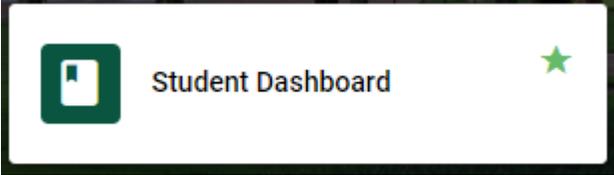
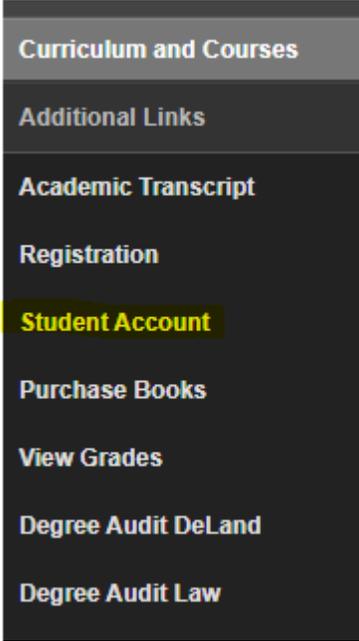


How to navigate in my.stetson and view your Student Account Activity and Balance

August 16, 2023

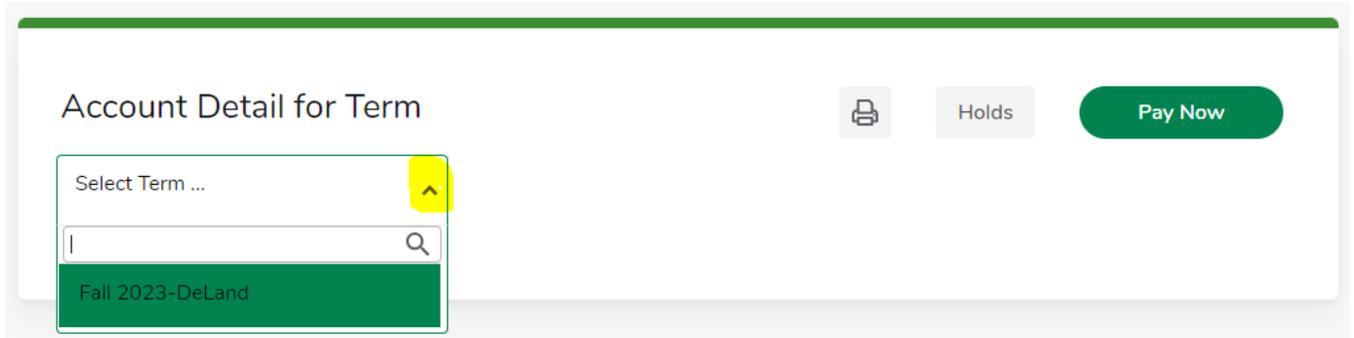
Purpose: This document is to help you navigate in my.stetson.edu and look at your student account activity/balance in real time.

Step	Action
1.	Log into my.stetson.edu
2.	Locate and click the tile named "Student Dashboard"  A screenshot of a dashboard tile. On the left is a green square icon with a white document symbol. To its right is the text "Student Dashboard" in a dark font. On the far right of the tile is a small green star icon. The entire tile is enclosed in a black rectangular border.
3.	On the left side of the page, locate and click on "Student Account"  A vertical sidebar menu with a dark background and light text. The items from top to bottom are: "Curriculum and Courses", "Additional Links", "Academic Transcript", "Registration", "Student Account" (highlighted in yellow), "Purchase Books", "View Grades", "Degree Audit DeLand", and "Degree Audit Law".
4.	A new window will open with options to select one of the following: To access your student account detail, click on "Account Detail and Balance" <ul style="list-style-type: none">• Financial Aid• Account Detail and Balance• Tax Notification (1098-T)• Statement and Payment History

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August 16, 2023

5. Click on the drop-down arrow to select the term you're like to review. Hover over and click on the term of your choice:

