Getting Started Guide: Student Account Suite

Where to Access
Use your myWSU ID and password to logon to http://mywsu.wichita.edu. Select the My Account tab.

Click on Student Account Suite to view your bill, make payments and manage your student account activity.

Navigating On-Line Payments

Welcome to the Student Account Suite.

Announcements
Take a moment and read Announcements for timely messages that may affect your WSU account. For example:

- Direct Deposit of Refunds – Prior to January 1, 2009, click on the Quick View Create a Refund Profile tab to designate a bank account to be used for your electronic refunds. This will give you access to your refunds 3-5 business days faster than opting for a paper check.
- Dates and times the system will be unavailable due to planned maintenance.

Quick View – Create a Refund Profile

- If you haven’t yet done so, please visit the Payment Profile page to set up direct deposit into your checking or savings account. To view information about refunds that have been issued to you electronically, please see the Refund History page.
- START HERE and set up your Payment Profile today!

Quick View – Current Account Status

- Click recent account activity or View Current Activity to view charges and payments by term or view estimated financial aid.
- Select previous terms to view activity for past semesters.
- Make a Payment will take you to the Payments tab.

Quick View – eBills

- Click latest bill or Student Account to view/print a copy of your statement.
- Make a Payment will take you to the Payments tab.

Quick View – Recent Payments and Credits

- Recent payment amounts and dates are shown.
- Click Payment History to view all payments made.

Quick View – Enroll in a Payment Plan

- Set up a payment plan to make periodic payments on your account.
- 3 payment plans will take you to the Payment Plans tab.
- To view specific plan details, click the appropriate View Plan link.

Questions?
- Tuition/Fees and Payment Plans 316-978-3333 accounts.receivable@wichita.edu
- Financial Aid, Scholarships, Awards 316-978-3430 finaid@wichita.edu
- Housing 316-978-3693 housing.wsu@wichita.edu
- Registration, Class Schedules 316-978-3090
- myWSU ID and password 316-978-HELP (4357) helpdesk@wichita.edu

Thinkers, Doers, Movers & Shockers

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How to Add an Authorized User

1. Click the Add an Authorized User button located on the Authorized Users tab.
2. Enter the e-mail address of the Authorized User and answer Yes or No to the viewing questions. Click Add User.

Authorized Users can make payments on a student’s account.

3. After reading the Agreement, enter the last 4 characters of your myWSU ID, for example Z987, and click I Agree.

4. The Authorized User will receive an e-mail with logon information.

Authorized Users can make payments on a student’s account.

Payment Tips

Electronic Checks
Electronic check payments require a bank routing number and account number. Payments can be made from a personal check or savings account. No corporate checks allowed.

Credit Card Payments
MasterCard, Discover, American Express and VISA are accepted through January 5, 2009.

Starting January 6, 2009:
- WSU will partner with PayPath Payment Service to accept credit card payments.
- A nonrefundable PayPath service fee of 2.75% (minimum of $3.00) will be added to your payment.
- VISA will not be accepted as of January 6, 2009.
- MasterCard, Discover and American Express will be accepted.

Credit Card Verification Value
Starting January 6, 2009, a credit card verification value, an extra 3 or 4 digit number printed on the credit card, will be required. The number is located on the back side of MasterCard and Discover cards and on the front of the American Express card.

Payment e-mail Notification
After making an on-line payment, an automatic e-mail notification(s) is sent to the address entered on the My Profiles tab.

Refund Direct Deposit
WSU issues refunds using the direct deposit information entered on Payment Profile. (Home > Quick View > Create a Refund Profile.) Information about refunds that were previously issued to you electronically is located on the Refund History page.