


## Student Center: How to View and Print your Financial Statements

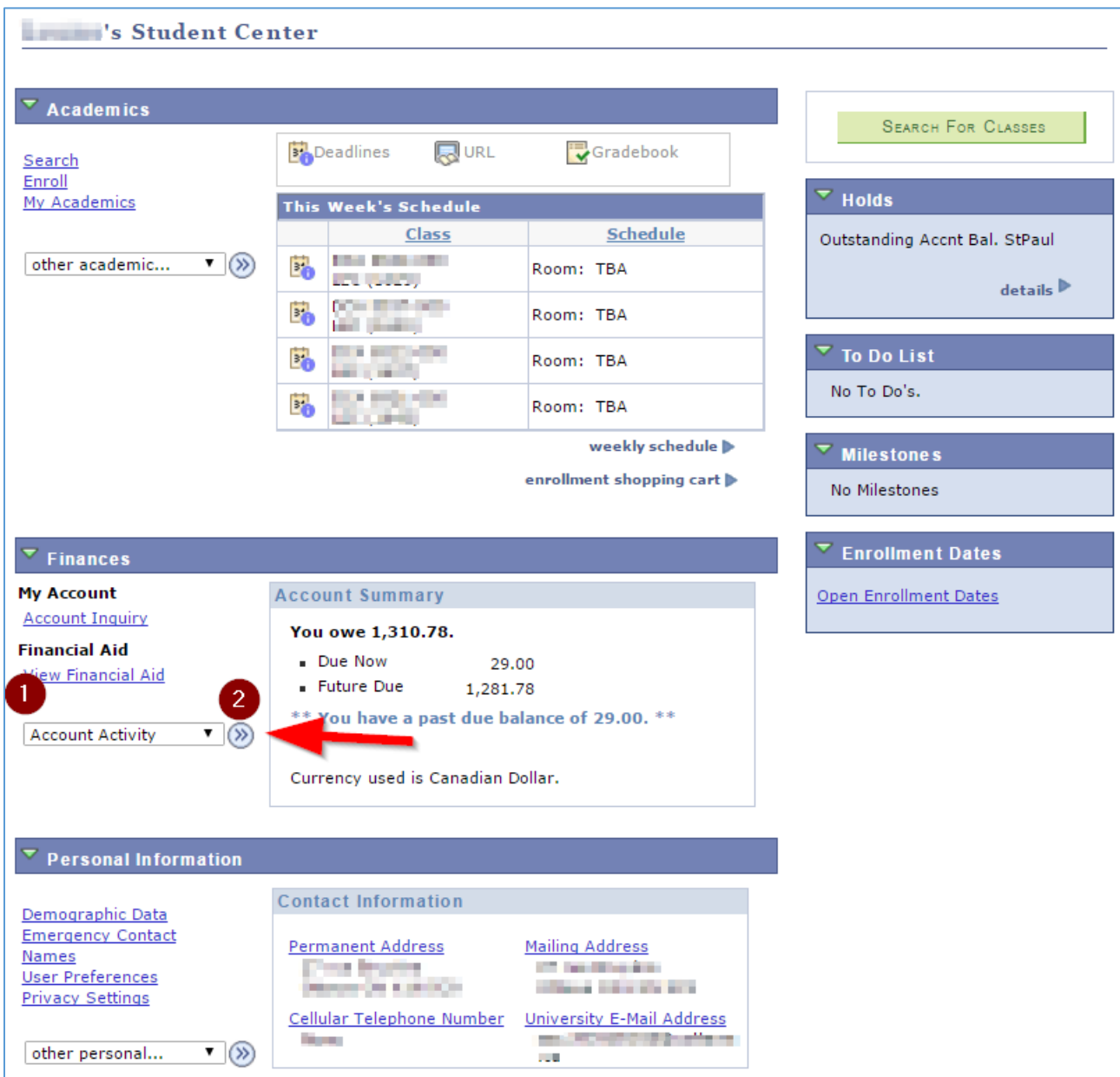
This step-by-step tutorial explains how to view and print the financial statement (summary or details) and view or print your charges due using your **Statement of Account** in your **Student Center**.

**Important Note:** Before you start, enable pop-ups in your browser.

Go to Saint Paul University's student Intranet ([http://ustpaul.ca/intranet/login\\_e.php](http://ustpaul.ca/intranet/login_e.php)) for more information on how to access uoCampus and for access user guides for the Student Centre.

In your Student Centre (Navigation: Self Service > Student Center),

- 1) Select "Account Activity" from the pull down menu in the Finances area.
- 2) Click the "Go" button 



The screenshot shows the 'Student Center' interface. The 'Finances' section is expanded, showing the 'Account Summary' with a balance of 1,310.78. A red circle '1' is around the 'Account Activity' dropdown menu, and a red circle '2' is around the 'Go' button next to it. A red arrow points from the 'Go' button to the 'Account Activity' dropdown menu.

