Colleague Self-Service Student Finance Guide

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.

Colleague Self Service Need help, please call: (910) 410 - 1701	① T. Vang Sign out ? Help
Hello, T. Vang. Welcome to Colleague Self-Service! Choose a category to get started.	
Student Finance Here you can view your latest statement and make a payment online.	Financial Aid Here you can access financial aid data, forms, etc.
Tax Information Here you can chang, your consent for e-delivery of tax information.	Banking Information Here you can view and update your banking information.
Employee Here you can view your ix form consents, banking information, and timecards.	Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.
E Course Catalog Here you can view and sear to in course catalog	Faculty Here you can view your active classes and submit grades and waivers for students.
Student Finance Admin Here you can view the Student phance information as a student would so you can help the student with any questions.	

Student Finance Menu:

Click on the "<u>Student Finance</u>" menu you will see all financial charges – see sample below.
Financial Information – Student Finance – Account Summary

Account Summary

View a summary of your account

Account Overview		
Amount Overdue	\$0.00	
Total Amount Due	\$0.00	Make a Payment
Total Account Balance	\$0.00	Account Activity
Spring Semester 2017	\$0.00	
Summer 2015	\$0.00	
Spring 2015	\$0.00	
Fall 2014	\$0.00	

Click on the "<u>Student Finance</u>" tab will list all the "<u>submenus</u>" that you can access.

≡	Community College Product	ice Need help, please call: (910) 410 - 1701		T. Vang Sign out	? Help
♠	Financial Information ~ Student Fin	nance ^ Account Summary			
	Account Summary Account Sum	<u>nmary</u>			
E)	View a summary of your acco	ment			
œs	Account Overview	ivity			
	Pay for Reg	tration			
۲	Amount Overdu	Activity	\$0.00		
-	Total Amount Due		\$0.00	<u>Make a Payme</u>	nt
۹	Total Account Balance		\$0.00	Account Activ	ity
	Spring Semester 2017		\$0.00		
	Summer 2015		\$0.00		
	Spring 2015		\$0.00		
	<u>Fall 2014</u>		\$0.00		

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

inancial Information	
count Activity	
w your Financial Activity	
Alert: IMPORTANT Accounts not paid in full by published due dates will result in your classes being dropped. Please make sure to pay your account in for	ull. We only scept and VISA
Term Spring Semester 2017 - Balance: \$0.00	View Statemen
Charges \$1.00 - Payments \$1.00 - Payments S1.00 - S1	
Expand All	
✓ Charges	\$1.00
✓ Payments	\$1.00
Balanc	\$0.00

Click on this to display "all Payments". Click on this to expand/display all "charges".