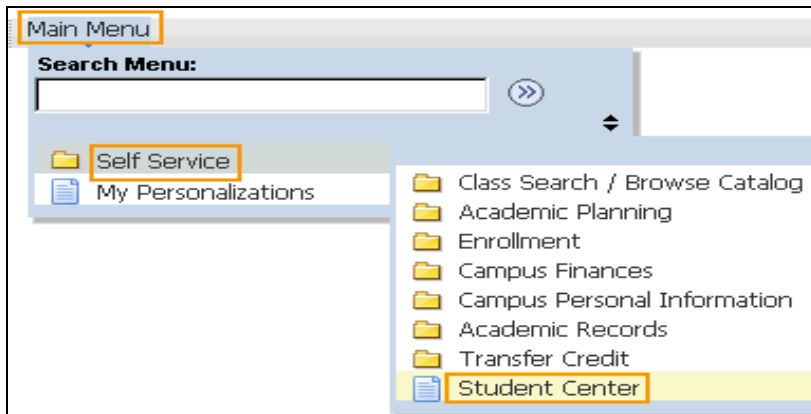


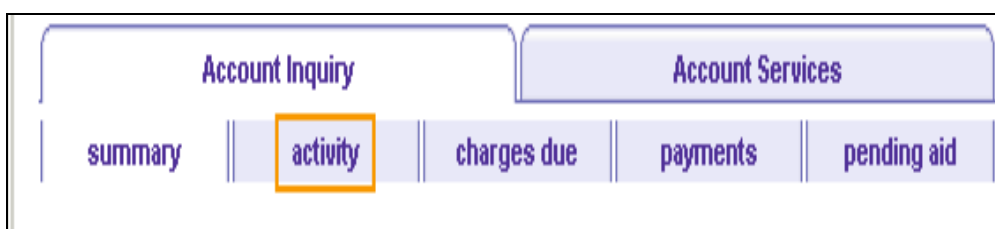
## Account Inquiry



1. Click **Main Menu**.
2. Click **Self Service**.
3. Click **Student Center**.



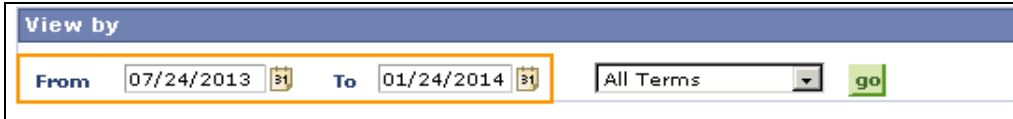
4. The **Account Summary** section displays the balance **Due Now** and **Future Due** amounts. The **Future Due** amount refers to the amount due at the start of a future session. Click the **Account Inquiry** link to view the account details.



**NOTE:** Your Account Summary Information is displayed.

5. Click the **activity** tab to view transaction information.

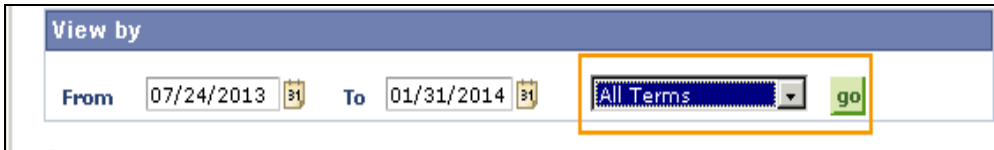
# Job Aid



View by

From 07/24/2013 To 01/24/2014 All Terms go

6. You can view your transactions by date and/or terms, select the desired date.

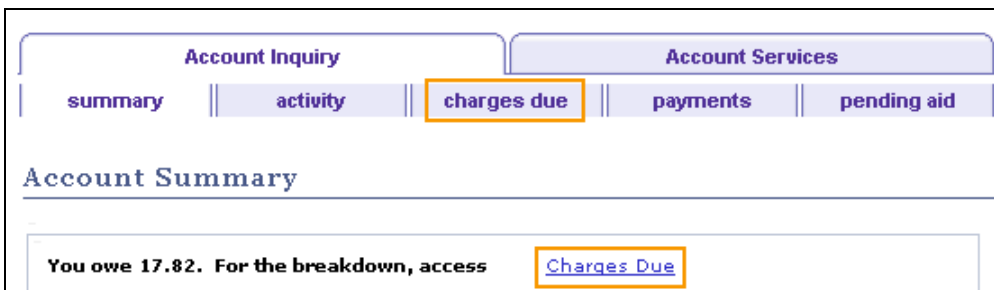


View by

From 07/24/2013 To 01/31/2014 All Terms go

7. Click the desired **term** list.

8. Click the **go** button.



Account Inquiry Account Services

summary activity **charges due** payments pending aid

Account Summary

You owe 17.82. For the breakdown, access [Charges Due](#)

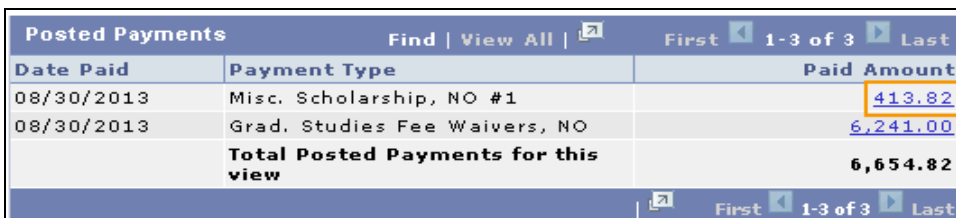
9. To view the breakdown of the charges, click the **charges due** link or the **charges due** tab at the top of the page.



Account Inquiry Account Services

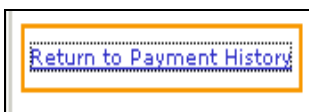
summary activity charges due **payments** pending aid

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



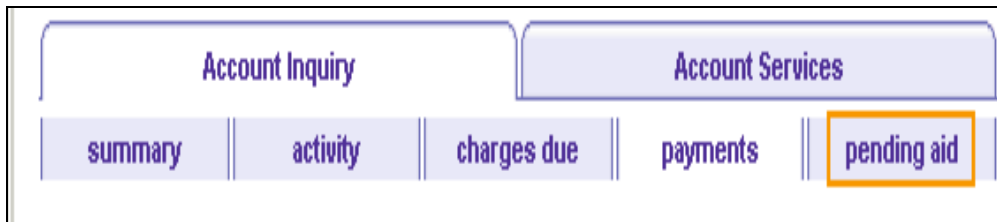
Date Paid	Payment Type	Paid Amount
08/30/2013	Misc. Scholarship, NO #1	413.82
08/30/2013	Grad. Studies Fee Waivers, NO	6,241.00
<b>Total Posted Payments for this view</b>		<b>6,654.82</b>

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



[Return to Payment History](#)

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



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

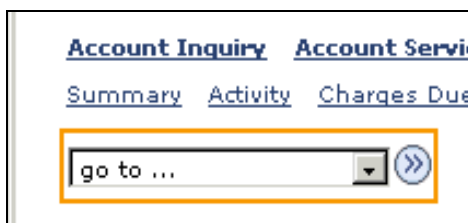
**Pending Financial Aid**

View By: All Terms

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	
<b>Total Pending Financial Aid for this view</b>				<b>5,961.50</b>	

14. 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.

15. Click the **go** button.



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