

## Viewing My Account Activity

Step	Action
1.	From the Student Portal Home Page, click the <b>Finances Menu</b> link. <a href="#">Finances Menu</a>
2.	Under the <b>My Account</b> section, click the <b>Account Activity</b> link. <a href="#">Account Activity</a>
3.	The <b>Account Activity</b> page is viewed.  You can view all account activity information on the account. This information includes charges to the account and any credits or payments.
4.	In the <b>View by</b> section, Account Activity can be viewed between specific dates or by Terms.
5.	On the <b>Transactions</b> section header, you can see how many lines of information are available based on the range chosen in the <b>View by</b> section.  You will see 10 lines of information by default. to see more information, click on the <b>View All</b> link.
6.	Click the <b>summary</b> tab. <a href="#">summary</a>
7.	The <b>Account Summary</b> page provides an overview of balances due and what is owed.  There is a <b>MAKE A PAYMENT</b> button on the page that directs you to the payment page.
8.	Click the <b>charges due</b> tab. <a href="#">charges due</a>
9.	The <b>Charges Due</b> page provides a summary of charges, credits, and payments. The Due Date of charges can also be viewed from this page.
10.	Click the <b>payments</b> tab. <a href="#">payments</a>
11.	The <b>Payments History</b> page provides information on credits and payments made to the account.
12.	Click the <b>pending aid</b> link. <a href="#">pending aid</a>
13.	The <b>Pending Financial Aid</b> page provide an overall view of Financial Aid that is available. To accept the aid, proceed to the Financial Aid page under the <b>Finance menu</b> .

<b>Step</b>	<b>Action</b>
14.	<b>End of Procedure.</b>