

Business Process Procedures

3.10 GUIDE TO 8.9 STUDENT CENTER – CAMPUS FINANCES

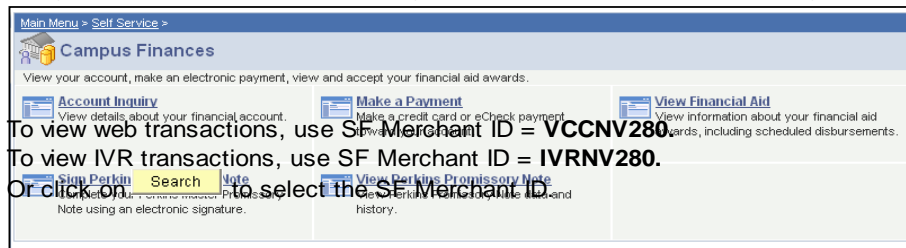
Overview These procedures walk an operator through the pages a student will see when navigating to the Campus Finances area of the 8.9 Student Center.

Key Points The names “Student Center” and the “Student Services Center” are not synonymous. The **Student Center** refers to the set of pages a student will use to enroll, drop and pay for classes. The **Student Services Center** is the set of pages that students and staff can use to view academic and financial account information.

Navigation [Self Service > Campus Finances](#)
It is strongly suggested that you add this navigation to your Favorites Menu.

Detailed Directions

Step 1 Navigate to the Campus Finances page. The Campus Finances menu page is displayed.



Step 2 At the Campus Finances menu page, click on the [Account Inquiry](#) menu link. The Account Inquiry page displays.



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Step 3 Click on the Activity tab at the top of the display.



Step 4 The Activity page appears. This page displays charge and payment transactions for a student-specified date range. Use the drop-down menus for the dates and terms to view a different period of time.

The screenshot displays the 'Account Activity' page for student Kathleen Vessey. At the top, there are navigation tabs for 'summary', 'activity', and 'make a payment'. Below the tabs, the page title 'Account Activity' is shown. A 'View by' section includes date range filters: 'From' 02/14/2006, 'To' 08/14/2006, and 'All Terms'. A 'Transactions' table is displayed with the following data:

Posted Date	Item	Term	Charge	Payment	Refund
08/08/2006	Web Payment	2006 Summer		1.00	

Below the table, it states 'Currency used is US Dollar.' and includes a 'MAKE A PAYMENT' button. At the bottom, there are links for 'Summary', 'Activity', and 'Make a Payment', along with a 'go to ...' dropdown menu.

Step 5 Click the Make a Payment tab at the top of the display, or click on the [Make a Payment](#) menu link on the Campus Finances page to display the first screen in the series of Make A Payment pages.



Step 6

The Make a Payment – Specify Payment Details page displays. This page is the start of a four-part process that guides students through making a payment. Enter the required information and click **NEXT** to move to Step 2 in the payment process.

Kathleen Vessey
go to ...

summary
activity
make a payment

Make a Payment 1 2 3 4

1. Specify Payment Details

You may specify your payment amount after providing your account information.

Credit Card Details

Enter the information requested exactly as it appears on your credit card.

First Name

Last Name

Credit Card Type

Card Number

Expiration Date /

The billing address you specify must match your credit card company's records.

Telephone

Email Address

Country [Edit Address](#)

Address

CANCEL NEXT

[Summary](#) [Activity](#)
Make a Payment

go to ...

Step 7

The Make A Payment – Specify Payment Amount page displays. Enter the payment amount and click **NEXT** to move to Step 3 in the payment process.

Kathleen Vessey go to ...

summary
activity
make a payment

Make a Payment 1 2 3 4

2. Specify Payment Amount

Listed below are the charges you are allowed to pay online. Your other charges can be paid through the Cashiers office or mailed in separately.

What I Owe		
Description	Outstanding Charges	Payment Amount
Charges for Tuition	0.00	<input type="text"/>

Currency used is US Dollar.

CANCEL
PREVIOUS
NEXT

My Charges

[Summary](#) [Activity](#)
Make a Payment

go to ...

Step 8

The Make A Payment – Confirm Payment page displays. Submit the information listed, or change it and then submit it. Click **SUBMIT** to move to Step 4 in the payment process.

Kathleen Vessey go to ...

summary
activity
make a payment

Make a Payment 1 — 2 — 3 — 4

3. Confirm Payment

If the information below is accurate, click the Submit button.

Payment Summary		
Payment Amount	1.00	change payment amount
<small>Currency used is US Dollar.</small>		
First Name	Kathleen	change payment details
Last Name	Vessey	
Credit Card Type	American Express	
Card Number	XXXXXXXXXXXX1000	
Card Expiration Month	04 / 2008	
Telephone	703/323-3784	
Email Address	kvessey@nvcc.edu	
Country	United States	
Address		

CANCEL
PREVIOUS
SUBMIT

Step 9

Step 9

The Make A Payment – Payment Result page displays. Print this page for your records.

summary
activity
charges due
payments
pending financial aid
make a payment

Make a Payment

1 2 3 4

4. Payment Result

Your payment has been accepted. Save the information below for your reference.

Confirmation Details

Reference Number	450000185786	Payment Amount	224.94
Credit Card Number	XXXXXXXXXXXX1111	Transaction Date	09/14/2006
		Transaction Status	Successfully Posted

Currency used is US Dollar.

VIEW CONFIRMED PAYMENT
MAKE ANOTHER PAYMENT

Summary
Activity
Charges Due
Payments
Pending Financial Aid
Make a Payment

go to ... v >>

Step 10

Click VIEW CONFIRMED PAYMENT to ensure the payment posted successfully.

summary
activity
charges due
payments
pending financial aid
make a payment

Payment History

View By
Northern Virginia Comm College
From
03/14/2006
31
To
09/14/2006
31
go

Posted Payments

Find | View All
First
1-2 of 2
Last

Date Paid	Payment Type	Paid Amount
09/14/2006	Web Payment - Ref # 450000185786	224.94
Total Posted Payments for this view		224.94

First
1-2 of 2
Last

Currency used is US Dollar.

Pending Payments

You have no pending payments.

Summary
Activity
Charges Due
Payments
Pending Financial Aid
Make a Payment

go to ... v >>

Note

The Campus Finances page also offers students the ability to view Financial Aid and promissory note information. Please refer to Financial Aid business process or reference documentation for more information.

