

Account Activity

This document provides information on viewing the Account Activity.

To access your account activity 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.

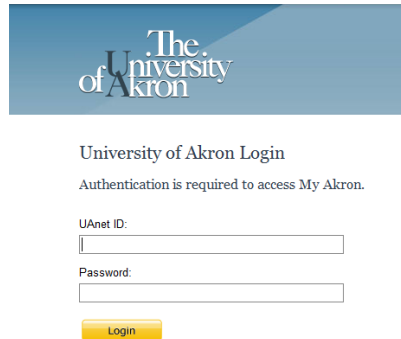
Important Guidelines:

- ✓ 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 Activity

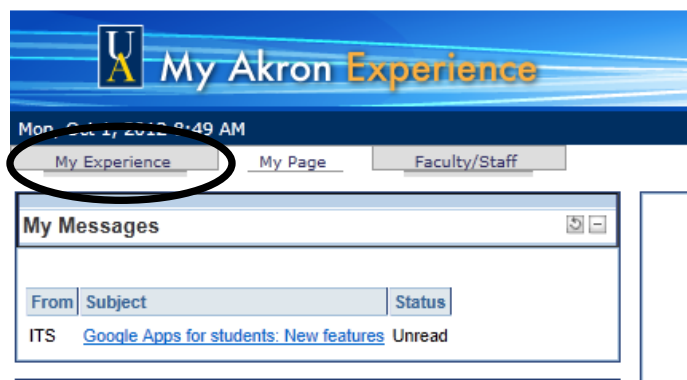
Instructions:

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



The University of Akron logo is displayed at the top. Below it, the text reads "University of Akron Login" and "Authentication is required to access My Akron." There are two input fields: "UAnet ID:" and "Password:". A yellow "Login" button is located below the password field.

2. Click the “**My Experience**” tab.



The dashboard header shows the "My Akron Experience" logo and the date "Mon, Oct 1, 2012 8:49 AM". Below the header are three tabs: "My Experience", "My Page", and "Faculty/Staff". The "My Experience" tab is circled in black. Below the tabs is a "My Messages" section with a table of messages.

From	Subject	Status
ITS	Google Apps for students: New features	Unread


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



The dashboard header shows the "My Akron Experience" logo and the date "Mon, Oct 1, 2012 8:49 AM". Below the header are three tabs: "My Experience", "My Page", and "Faculty/Staff". The "My Experience" tab is circled in black. Below the tabs is a "Student Center" link, also circled in black. To the right of the "Student Center" link is a "Reminders" section with a list of items.

- Reminders
 - Majors Mosaic
 - Learn About UA Programs at Majors Mosaic
 - Attend events for Homecoming Week, October 1-7th
 - Be sure to complete the MAP-Works Fall survey by October 7
 - US-China Relations in an Election Year
 - Participate in National Depression Screening Day


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 **Account Activity** and then click the  icon.

Nancy's Student Center




Academics

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

other academic... 

 Deadlines  URL

This Week's Schedule

	Class	Schedule
	3100 103-003 LEC (70518)	MoWeFr 8:50AM - 9:40AM Auburn Sci 120
	3100 103-012 LAB (70520)	Mo 2:00PM - 4:00PM Schrank N 251
	6200 201-701 LWW (72428)	MoWe 10:00AM - 11:15AM Wayne Coll B119

[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 956.59
- Future Due 1,853.24

**** You have a past due balance of 956.59. ****
Currency used is US Dollar.

[make a payment ▶](#)
[sign up for payment plan ▶](#)
[authorize parent access ▶](#)

[Account Activity](#)
[Charges Due](#)
[Payments](#)
[Pending Financial Aid](#)
[View 1098-T](#)
[other financial...](#)

Instructions:

6. The **Account Activity** page is displayed.
7. You can use the **From** and **To** dates to display transactions for a specific time period. *If you change the time period click the **Go** button to update the view.*
8. You can also restrict the view to only transactions for a specific term using the term drop-down box. *If you change the term click the **Go** button to update the view.*
9. Not all of the transactions may appear on one page - use the  icon to advance through the transactions.

Account Inquiry

Account Services

summary
activity
charges due
payments
pending aid

Account Activity

View by

From To All Terms

Transactions					
Posted Date	Item	Term	Charge	Payment	Refund
09/29/2008	Amt Financed On Payment Plan	2008 Fall		696.13	
09/29/2008	Career Advantage Services Fee	2008 Fall	3.00		
09/29/2008	Course Fee - Natural Science: Biology	2008 Fall	15.00		
09/29/2008	Facility Fee	2008 Fall	27.83		
09/29/2008	Library Fee	2008 Fall	-5.00		
09/29/2008	Library Fee	2008 Fall	12.00		
09/29/2008	Payment Plan Installment	2008 Fall	444.24		
09/29/2008	Payment Plan Installment	2008 Fall	444.23		
09/29/2008	Payment Plan Installment	2008 Fall	444.24		
09/29/2008	Summit College Gen Serv Fee	2008 Fall	-60.25		

First 1-10 of 63 Last

Currency used is US Dollar.

[Make a Payment](#)
[Sign Up for Payment Plan](#)
[Authorize Parent Access](#)