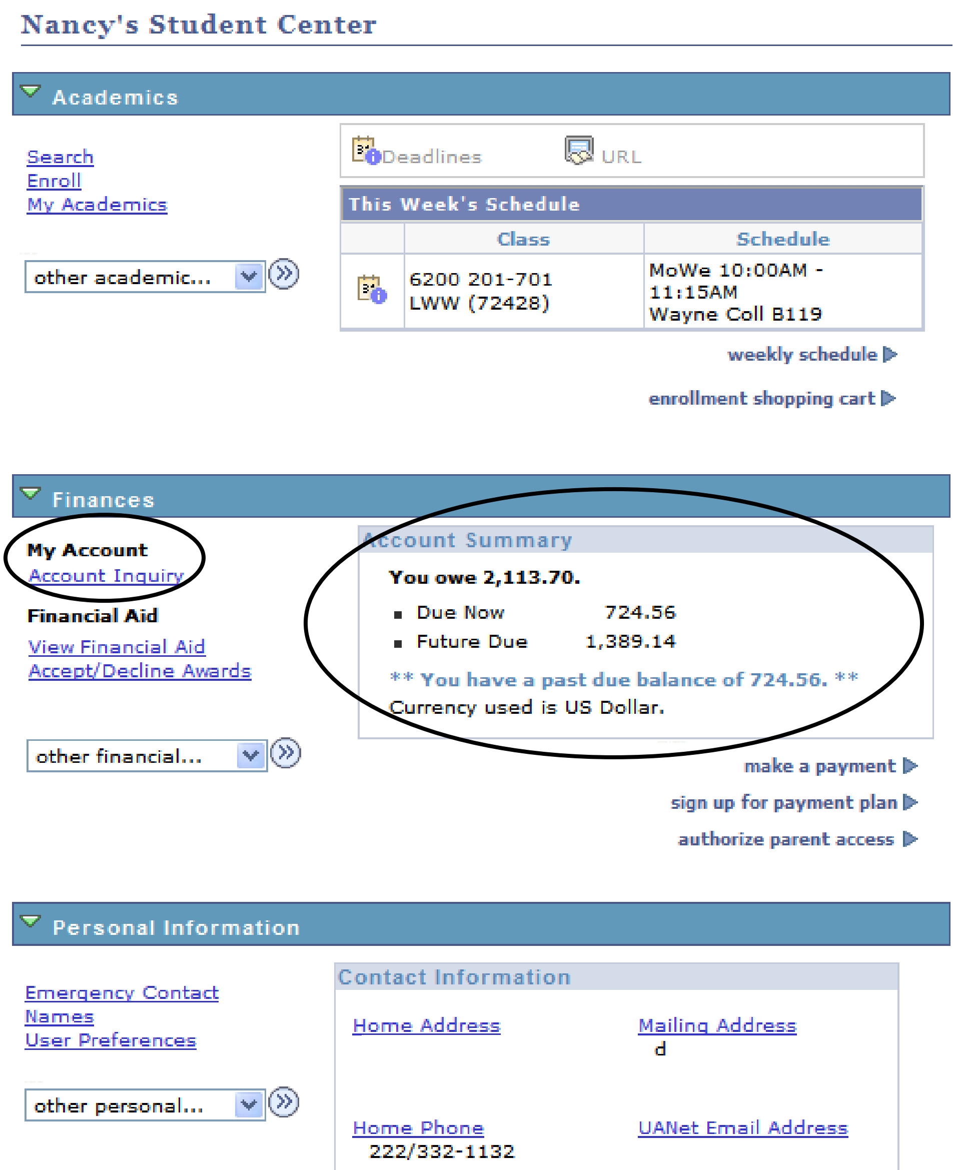
Instructions:

