When you first log into Colleague Self-Service, the following screen may display – depended on your setup in the preference menu. If you are not an instructor and an employee, your screen will not display the “Faculty” and “Employee” menus.

### Student Finance Menu:

- Click on the **Student Finance** menu you will see all financial charges – see sample below.

### Account Summary

View a summary of your account

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Overview</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Amount Due</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Account Balance</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Spring Semester 2017**

- $0.00

**Summer 2015**

- $0.00

**Spring 2015**

- $0.00

**Fall 2014**

- $0.00
Click on the “Student Finance” tab will list all the “submenus” that you can access.

Click on the “Account Activity” option will display all charges, payments, and balance. If you want to see your statement, you can click on the “View Statement” – this may take up to several minutes. Please be patient.

Click on this to display “all Payments”. Click on this to expand/display all “charges”.

Click on this to expand/display all charges.