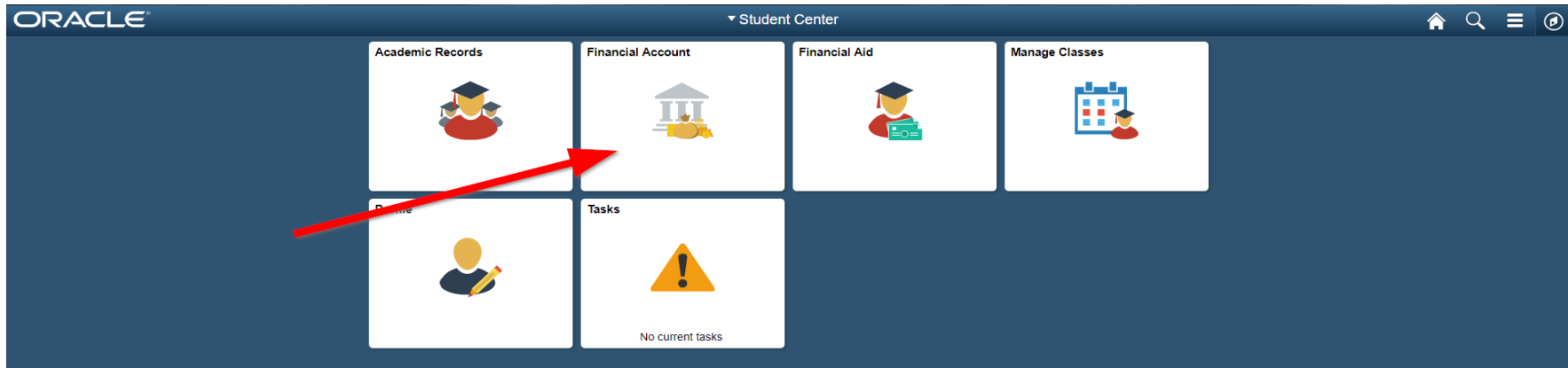


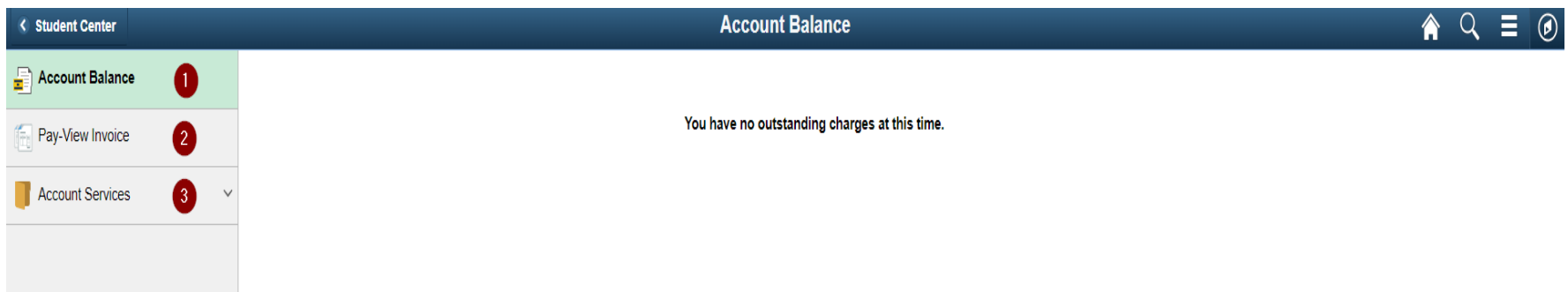
PeopleSoft New Account Interface Documentation



The **new way** to manage your student account is now available on PeopleSoft via the “Financial Account” tile.

With this tile, you can 1) Check your Account Balance, 2) Pay and/or View Invoice and 3) proceed to additional Account Services for your 1098-T.

Account Balance link:



Pay-View Invoice:

Student Center Account Details

Account Balance

Pay-View Invoice

Account Services

Invoice Details

Empl ID

Name

View By

Term 2018 Spring

Search

Prior Balance \$0.00

The Pay-View Invoice screen will reflect your name and ID and will allow you to choose the term you are interested in reviewing. Once a term is selected, the page will reflect charges, financial aid posted to your account, anticipated financial aid (if undisbursed) and the classes enrolled for that term.

At the bottom of the page, you'll have an opportunity to 1) print that term's Invoice or 2) connect to CASHNet to Pay Bill or Manage Account features (i.e. eRefund, payment plans, manage payment methods, and set up SMS alerts). *Please note that both links will open into a new page, so you'll need to double check your pop-up blocker is not stopping those pages from opening.*

Invoice Details

1 Print Invoice

Pay Bill-Manage Account **2**

Account Services:

Under Account Services, you'll find any 1098-T associated to your account.

[Student Center](#) **1098-T Inquiry**    

[Account Balance](#)

[Pay-View Invoice](#)

[Account Services](#) ^

View 1098-T

Rachel Acosta

[Account Inquiry](#) [Account Services](#)

View 1098-T

Years listed indicate which 1098-T statements are available for you to access. Please note that the Printed Date will only be visible for years you received a paper copy. Select the Tax Year hyperlink to view the 1098-T Tuition Statement. To view the details, select the Box Amount Tab. View the details by selecting the hyperlink on the Amount field.

Note:

1. If you use a pop-up blocker, you will have to disable it to display your 1098-T.
2. If there is no hyperlink for the amounts, detail information is not available. Please contact your Bursar's office should you need more information.

1098-T Report Selection

[General](#) [Box Amount](#) 

Tax Year	Version	Federal Tax ID	Description	Printed Date	Transmittal Date
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