


Viewing Account Activity as an Authorized User

The screenshot shows the Illinois State University Student Accounts website. The browser address bar displays 'studentaccounts.illinoisstate.edu'. The page header includes the university logo, 'OFFICE OF THE COMPTROLLER Illinois State University', and 'Student Accounts'. A search bar is located in the top right. Below the header is a navigation menu with links: Tuition Rates, Billing Information, Withdrawal Dates, College Illinois, Forms, FAQ, Tax Credit, and Collections. The main content area features a large image of students walking on a path. To the right of the image is a vertical list of red buttons with white text and right-pointing arrows: 'Student Login', 'Authorized User Login' (highlighted with a green box), 'Student Accounts Checklist', 'Parent/Designee Helpful Information', and 'Important Links'. Below this list are two sections: 'News' and 'Deadlines'. The 'News' section contains three articles: 'International Student Payments', 'Checking your To Do List', and 'Spring 2017 Payment Plan'. The 'Deadlines' section lists several dates and events, including 'NOW - Sign up for eRefunds', '01/13/17 - Spring 2017 Refunds begin and continue every Friday', '12/09/16 - Late billing (any outstanding or new charges due)', '01/06/17 - Spring 2017 invoice due in full, unless enrolled in payment plan, then 1st installment due', '02/03/17 - 2nd Installment due for Spring 2017 if enrolled in payment plan', and '03/03/17 - 3rd Installment due for Spring 2017 if enrolled in'.

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

ACC 230 - Cost And Man x Login Page x

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Illinois State University

Student Accounts

Authorized Users

Login for parents or others who have been granted access.

*E-mail:

*Password:

Login

Forgot your password?
Have a temporary password **e-mailed** to you.

Welcome

Welcome to Illinois State University Student Account Suite. This site is a 24x7 service offered to students and their families for viewing bills, making payments and managing their student account.

Parents, guardians, or employers wishing to access the system require student permission via the student's authorized user process. If you have any questions about the system, please send e-mail to stuacct@ilstu.edu.

Student Account Suite Features

Student Account Center

- Check your balance.
- Make a payment towards your balance.
- View your payment history.
- Store your payment methods for quick and easy payment.
- As a student, provide permission to others (parents, employers, etc) to view your bill and make payments.

E-Billing

- View and print your billing statement.


Payment Plan Management

- Enroll in a payment plan so you can pay your balance in installments.
- View your current payment plan status.
- Make a payment toward one of your installments.
- Schedule future installment payments.

Refunds

- Enter your bank account information so that refunds can be deposited into your account electronically.

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

Student Account Home x

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Illinois State University Appropriate Use Policy | Ask for Help | Logged in as [redacted]

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Illinois State University

Student Accounts

My Account | Payments | Payment Plans | eStatements | eRefunds

Account Activity | Personal Profile | Payment Methods | Agreements | Authorized Users

Account Alerts
No alerts at this time.

Announcements
Welcome to your Student Account Service Center.
Please visit our [Student Accounts Website](#) for additional information and to help answer questions.
Other Helpful Links:
[Student Service Center](#)
[Registrar Office](#)
[Financial Aid Office](#)
[University Housing Services](#)
[Dining Services](#)
[Student Health Services](#)

My Account
Current Account Status
TBPS Student Accts
Balance: [redacted]

[View Account Activity](#)

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Select "View Account Activity."

Illinois State University Account Activity

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OFFICE OF THE COMPTROLLER Illinois State University Student Accounts

My Account Payments Payment Plans eStatements eRefunds

Account Activity Personal Profile Payment Methods Agreements Authorized Users

View transactions by term: **All** Select

Estimated Financial Aid
Currently you do not have pending financial aid for the selected term.

Account Activity
To sort, click on the desired column header.

Description	Code	Date	Amount (\$)
▶ General Fees			\$3,500.10
Student Health Services 8162	350000816200	3/11/16	\$11.00
Materials Fee-AGR	220502000000	8/26/16	\$25.00
▶ Federal Direct Unsub Loan	900900008701	9/28/16	-\$2,795.00
▶ Federal Direct Sub Loan	900900008601	9/28/16	-\$8,163.00
▶ Undergrad Resident Tuition	100000000100	8/1/16	\$12,215.00
▶ Federal Pell Grant	900100001500	9/21/16	-\$8,657.50
▶ Student Accounts Refund	590000001000	9/28/16	\$4,050.40
Student Health Services 8153	350000815300	3/11/16	\$8.50
Cash / Check Payment	700000000900	10/23/15	-\$175.00
Term Balance Including Estimated Aid:			\$19.50

Make a Payment

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.

Illinois State University Account Activity

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My Account | Payments | Payment Plans | eStatements | eRefunds

Account Activity | Personal Profile | Payment Methods | Agreements | Authorized Users

Account Activity

View transactions by term: Fall 2016 \$0.00 [Select](#)

Estimated Financial Aid

Currently you do not have pending financial aid for the selected term.

Account Activity

To sort, click on the desired column header.

Description	Code	Date	Amount (\$)
▶ General Fees			\$1,035.60
Federal Direct Unsub Loan	900900008701	9/28/16	-\$990.00
Materials Fee-AGR	220502000000	8/26/16	\$25.00
▶ Federal Direct Sub Loan	900900008601	9/28/16	-\$2,721.00
Federal Direct Sub Loan	FEE	9/28/16	-\$1,035.60
Federal Direct Sub Loan	TUT	9/28/16	-\$1,685.40
Student Accounts Refund	590000001000	9/28/16	\$2,042.90
Federal Pell Grant	900100001500	9/21/16	-\$2,882.50
Undergrad Resident Tuition	100000000100	8/1/16	\$3,490.00
Term Balance:			\$0.00
Term Balance Including Estimated Aid:			\$0.00

[Make a Payment](#)

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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.