



How to use Student Finance

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Signing In

To access Student Finance, please use the URL selfservice.cedarville.edu. After choosing the option, students should see the following screen:

A screenshot of the "Sign in" screen. It features a blue header with the text "Sign in". Below the header is a white box with a yellow border containing the instruction "Enter your user name and password to sign in." There are two input fields: one for "Username" and one for "Password", each with a small icon to its left. To the right of the password field is a "Sign in" button.

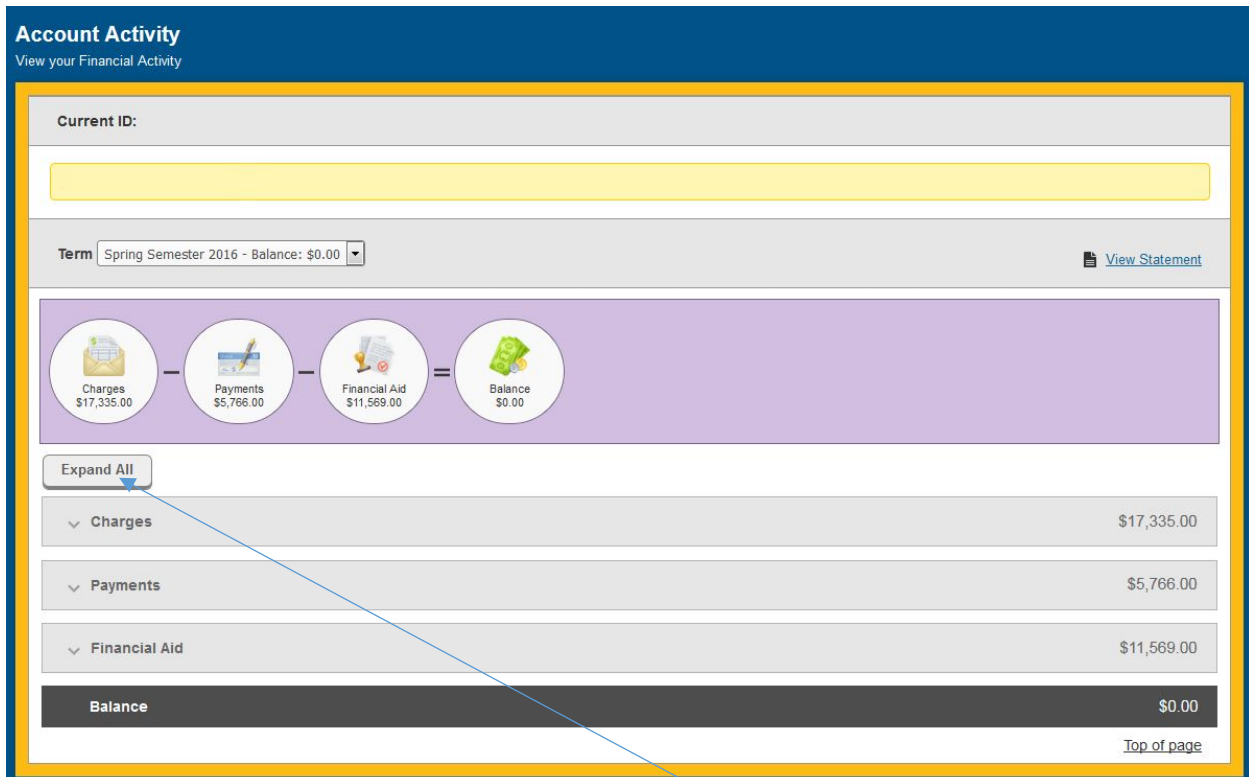
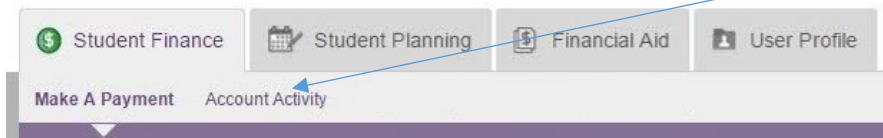
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Please Sign in using your student Cedarnet credentials. The username must be entered in all lower case letters and the password is case sensitive. Once completed students will be shown the Self Service homepage.

