



# 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 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.



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## 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 >](#)

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 >](#)

### 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

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