Account Inquiry



1. Click Student Center.

Finances
My Account
Account Inquiry
VIEW\Print Invoices
Financial Aid
View Financial Aid
Accept/Decline Awards
Report Other Financial Aid

2. The Account Summary section displays the balance Due Now and Future Due amounts. The Future Due amount refers to the amount due at the start of a future session. Click the Account Inquiry link to view the account details.

Account	Inquiry	Electronic Payments/Purchases Account Services	1
Summary	A <u>c</u> tivity	Charges Due Payments Pending Aid	

NOTE: Your Account Summary Information is displayed.

- 3. Click the **activity** tab to view transaction information.
- 4. You can view your transactions by date and/or terms, select the desired date.

View b	у				
From	07/24/2013 🛐	То	01/31/2014 🛐	All Terms 💽 go	

- 5. Click the desired **term** list.
- 6. Click the **go** button.

Account Inquiry	Electronic Payn	Account Services	
Summary Activity	Charges Due	<u>P</u> ayments P	ending Aid

7. To view the breakdown of the charges, click the **charges due** link or the **charges due** tab at the top of the page.

Account Inquiry Electronic Pay	Electronic Payments/Purchases		
Summary Activity Charges Due	<u>P</u> ayments	Pending Aid	

8. Click the **payments** link to view your Payment History. You can select a **Payment History** by dates and click the **GO** button.

Posted Payments	Find View All 🔁	Firs	t 【 1-3 of 3 🚺 Last
Date Paid	Payment Type		Paid Amount
08/30/2013	Misc. Scholarship, NO #1		<u>413.82</u>
08/30/2013	Grad. Studies Fee Waivers, NO		6,241.00
	Total Posted Payments for this view		6,654.82
		<u>اها</u> ر	First 🚺 1-3 of 3 🚺 Last

9. Click the desired **Paid Amount** link.



10. Click the **Return to Payment History** link to return to the **Payment History** page.

Account Inquiry	Electronic Payments/Purchase	s <u>A</u> ccount Services
Summary Activity	Charges Due <u>P</u> ayments	Pending Aid

11. Click the **pending aid** tab to view your Pending Financial Aid.

Pending Financial A	id	
View By All Terms	▼ go	
Pending Financial Aid	Find View All 🗖	First 【 1-4 of 4 🗋 Last
Award	Term	Amount
Federal Pell Grant Fall S	Spring-Shreveport 2012	2,775.00
Federal SEOG FALL S	Spring-Shreveport 2012	763.50
TOPS-SH Performance Tuition	Spring-Shreveport 2012	2,423.00
Total Pending Financial Aid for this view		5,961.50

- 12. You can view pending financial aid for All Terms or select a term from the drop-down list to view. Click the **View By** list to select a term.
- 13. Click the **go** button.

Account Ir	nguiry /	Account Servic
<u>Summary</u>	<u>Activity</u>	Charges Due
go to		• >>>

14. Select the Student Center list item from the drop-down list, then click the **GO!** Button to return to the Student Center page.