

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.



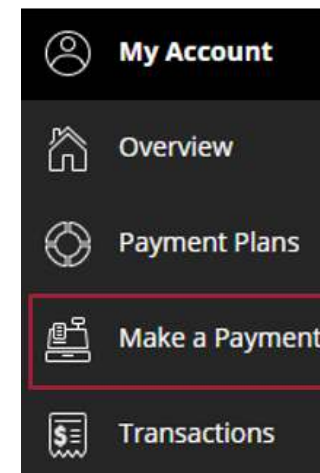
Note: If you only have an account with one institution, this screen will not display.

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
☒ FALL_2023	\$3,464.75	\$500.00 x v
☐ FALL_2024	\$378.00	\$0.00 v

8. (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](#)

9. Click **Checkout** in the bottom right corner of the screen.
10. 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)

11. 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**.

12. Check the box for the service fee acknowledgement.
13. Click **Continue** in the bottom right corner of the screen.

The *Review* screen displays.

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

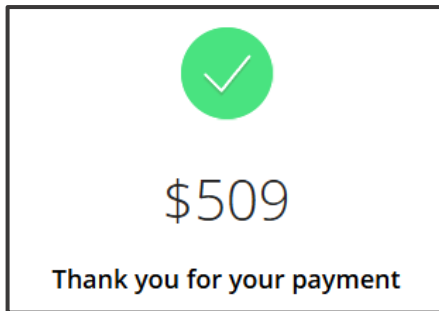
15. Click **Pay** in the bottom right corner of the screen.

Pay \$509

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

Amount	\$500.00
Subtotal	\$500.00
Service fee	\$9.00
Total	\$509.00

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).