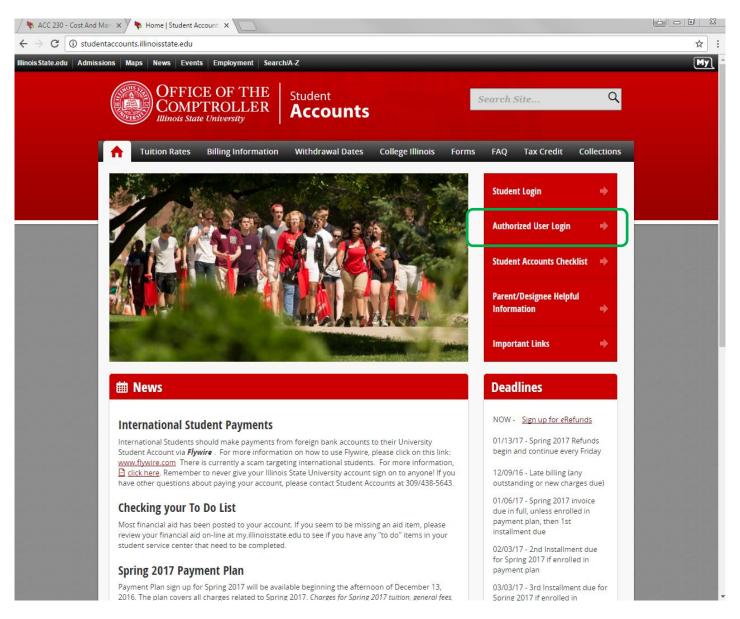
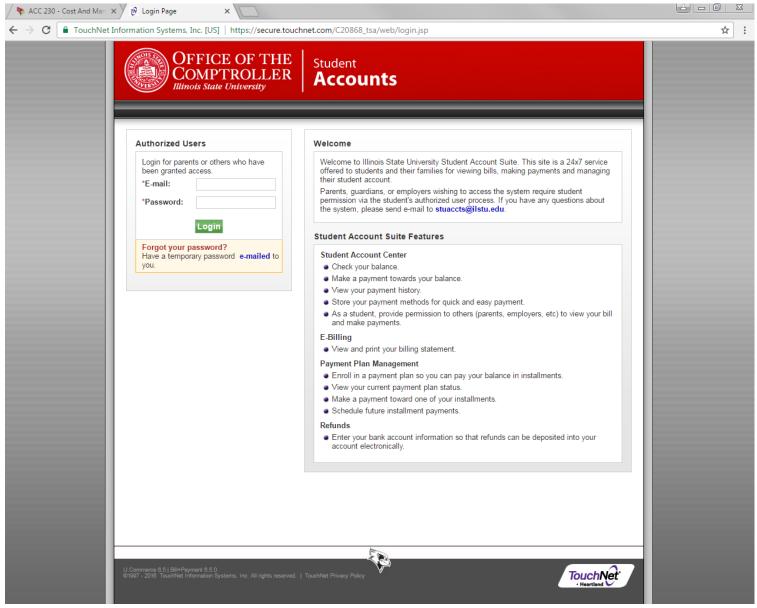
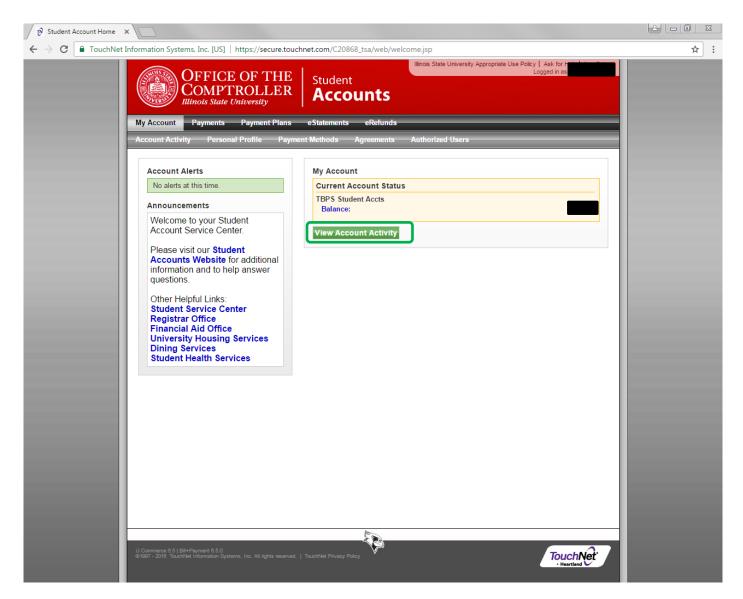
Viewing Account Activity as an Authorized User



