STUDENT ACCOUNTS QUICK REFERENCE

LOGIN AS A STUDENT
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 assist 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 Finances 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

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