





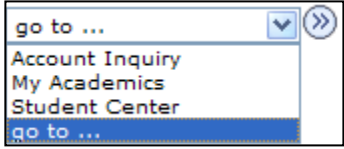


Using Term Account Detail

After successful login to MyNIU portal at <http://myniu.niu.edu>:

Step	Action											
1.	Select MyNIU Student Center from the My Quick Links area. This link opens directly to the Student Center page. <div data-bbox="363 516 831 793" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>MYNIU QUICK LINKS</p> <p>Need Help? Call the ITS Helpdesk 815-753-8100.</p> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  MyNIU Student Center </div> <div style="text-align: center;">  Blackboard </div> <div style="text-align: center;">  Student Email </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="text-align: center;">  Anywhere Applications </div> <div style="text-align: center;">  Anywhere Files </div> <div style="text-align: center;">  Anywhere Printing </div> </div> <p style="font-size: small;">View ITS Service Alerts and Planned Maintenance Information for more information.</p> </div>											
2.	Click the Term Account Detail link under the Finance area of the page. Term Account Detail											
3.	Choose a term to view account details on the Summary of all Terms page. <div data-bbox="354 957 646 1434" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Balance for all Terms:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #4a7ebb; color: white;">Term</th> </tr> </thead> <tbody> <tr><td>Spring 2012</td></tr> <tr><td>Fall 2011</td></tr> <tr><td>Summer 2011</td></tr> <tr><td>Spring 2011</td></tr> <tr><td>Fall 2010</td></tr> <tr><td>Summer 2010</td></tr> <tr><td>Spring 2010</td></tr> <tr><td>Fall 2009</td></tr> <tr><td>Summer 2009</td></tr> <tr><td>Spring 2009</td></tr> </tbody> </table> </div> <p>Example: Click the Spring 2012 link. Spring 2012 </p>	Term	Spring 2012	Fall 2011	Summer 2011	Spring 2011	Fall 2010	Summer 2010	Spring 2010	Fall 2009	Summer 2009	Spring 2009
Term												
Spring 2012												
Fall 2011												
Summer 2011												
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4.	The Account Detail for Term page is divided into five sections to review: <ul style="list-style-type: none"> • Charges • Payments Received • Financial Aid • Pending Financial Aid • Refunds <p>Note: For terms displaying credit balances, the non-refundable credits have been applied to other terms with applicable charges.</p>											

Step	Action
5.	Click the Return link to navigate back to the Balance for all Terms Page. Return
6.	Click a different term to view as needed. Example: Click the Summer 2010 link to view account details. Summer 2010
7.	Click the Return link to navigate back to the Summary for all Terms page. Return
8.	Note: If you need to navigate to another page, use the go to ... dropdown list. Select the area needed, then click the >> (GO!) button. 
9.	Use the MyNIU Portal Home link to select different options from the portal or to sign out of MyNIU. MyNIU Portal Home
10.	You have completed the Using Term Account Detail topic. End of Procedure.