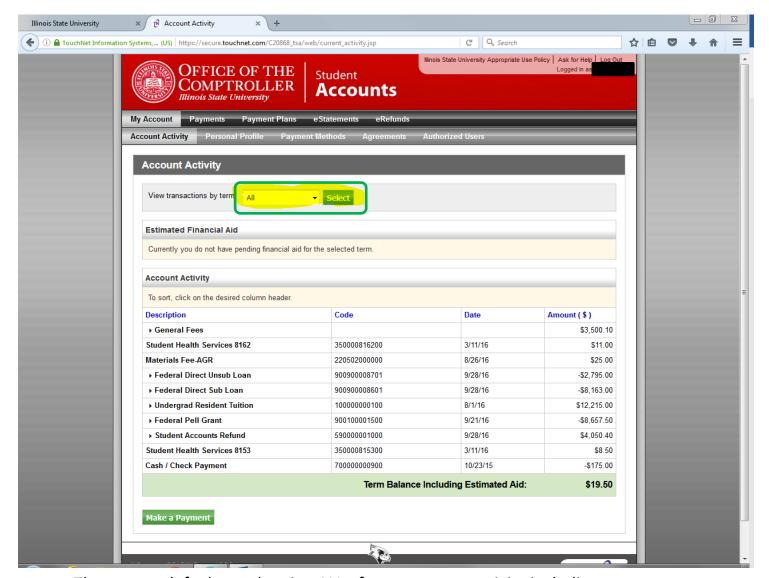
On the student accounts website (studentaccounts.illinoisstate.edu), select "Authorized User Login" on the right-hand side.



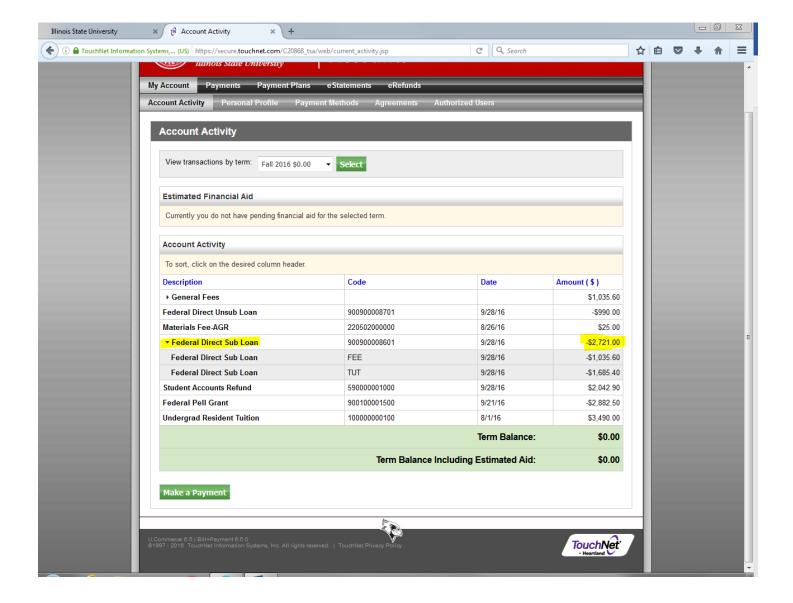
Sign in with your authorized user e-mail and password.



Select "View Account Activity."



The system defaults to showing ALL of your account activity including every semester as one bill. This can be very confusing to view and sort through, so it is helpful to view your account activity by each semester by selecting the option by "View Transactions by Term" at the top.



If a certain charge/payment has multiple transactions under the same name, the system automatically totals these transactions and lists this total under "Amount (\$)." The rows under "Description" that have arrows by them can be selected to expand a certain charge/payment category in order to show each individual transaction. For example, as shown above, though the subsidized loan was entered as one payment, it applied to tuition and general fees as two separate transactions on the same date.

NOTE: Positive amounts denote a charge to the account, negative amounts denote a payment or credit to the account.