

This quick reference guide (QRG) supports students in checking their account balance and making payments.

## CHECK MY STUDENT ACCOUNT BALANCE

To view your student account balance, complete the following steps from the Workday Home page:

1. Click the global navigation **Menu** in the top left corner of your screen.
2. Select **Financials Hub**.



3. Within the 'Financials Overview' screen, note the 'Due Now' box.




The number displayed below 'Due Now' indicates the current amount that is owed to the institution.

## MAKE A PAYMENT

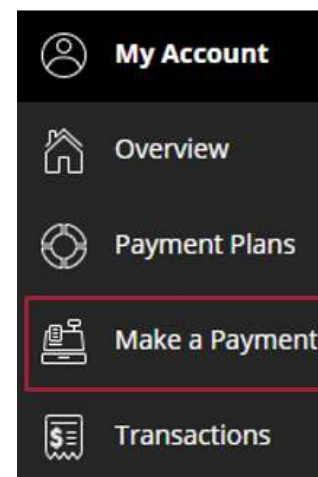
To make a payment, complete the steps below from the 'Financials Overview' screen:

1. Click **Make a Payment**.

2. (Optional) Select the **Institution** to which you will make the payment.

 **Note:** If you only have an account with one institution, this screen will not display.

3. Click **OK**.  
Your institution's login screen displays.
4. Log in with your institutional credentials.
5. Click **Make a Payment** from the left menu.



6. Click to select one or more academic periods for which you will make payments.
7. Enter the amount(s) you will pay today in the **Amount** field(s) for the academic period(s) you selected.

Description	Balance	Amount
<input checked="" type="checkbox"/> FALL_2023	\$3,464.75	\$500.00 <input type="text"/> <input type="button" value="x"/> <input type="button" value="v"/>
<input type="checkbox"/> FALL_2024	\$378.00	\$0.00 <input type="text"/> <input type="button" value="x"/> <input type="button" value="v"/>

- (Optional) Review the 'Available items' within the *Would you like to pay for something else?* section and click hyperlinks to make additional payments as needed.

Would you like to pay for something else?

**Available items**

**New Student Housing Deposits**  
If you haven't made your housing deposit for the upcoming year, you can pay for that here.  
[View category](#)

**New Student Housing Deposits**  
\$200.00 [View details](#)

- Click **Checkout** in the bottom right corner of the screen.
- Select the **Payment method**, entering information in the corresponding fields as needed, and saving the account information for future use if desired.

**\* Payment method**

New credit or debit card  
(Additional 2.85% fee for domestic cards, 4.25% for international cards)

New bank account  
(Additional \$0.50 fee per transaction)

New 529 Savings Plan  
(Additional \$10 fee per transaction, excluding auto-pay payment plan payments)

- Click **Continue** in the bottom right corner of the screen.

The *Service fee* screen displays.

**Note:** Service fee amounts vary by payment method.

**Service fee**

\$9

As part of your payment, you will be charged a service fee of **\$9**.

I understand that my transaction includes a non-refundable service fee of **\$9**.

- Check the box for the service fee acknowledgement.

- Click **Continue** in the bottom right corner of the screen.

The *Review* screen displays.

- Verify that all payment details are accurate. You must ensure that a valid **Email address** has populated to proceed.

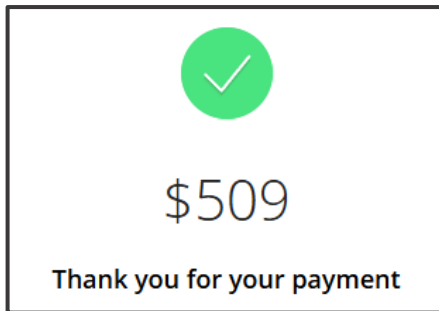
- Click **Pay** in the bottom right corner of the screen.

Pay \$509

**Note:** The 'Pay' amount reflects the total payment, including both the service fee and the payment to your institution.

Amount	\$500.00
<b>Subtotal</b>	<b>\$500.00</b>
Service fee	\$9.00
<b>Total</b>	<b>\$509.00</b>

The *Thank You* screen displays your total payment amount and remaining balance.



The receipt is emailed automatically to the email address you provided.

16. Click **Go to overview** in the bottom right corner of the screen.
17. Notice that your balance has been reduced by the payment amount (not counting service fees).