

STUDENT ACCOUNTS QUICK REFERENCE

LOGIN AS A STUDENT

- 1. Login to My Akron at http://my.uakron.edu .
- 2. Click the My Experience tab.
- 3. Click the Student Center icon.

LOGIN AS AN AUTHORIZED USER

- From http://www.uakron.edu click the UA Parents link.
- Click "Make a payment or view e-Bill" under the Shortcuts heading.
- Click the link "Parents and Authorized Users, click here to login with your user name and password.
- 4. Enter your Authorized User PIN and Password.
- 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 asssist them with their PIN and password.

VIEW MY ACCOUNT SUMMARY

- 1. Login as a student to **My Akron**.
- The Account Summary is displayed under the Finances heading.
- Click the Account Inquiry link to view further details.

VIEW CHARGES DUE

- 1. Login as a student to My Akron.
- Click the drop down for "other financial..." under the Finances heading and select Charges Due.
- Click the local icon.

VIEW ACCOUNT ACTIVITY

- 1. Login as a student to My Akron.
- Click the drop down for "other financial..." under the Finances heading and select Account Activity.
- Click the ioicon.

MAKE A PAYMENT

- Login to My Akron 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.
- 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.
- 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 My Akron as a student.
- Click the Authorize Parent Access link under the Finances heading.
- 3. Click the Add New link.
- Enter the requested information. Click the OK button.

CHANGE AUTHORIZED USER INFORMATION

- 1. Login to **My Akron** as a student.
- 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

- Login to My Akron 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.
- Select the Edit link for the saved payment method you wish to update.
- Select the **Delete** link if you wish to delete the saved payment method.
- Make the necessary changes and click the **OK** button.

VIEW CASHNET PAYMENTS

- Login to My Akron 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.
- 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.

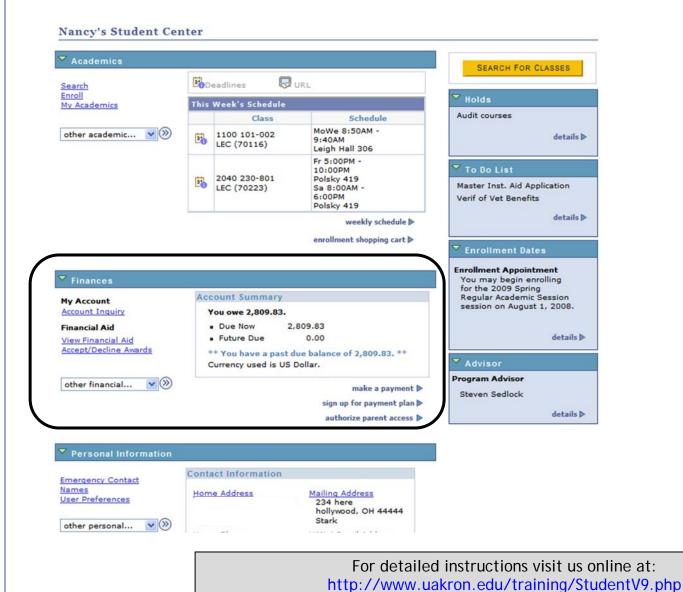
VIEW PAYMENT HISTORY

- 1. Login to My Akron as a student.
- 2. Click the "other financial..." drop down and select Payments.
- 3. Click the loicon.

The University of Akron November 6, 2008



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