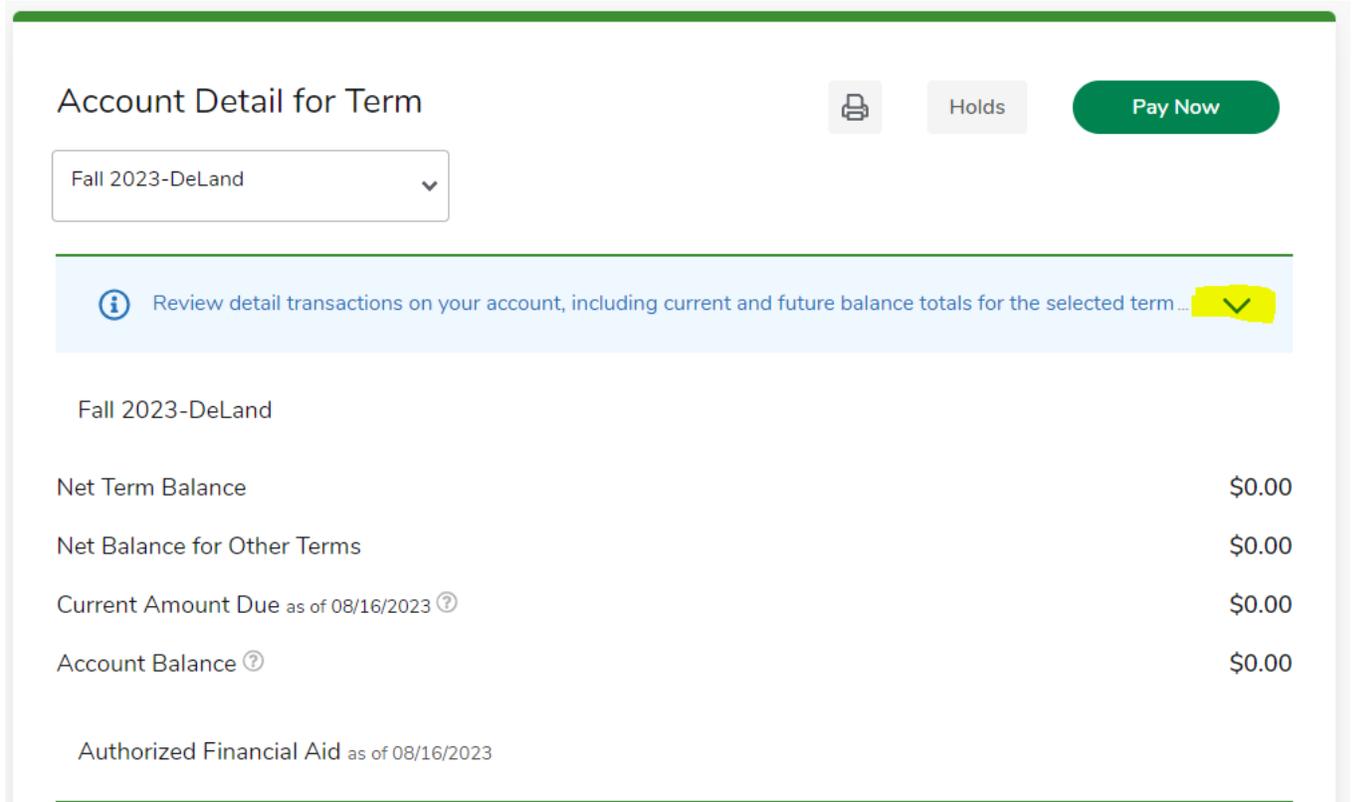


Account Detail for Term

Select Term ...

Fall 2023-DeLand

6. To access your detailed transactions, click on the down arrow as highlighted below in yellow.



Account Detail for Term

Fall 2023-DeLand

Review detail transactions on your account, including current and future balance totals for the selected term...

Fall 2023-DeLand	
Net Term Balance	\$0.00
Net Balance for Other Terms	\$0.00
Current Amount Due as of 08/16/2023	\$0.00
Account Balance	\$0.00

Authorized Financial Aid as of 08/16/2023

How to navigate in my.stetson and view your Student Account Activity and Balance

August 16, 2023

	<p> No Authorized Financial Aid exists on your record for the selected term.</p> <table><tr><td>Authorized Financial Aid Balance</td><td>\$0.00</td></tr><tr><td>Current Due net of Authorized Financial Aid</td><td>\$0.00</td></tr><tr><td>Account Balance net of Authorized Financial Aid</td><td>\$0.00</td></tr></table> <p>Memos as of 08/16/2023</p> <p> No pending transactions exist on your record for the selected term.</p> <table><tr><td>Memo Balance</td><td>\$0.00</td></tr><tr><td>Current Due net of Authorized Financial Aid and Memos</td><td>\$0.00</td></tr><tr><td>Account Balance net of Authorized Financial Aid and Memos</td><td>\$0.00</td></tr></table>	Authorized Financial Aid Balance	\$0.00	Current Due net of Authorized Financial Aid	\$0.00	Account Balance net of Authorized Financial Aid	\$0.00	Memo Balance	\$0.00	Current Due net of Authorized Financial Aid and Memos	\$0.00	Account Balance net of Authorized Financial Aid and Memos	\$0.00
Authorized Financial Aid Balance	\$0.00												
Current Due net of Authorized Financial Aid	\$0.00												
Account Balance net of Authorized Financial Aid	\$0.00												
Memo Balance	\$0.00												
Current Due net of Authorized Financial Aid and Memos	\$0.00												
Account Balance net of Authorized Financial Aid and Memos	\$0.00												
7.	End of Process												