After the student signs on, this panel will appear. After clicking on one of the items in the Main Menu for Enroll & Pay, the items in that menu then appear in the Menu column to the left. For information on Emergency Contacts, see page 12.

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.

Viewing the class schedule, grades, adding and dropping a class, and Select Optional Campus Fees are available here.

In the field “other academics” (highlighted with the box), they could click on the down arrow and click on one of the options that is desired, then click the forward arrows button to find more information about applying for graduation, etc. I selected Swap Classes, which goes to a new panel:
In the next example, the left menu is closed by clicking on the corner minus (-) sign on the Menu blue bar; enhances the view of the panel.

Closing the Menu leaves a small icon. Click on the icon to reopen the Menu. 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 Payment/Account Inquiry/ Recharge KU Card link

Notice the box with summarized balance information.
In the picture, the tab tells all. 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, a Fall, 2007 charge of some kind. Then a “Make a Payment” button is provided. However, maybe that is not enough information. The student may click on the tab, “charges due”.

Details by Charge box shows the total net amount due for each of the due dates of outstanding charges. The Due date 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, (next page)
go to the tab, “payments”.

In this panel, only the payments are listed with dates and amounts. Again, there is a range of dates box provided as on “Activity”. Click on the actual dollar amount to view to which charges the payment applied.

The last panel is “pending financial aid”.

This account does not have any pending financial aid per the message.

The link for Financial Aid brings up a page showing a list of terms of aid.
Click on “Student Center” in the Menu on the left, or find the destination in the “go to…” field

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

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.
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.

The link for “Current Address” (with the address shown beneath), allows for changes of several addresses. Notice the “edit” buttons to the right.
This is the actual edit panel to change the address of the address type selected (in this example, only one choice).

Personal Information is also where “Authorized User” is located for set up or review.

The student must indicate accepted to progress to the maintenance location after reading the statement of agreement.

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 other menu items appear to be included in the first panel and attached links of the Student Center.

The Enrollment menu item opens to all the academic areas:

Manage Account:
Campus Personal Information:

Academic Records:

Graduation:
Admissions:

Emergency Contacts:

Click on the Emergency Contacts Info link and the following panel will appear:

Emergency Contact Info

If you want the University of Kansas to communicate with you during an emergency, two pieces of information are needed: your mobile telephone number and your mobile service provider (Step 1). Collecting this information is the first phase of developing the University's emergency communications system. You will be notified when Phase II has been completed and the system is ready for use.

Read and click on Next to enter data in next panel.
Click on the link, “Please update…” to enter Cellular or Mobile phone information. Click on “Add a Phone Number” to start. Enter the phone information as requested. Click on “Add a Phone Number” to add rows for additional phones.
Be sure to Save. Once Save is entered, the system will return to the previous panel for the telephone service provider information.

It will even provide the company names, simply click on the correct name to populate the field.
Click on the link to “Verify and update…” contacts.

Click on “Add An …” to start.
Complete the form as is necessary.

For additional phones for this contact person, click on the “Add a Phone…” button, and the boxes immediately above that button will activate to accept data. Be sure to click on the Save button and the following panel will populate:
Press OK to leave the panel.

Click on Next.

Click on Save.