A screenshot of the Self Service homepage. At the top right, there are links for "Sign out", "Help", and "Notifications". Below these is a navigation bar with four tabs: "Student Finance", "Student Planning", "Financial Aid", and "User Profile". The main content area is a purple box with the heading "Hello," and the sub-heading "Choose a category to get started." There are four cards arranged in a 2x2 grid. The top-left card is "Student Finance" with a green icon and the text "Here you can view your latest statement and make a payment online." The top-right card is "Student Planning" with a blue icon and the text "Here you can search for courses, plan your terms, and schedule & register your course sections." The bottom-left card is "Financial Aid" with a green icon and the text "Here you can access financial aid data, forms, etc." The bottom-right card is "User Profile" with a blue icon and the text "Here you can view and update your profile."

View Account Activity

Students can view student account activity by term by choosing Account Activity.



The 'Account Activity' page has a blue header with the title 'Account Activity' and the subtitle 'View your Financial Activity'. Below the header is a 'Current ID:' field with a yellow input box. A 'Term' dropdown menu is set to 'Spring Semester 2016 - Balance: \$0.00', with a 'View Statement' link to its right. A summary row shows four circular icons: 'Charges \$17,335.00', 'Payments \$5,766.00', 'Financial Aid \$11,569.00', and 'Balance \$0.00'. Below this is an 'Expand All' button. A table lists the categories with their respective amounts:

Charges	\$17,335.00
Payments	\$5,766.00
Financial Aid	\$11,569.00
Balance	\$0.00

A blue arrow points from the text below to the 'Expand All' button. A 'Top of page' link is located at the bottom right of the table.

The Account Activity screen groups similar activities together allowing the student to find the information they need quickly. The grouping will always start with charges and subtracts financial aid and payments. The student can look at additional details by using the Expand All button or by individual group.

Students should carefully review the financial aid group to verify that all scholarships are disbursed to the student account. Only disbursed, accepted, or pending aid will show. If a student is expecting additional aid, but it does not appear, then please go to selfservicescedarville.edu and follow the remaining steps so that the aid will be applied. Remember that payment is due by the posted due dates.

Check Financial Aid Information

Financial Aid								\$11,569.00
Award	Awarded	Term	Disbursed	Anticipated	Other Terms	Loan Fee	Currently Ineligible	Comment
Outside Scholarship	\$500.00	Spring Semester 2016	\$500.00					
Federal Pell Grant	\$1,212.00	Spring Semester 2016	\$1,212.00					
Chancellor's Excellence Award	\$500.00	Spring Semester 2016	\$500.00					
CU Access Grant	\$5,635.00	Spring Semester 2016	\$5,635.00					
Outside Scholarship	\$1,000.00	Spring Semester 2016	\$1,000.00					
Sub Stafford Loan	\$1,750.00	Spring Semester 2016	\$1,732.00			\$18.00		
Unsub Stafford Loan	\$1,000.00	Spring Semester 2016	\$990.00			\$10.00		
Total			\$11,569.00	\$0.00				

Make a Payment

Choose Student Finance. The first screen shows current and overdue amounts owing by term.

Sign out Help Notifications

Student Finance Student Planning Financial Aid User Profile

Make your Payment below

Total Payment: \$4,721.37

Please Note: Amounts Due may include credit amounts.

