After the student signs on, this panel will appear. After clicking on Enroll & Pay, the items in that menu then appear in the Menu. For information on Emergency Contacts, see page 11 and 15.

Click on Student Center.
As you can see, there is a lot of information available. To the right is a string of boxes for Holds, To Do list, Enrollment Dates, links to departments, ARTS (advising), etc.

The Center upper box titled Academics contains information pertaining to classes and changing of same.
Academics

Viewing the Search for Classes, Enrolling are under the are under the Search, Enroll, and My Academics links. Click on the “Other academic…” down arrow to navigate to grades, adding and dropping a class, applying for graduation, etc. Click on one of the options, then click the forward arrows button. I selected Enrollment Swap, which goes to the Enroll tab.

The student would follow the directions on the panel to accomplish the change of classes.

To get out of this panel, the field, “go to…” at the bottom or the top contains destinations from which to choose, click on the down arrow, select from either: Account Inquiry, My Student Center, etc. Click on the forward arrows button to engage the choice.

The second box is Finances.
Click on the “Account Management”.

Blue boxes are for display of Holds, work to complete for Financial Aid (To Dos), Enrollment information and links to Univ. offices. And Help.
Notice the box with summarized balance information. Notice the link from this page to go to the Make a Payment page/a tab. The **Account Management** includes tabs/pages for the following:

- Account Inquiry
- Make a Payment
- View/Print a Bill
- Optional Fees
- Enrollment Deposit

**Account Inquiry tab includes:**
- Summary
- Activity
- Charges Due
- Payments
- Pending Aid (Anticipated)
- Pay Plans and/or Sponsors

**Account Summary:** This is a high-level summary of the amount due, whether it is past, current or in the future, and from what time frame, in this case, Summer and Fall charges of some kind. The student may click on the tab or the link, “charges due”.

**Info. Tabs**

Addresses to which payment may be mailed.
Details by Charge (in Charges Due) box shows the total net charge for each of the due dates of outstanding charges. The Due date is shown or will be visible if the link, “multiple” is clicked.

If the student wants to have more information, they may click on the tab, “activity”.

Notice the bar with the title, “View by”. This defaults in dates as much as 6 months. However, to change the range of dates, enter a date in the format, MMDDYYYY in the proper field, then click “go”, and the view will be repopulated. Notice that in this view, the charges, payments and refunds are in separate columns.
If it is desired to know to which charges a payment has applied, the student can go to the tab, "payments". Click on the dollar Amount, the charges paid by that payment will be populated.

"Pending Aid".

The link for Financial Aid brings up a page showing a list of terms of aid.
Click on the year to see the aid awarded for that year.

Click on the tab, “payplans / sponsors”

The Large green button for Payment Plan will take the user to the URL site for the agent contracted by the University to maintain the installment plans. The area under the tab for “Plan Description” is where the student would see deferment or third party plans that affect their account.

Navigate back to the Make a Payment using the tab.
To make a payment using the accepted credit cards, MC or Discover, or by echeck click on the large green button and follow the patch.

Click on the View / Print Bill tab.

Click on the Optional Fees tab.
There is also a link for Optional Fees on the Student Center page.
Parking and Transit is no longer a part of the Optional Campus Fee menu, but a link to the Parking URL is provided. The button, "Details" populates a panel to read information about the selection.

The last tab is for **Enrollment Deposit**.

The above panel is to view or print the Enrollment Deposit bill only. Only incoming Freshmen would have access.

Return to the **Student Service Center**.
Still under **Finances**: Links are provided to View and / or accept Financial Aid. The link for Recharge KU Card goes to the same panel for payments.

The link for **Set Up Direct Deposit** is for direct deposit of the refund of an account credit balance to the bank of the student’s choice.

Read the terms of acceptance. The student is responsible for insuring this information is kept up to date. If the terms are acceptable, then click on the Accept button to continue the setup. If the terms are not acceptable, then click on the Decline button to cancel the transaction.

**Direct Deposit Authorization**

The University of Kansas
The University of Kansas Medical Center

By optionally entering your personal information on this website, you are authorizing The University of Kansas and The University of Kansas Medical Center to deposit credit balance funds from your Student Account directly into your account that is

> **ACH** creditable. This authorization will remain in effect until you change or delete this information via this website, or until you send a written request to The University of Kansas Business Office or The Medical Center Student Financial Accounting Office.

> You are solely responsible for the accuracy of the financial institution information that you enter. Any errors will cause delays in the receipt of your refunds.

> You are responsible for contacting your financial institution and verifying the receipt of funds.

> Once funds have transferred to your financial institution, new charges may post to your Student Account, or current charges may remain on the account if you did not authorize financial aid to apply to all outstanding charges.

> If charges are not paid by the appropriate due date, a HOLD may be placed on your Student Account and you will be responsible for any late fees.

**DECLINE Agreement**    **ACCEPT Agreement**

Because of the detailed information, there is a separate document on setup of the Direct Deposit.
The box on **Personal Information** allows for information review and changes for addresses, phone numbers, Demographic Data and the Preferred Name AND the “Setup Authorized Users”.

The link for “Current Address” (with the address shown beneath), allows for changes of several addresses. Notice the “edit” buttons to the right.

![Edit Address Panel]

This is the actual edit panel to change the address of the address type selected (in this example, only one choice).

Click on **“Authorized User”**.

The student must indicate accepted to progress to the maintenance location after reading the statement of agreement. Clicking on Decline will present a message that the user cannot save any data in the Setup panel.
Enter the name of the person designated to use the account and their email address if it is desired they also receive notices of bills created. For additional users, click on the plus sign and complete information for the added row. The Payer Key is very important for the user to gain access to the account. The data must be saved before leaving the panel (save button not shown).

The Enroll and Pay menu item opens to all the academic areas and Student Center: The other menu items appear to be included in the first panel and attached links of the Student Center.

Class Search / Browse Catalog
Enrollment:

Campus Finances:

Campus Personal Information:
Academic Records:

Degree Progress/Graduation:

Student Admission:
KU Address Verification:

Panel is longer and requesting more information.