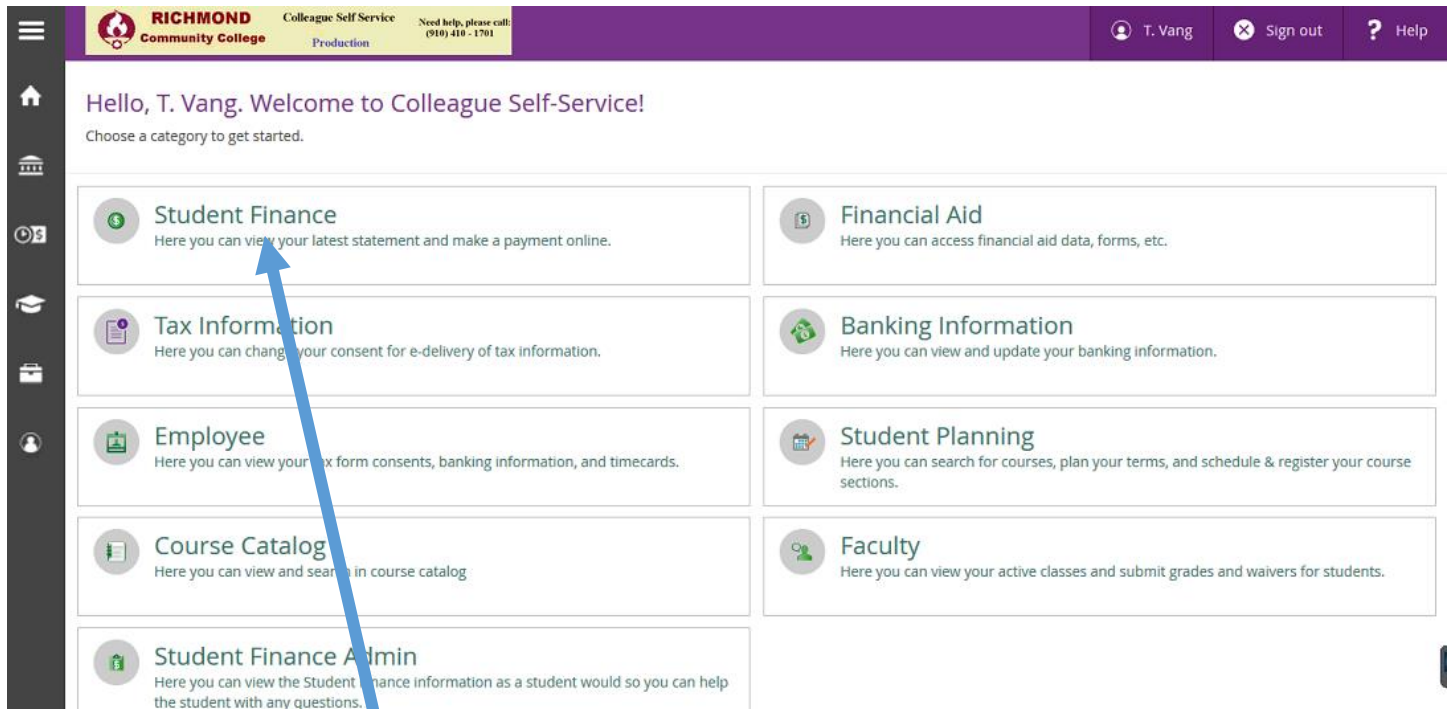


# Colleague Self-Service Student Finance Guide

When you first log into Colleague Self-Service, the following screen may display – depended on your setup in the preference menu. If you are not an instructor and an employee, your screen will not display the “Faculty” and “Employee” menus.



## Student Finance Menu:

- Click on the “**Student Finance**” menu you will see all financial charges – see sample below.

Financial Information > Student Finance > Account Summary

### Account Summary

View a summary of your account

Account Overview		
Amount Overdue	\$0.00	
<b>Total Amount Due</b>	<b>\$0.00</b>	<a href="#">Make a Payment</a>
<b>Total Account Balance</b>	<b>\$0.00</b>	<a href="#">Account Activity</a>
<a href="#">Spring Semester 2017</a>	\$0.00	
<a href="#">Summer 2015</a>	\$0.00	
<a href="#">Spring 2015</a>	\$0.00	
<a href="#">Fall 2014</a>	\$0.00	

- Click on the “**Student Finance**” tab will list all the “submenus” that you can access.

Financial Information ▾ Student Finance ▾ Account Summary

### Account Summary

View a summary of your account

Account Overview		
Amount Overdue	\$0.00	
<b>Total Amount Due</b>	<b>\$0.00</b>	<a href="#">Make a Payment</a>
<b>Total Account Balance</b>	<b>\$0.00</b>	<a href="#">Account Activity</a>
Spring Semester 2017	\$0.00	
Summer 2015	\$0.00	
Spring 2015	\$0.00	
Fall 2014	\$0.00	

- Click on the “**Account Activity**” option will display all charges, payments, and balance. If you want to see your statement, you can click on the “**View Statement**” – this may take up to several minutes. Please be patient.

Financial Information ▾ Student Finance ▾ Account Activity

### Account Activity

View your Financial Activity

**Alert: IMPORTANT**  
Accounts not paid in full by published due dates will result in your classes being dropped. Please make sure to pay your account in full. We only accept

Term: Spring Semester 2017 - Balance: \$0.00

Charges  
\$1.00

Payments  
\$1.00

=

Balance  
\$0.00

[Expand All](#)

Charges	\$1.00
Payments	\$1.00
Balance	\$0.00

[View Statement](#)

Click on this to display “all Payments”. Click on this to expand/display all “charges”.