



Getting Started Guide: Student Account Suite

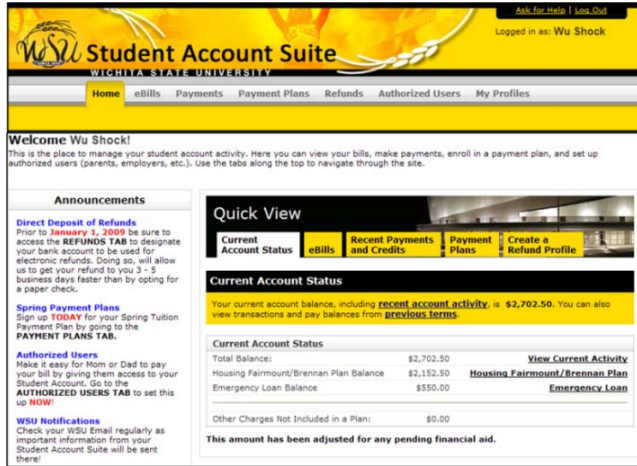
Where to Access



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



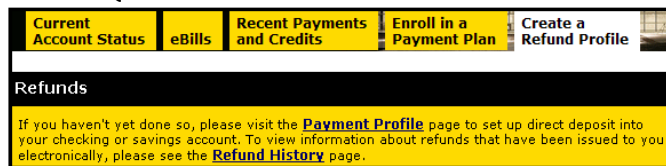
Announcements

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.

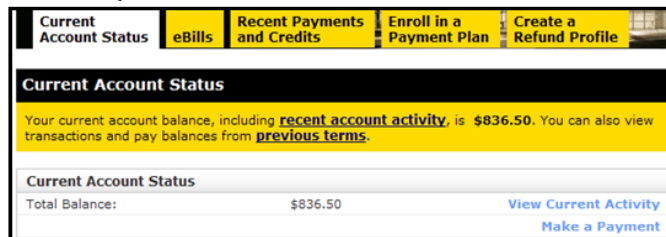
➤ Dates and times the system will be unavailable due to planned maintenance.

Quick View – Create a Refund Profile



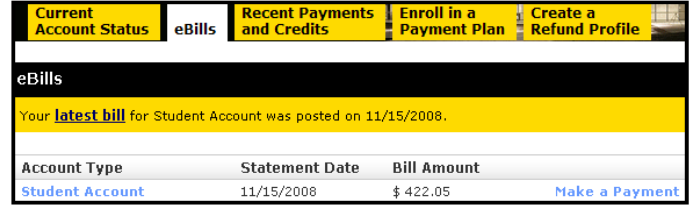
START HERE and set up your **Payment Profile** today!

Quick View – Current Account Status



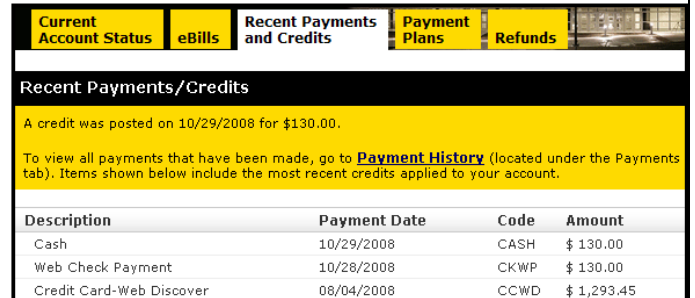
- Click **recent account activity** or **View Current Activity** to view charges and payments by term or view estimated financial aid.
- Select **previous terms** to view activity for past semesters.
- **Make a Payment** will take you to the **Payments** tab.

Quick View – eBills



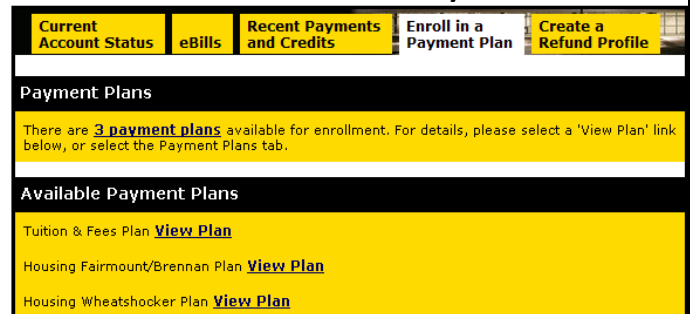
- Click **latest bill** or **Student Account** to view/print a copy of your statement.
- **Make a Payment** will take you to the **Payments** tab.

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



Getting Started Guide: Student Account Suite

How to Add an Authorized User

Home eBills Payments Payment Plans Refunds **Authorized Users** My Profiles

Authorized Users

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

You don't currently have any authorized users.

[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.**

After logging on, be sure to change your password on the **My Profiles** tab.

Payment Tips

Home eBills **Payments** Payment Plans Refunds Authorized Users My Profiles

[Make a Payment](#) | [Payment History](#) |

Most Recent Billing Statement

Account Description	Statement Date	Statement Amount	Total Balance*	Action
Student Account Statement -- Payment Due On 11/16/2008	11/15/2008	\$422.05	\$836.50	Pay

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.

MasterCard, Discover, American Express and VISA are accepted through January 5, 2009. **Starting January 6, 2009:**

- Credit Card Payments 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.