2014 Fall Term \$4,721.37

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	Student Receivable	BANK	8/1/2014 (Overdue)	\$4,721.37	\$ 4,721.37

Total Amount Due: \$4,721.37

[Top of page](#)

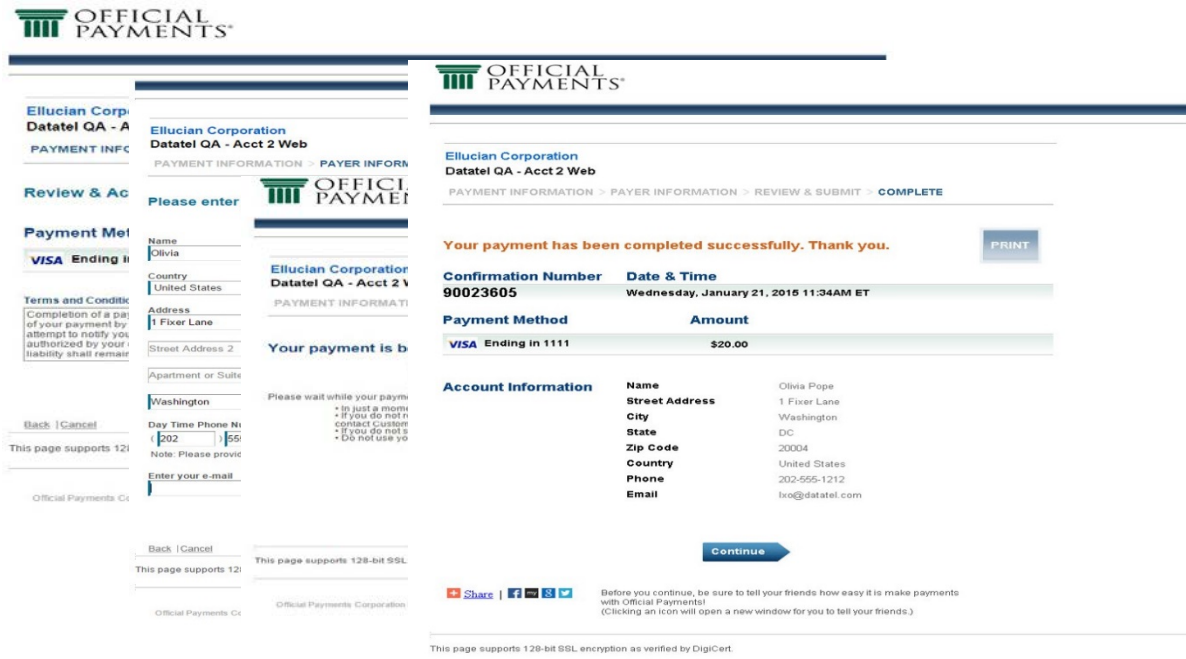
This make a payment screen allows students to choose the payment method, eCheck or Credit/Debit Card, and also the amount they would like to pay. For this example the payment will be \$20 using a Credit Card. Once the amount and method are entered and the Proceed to Payment is chosen, students will be shown a review screen.



Simply press the Pay Now button in the lower right hand side of the screen if the review screen is correct.

Students that choose eCheck as the payment method will be shown a screen allowing banking information to be entered. This banking information has two parts, the routing or ABA number and the account number. Remember that the routing number is 9 numbers long. When this screen is completed the Pay Now button is pressed. The transaction will complete, adding the payment amount to the student account immediately.

Students that choose a Credit/Debit Card will be shown a series of screens for required information to be entered and confirmed.



The final screen will give the student a confirmation number. The option to print the confirmation is available for those that want a paper version.

Both payment methods end with a payment acknowledgement screen.

Thank you for your credit card payment of \$ 20.00. Your account will be updated promptly. Thank you and have a nice day

Receipt Information

Receipt Number	Date/Time	Merchant	Payer
000002402	1/21/2015 11:32:15 AM	Elucian University 4375 Fair Lakes Ct Suite 300 Fairfax VA 22033 610-323-1123 x1123	

Account Payments

Account Holder	Account Type	Term	Location	Description	Amount
	Student Receivable	2014 Fall Term	N/A	Payment on account	20.00

Payments Tendered

Payment Method	Control Number	Authorization Code	Transaction Number	Amount
VISA	1111	V2000	90023605	20.00

Continue

If the student has questions about a charge or anything on your account, please contact the Cashiers Office by email or call 937.766.7824 during posted business hours

If you experience difficulties login into Student Finance please submit an ITR with Information Technology.