3. Click on the "**Student Center**" link located in the left side of the page.



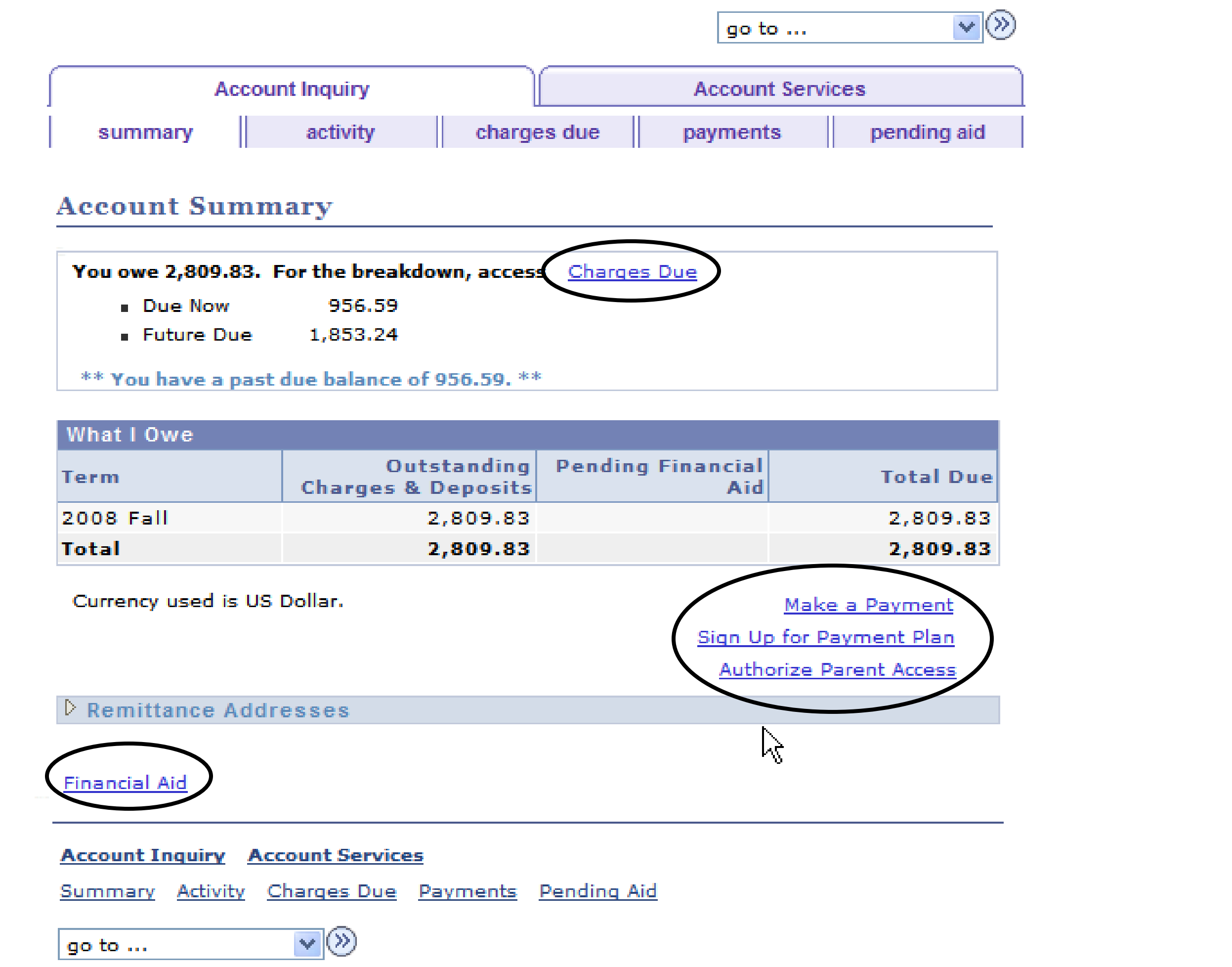
Instructions:

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.



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.



 10/01/2012

Instructions:

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.

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.

