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

1. From http://www.uakron.edu click the **UA Parents** link.
2. Click "Make a payment or view e-Bill" under the **Shortcuts** heading.
3. 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.
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 asssist them with their PIN and password.

VIEW MY ACCOUNT SUMMARY

1. Login as a student to **My Akron**.
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 **My Akron**.
2. Click the drop down for "**other financial…**" under the F**inances** heading and select **Charges Due**.
3. Click the ⓘ icon.

VIEW ACCOUNT ACTIVITY

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

STUDENT ACCOUNTS QUICK REFERENCE

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 ▶

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

Mailing Address
234 here
hollywood, OH 44444
Stark

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
session on August 1, 2008.

details ▶

Advisor

Program Advisor

Steven Sedlock

details ▶

For detailed instructions visit us online at:
http://www.uakron.edu/training/StudentV9.php