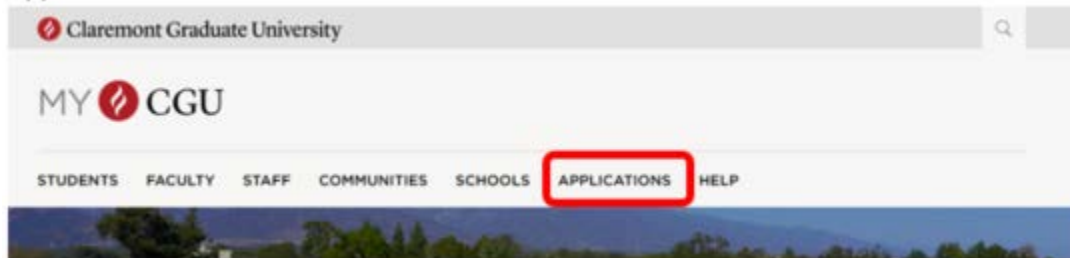


COMPLETING THE ENROLLMENT AND FINANCIAL AGREEMENT

1 LOG ON TO THE CGU PEOPLESOFT PORTAL (MY.CGU.EDU).

- Navigate to my.cgu.edu and click on the Applications menu.



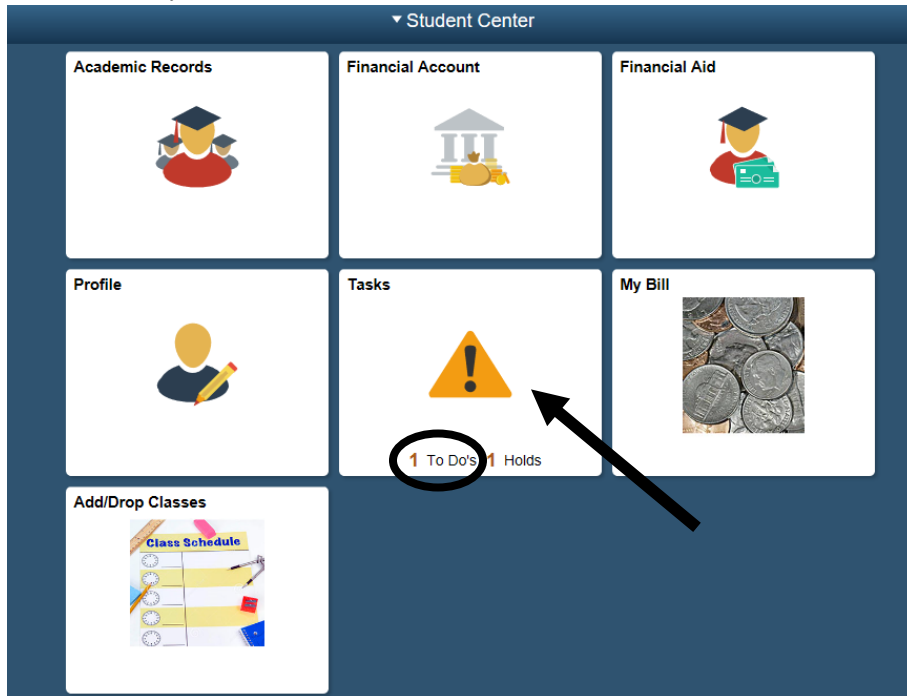
- Click the PeopleSoft link




- If you know your login information, enter it in the appropriate fields
- If you have difficulty with this, contact helpdesk@cgu.edu or call (909) 621-8174 (x18174 from on-campus).
- A new tab will open with the Student Information System (PeopleSoft) Student Center tile

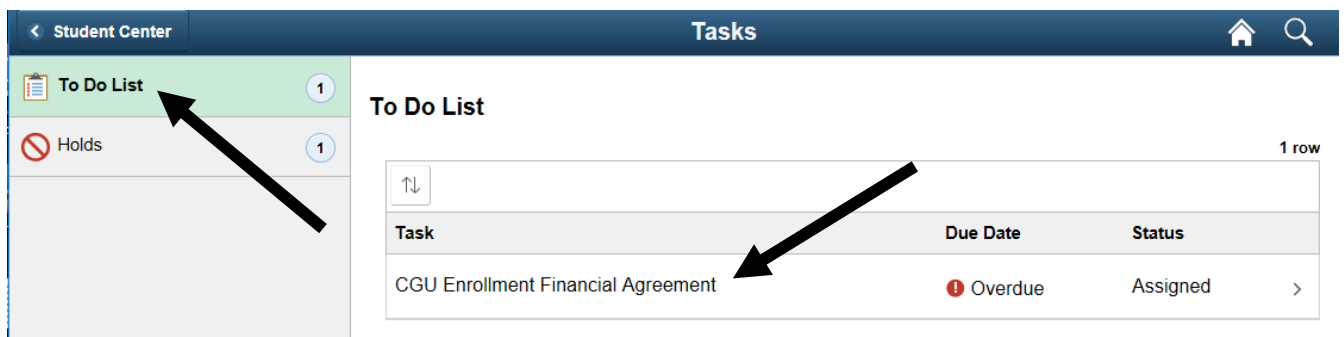
2 IN THE STUDENT CENTER, LOCATE AND CLICK THE “TASKS” TILE

If you have to complete the Enrollment and Financial Agreement, you will see a message saying you have a ToDo item in your task list.



3 IN THE TODO LIST, CLICK ON “CGU ENROLLMENT FINANCIAL AGREEMENT”

If you also have any Holds on your record, you can view them by clicking the  Holds menu.



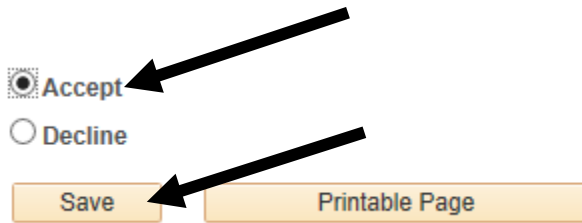
4 REVIEW AND ACCEPT THE INFORMATION IN THE ENROLLMENT AND FINANCIAL AGREEMENT.

Note the instructions at the top of the page:

“Please review the agreement then select **ACCEPT**, and **SAVE** to confirm your acceptance. Then, click **NEXT** at the top-right of the page to continue.”

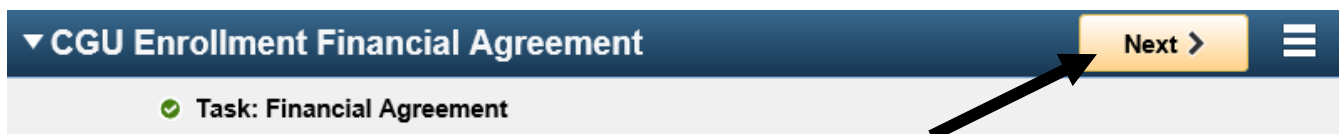
At the bottom of the agreement, you will see the option to accept. If you would like to retain a copy of the text, you can select Printable Page.

Some students have discovered that they need to zoom out a number of times (not just once or twice, but up to 10 times) in order to see the accept and save buttons at the bottom of the page. Zooming out should resolve this issue for you if you experience it, too.



5 CLICK NEXT AT THE TOP OF THE PAGE.

You have not completed all steps in the task until you click the Next button.



6 CONGRATULATIONS, YOU'RE DONE!

Click Finish and then click the menu in the upper right side of the page. You can select one of two options:

Exit will take you back to the Tasks list, or

Home to go back to your Student Center

