**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) 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

![Student Center: How to View and Print your Financial Statements](image)
3) Click the “Statements” tab.

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;

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

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**.
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)