**Account Summary**

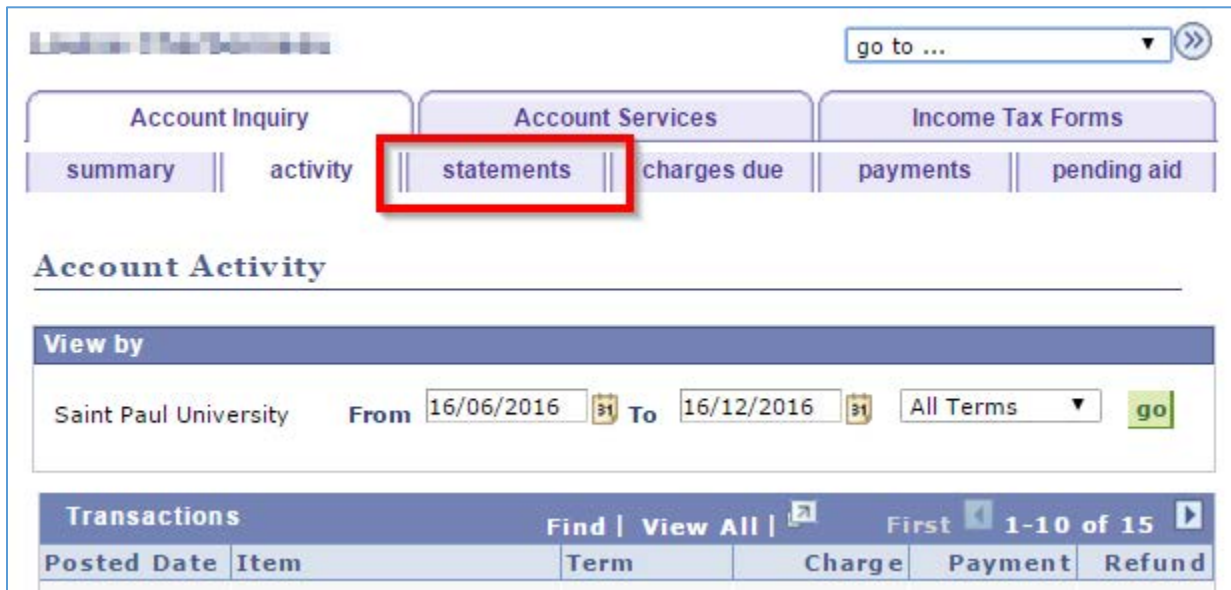
You owe 1,310.78.

- Due Now 29.00
- Future Due 1,281.78

**\*\* You have a past due balance of 29.00. \*\***

Currency used is Canadian Dollar.

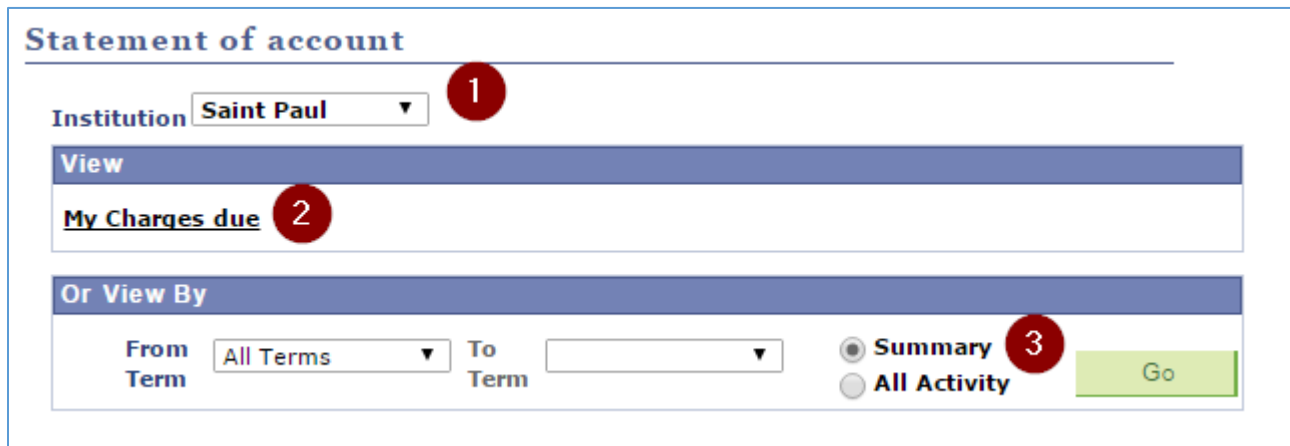
3) Click the “Statements” tab.



The screenshot shows a navigation menu with three main tabs: "Account Inquiry", "Account Services", and "Income Tax Forms". Under "Account Services", there are sub-items: "summary", "activity", "statements", "charges due", "payments", and "pending aid". The "statements" sub-item is highlighted with a red rectangular box. Below the menu is a section titled "Account Activity" with a "View by" dropdown set to "Saint Paul University". It includes date pickers for "From" (16/06/2016) and "To" (16/12/2016), a "All Terms" dropdown, and a "go" button. At the bottom, there is a "Transactions" table header with columns: "Posted Date", "Item", "Term", "Charge", "Payment", and "Refund".

The **Statement of Account** screen allows you to:

- 1) Select Saint Paul or the University of Ottawa (if you have studied at UO);
- 2) View and print your charges due; and
- 3) View and print financial statements (detailed or summary) based on start and end terms that you select;



The screenshot shows the "Statement of account" screen. At the top, there is a dropdown menu for "Institution" set to "Saint Paul", with a red circle and the number "1" next to it. Below this is a "View" section with a button for "My Charges due", also marked with a red circle and the number "2". Underneath is an "Or View By" section with "From Term" and "To Term" dropdowns, radio buttons for "Summary" (selected) and "All Activity", and a "Go" button, all marked with a red circle and the number "3".

To view and print your charges due, click My Charges due.



A close-up of the "View" section showing a blue button labeled "View" and a link labeled "My Charges due" below it.

To view and print financial statements (summary or all activity) for a specific period:

- 1) Select a term in the lists **From Term** and **To Term**
- 2) Select Summary or All Activity
- 3) Click **Go**.

Or View By

1 From Term  To Term

2  Summary  All Activity

3

**Note:** You cannot make a payment through your Student Center. Learn about [methods of payment](#).

Need assistance?

- To access SPU's Intranet (user ID and password), contact CDES at 613-236-1393 extension 2234 (or 1-800-637-6859 ext. 2234).
- To access uoCampus (user ID and password), contact the University of Ottawa help line at 613-562-5800, extension 6555.

(End of tutorial)