Getting Started Guide: Student Account Suite

Where to Access
Use your myWSU ID and password to logon to http://mywsu.wichita.edu. Select the My Account tab. Click on Student Account Suite to view your bill, make payments and manage your student account activity.

Navigating On-Line Payments

Welcome to WSU Student Account Suite
This service is your place to manage your student account activity. Here you can view your bill, make payments, enroll in a payment plan, and set up automatic bill pay (for payments like housing, parking passes, etc.) all via the login to the WSU Student Account Suite.

Use your myWSU ID and password to logon to http://mywsu.wichita.edu. Select the My Account tab. Click on Student Account Suite to view your bill, make payments and manage your student account activity.

Quick View – eBills

Current Account Status eBills Recent Payments and Credits Enroll in a Payment Plan Create a Refund Profile

Your latest bill for Student Account was posted on 11/21/2008.

Account Type Statement Date Bill Amount

Student Account 11/25/2008 $422.05 Make a Payment

Click latest bill or Student Account to view/print a copy of your statement.

Make a Payment will take you to the Payments tab.

Quick View – Recent Payments and Credits

Current Account Status eBills Recent Payments and Credits Payment Plans Refunds

A credit was posted on 10/29/2006 for $100.00.

To view all payments that have been made, go to Payment History (located under the Payments tab). Items below include the most recent credits applied to your account.

<table>
<thead>
<tr>
<th>Description</th>
<th>Payment Date</th>
<th>Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>10/29/2001</td>
<td>CASH</td>
<td>$100.00</td>
</tr>
<tr>
<td>Web Check Payment</td>
<td>10/28/2001</td>
<td>CKWP</td>
<td>$130.00</td>
</tr>
<tr>
<td>Credit Card/Discover</td>
<td>08/04/2001</td>
<td>CCWD</td>
<td>$1,295.45</td>
</tr>
</tbody>
</table>

Recent payment amounts and dates are shown.

Click Payment History to view all payments made.

Quick View – Enroll in a Payment Plan

Current Account Status eBills Recent Payments and Credits Enroll in a Payment Plan Create a Refund Profile

There are 3 payment plans available for enrollment. For details, please select a View Plan link below or select the Payment Plans tab.

Available Payment Plans
- Tuition & Fees
- View Plan
- Housing
- View Plan
- Housing
- View Plan

Set up a payment plan to make periodic payments on your account.

3 payment plans will take you to the Payment Plans tab.

To view specific plan details, click the appropriate View Plan link.

Quick View – Current Account Status

Current Account Status eBills Recent Payments and Credits Enroll in a Payment Plan Create a Refund Profile

Your current account balance, including recent account activity, is $386.50. You can also view transactions and pay balances from previous terms.

Current Account Status

Total Balance $386.50

View Current Activity Make a Payment

Click recent account activity or View Current Activity to view charges and payments by term or view estimated financial aid.

Select previous terms to view activity for past semesters.

Make a Payment will take you to the Payments tab.

Questions?

Tuition/Fees and Payment Plans 316-978-3333
wsuaccountsrreceivable@wichita.edu

Financial Aid, Scholarships, Awards 316-978-3430
finaid@wichita.edu

Housing 316-978-3693
housing.wsu@wichita.edu

Registration, Class Schedules 316-978-3090

myWSU ID and password 316-978-HELP (4357)
helpdesk@wichita.edu

Announcements
Take a moment and read Announcements for timely messages that may affect your WSU account. For example:

- Direct Deposit of Refunds — Click on the Quick View Create a Refund Profile tab to designate a bank account to be used for your electronic refunds. This will give you access to your refunds 3-5 business days faster than opting for a paper check.
- Dates and times the system will be unavailable due to planned maintenance.

Quick View – Create a Refund Profile

Current Account Status eBills Recent Payments and Credits Enroll in a Payment Plan Create a Refund Profile

If you haven’t set one up, please visit the Payment Profile page to set up direct deposit into your checking or savings account. To view information about refunds that have been issued to you electronically, please see the Refund History page.

START HERE and set up your Payment Profile today!

Quick View – Current Payment Status

Current Account Status eBills Recent Payments and Credits Enroll in a Payment Plan Create a Refund Profile

Click recent account activity or View Current Activity to view charges and payments by term or view estimated financial aid.

Select previous terms to view activity for past semesters.

Make a Payment will take you to the Payments tab.
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How to Add an Authorized User

1. Click the **Add an Authorized User** button located on the **Authorized Users** tab.

2. Enter the e-mail address of the **Authorized User** and answer **Yes or No** to the viewing questions. Click **Add User**. **Authorized Users** can make payments on a student’s account.

3. After reading the **Agreement**, check the **I Agree** box and click **Continue**.

4. The **Authorized User** will receive an e-mail with login information.

   After logging on, be sure to change your password on the **My Profiles** tab.

Payment Tips

Electronic Checks

- Electronic check payments require a bank routing number and account number. Payments can be made from a personal check or savings account. No corporate checks allowed.

Credit Card Payments

- PayPath Payment Service is used to accept credit card payments.
- A nonrefundable PayPath convenience fee of 2.75% (minimum of $3.00) will be added to your payment.
- **MasterCard, Discover and American Express are accepted.**

Credit Card Verification Value

A credit card verification value, an extra 3 or 4 digit number printed on the credit card, is required. The number is located on the back side of MasterCard and Discover cards and on the front of the American Express card.

Payment e-mail Notification

After making an on-line payment, an automatic e-mail notification(s) is sent to the address entered on the **My Profiles** tab.

Refund Direct Deposit

WSU issues refunds using the direct deposit information entered on **Payment Profile**. (Home > Quick View > Create a Refund Profile.) Information about refunds that were previously issued to you electronically is located on the **Refund History** page.

This Help document is located on: [http://myWSU.wichita.edu](http://myWSU.wichita.edu)  Help  Accounts Receivable  Getting Started Guide: Student Account Suite  Last Revised: July 11, 2011