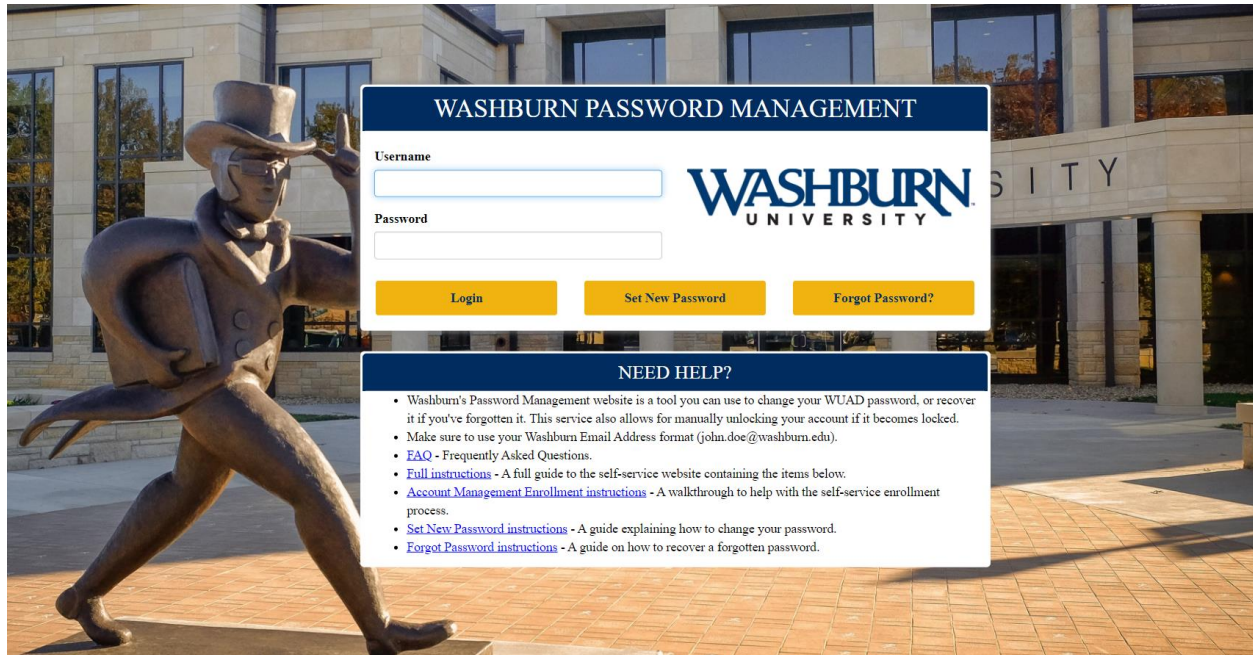


Activating your MyWashburn Account

You are automatically assigned a MyWashburn account when you are admitted to Washburn University. After you are admitted you will receive an email from Information Technology Services at the personal email address you provided when you filled out your application to Washburn. This email will contain instructions about how to activate your MyWashburn account and how to access IT resources at Washburn.



WU-View: Make Payments and add Authorized Users

1. Log-in to MyWashburn and click “Financial Services” tab.

Home

- News & Events
- University Services
- Student Academics
- Student Life
- Financial Services**
- Faculty
- MyCourses
- Employee

☆ Sites

Welcome to MyWashburn!

While the look has changed, all the resources are still here.

What is new:

- Navigation is on the left.
- Search for what you are looking for with the box in the top left.
- Access the site from any device.

Important Note: With the new authentication scheme, it is very important that you use the log out link on the upper right to exit MyWashburn. Do not just "X" out of the window. This may create problems logging in the next time from the same device.

Technical Support

For technical assistance contact ext. 3000

Technology Support Center (Bennett 104)

Support Hours

Mon - Thurs	7:30am - 11:00pm
Fri	7:30am - 5:00pm
Sat	8:00am - 5:00pm
Sun	1:00pm - 11:00pm

2. Click “WU-View” button located under “Student Account Information.”

Financial Services

- Faculty
- MyCourses
- Employee

☆ Sites

Student Loans

- General Information / Terms
- Direct Loan Management
- National Student Loan Data System
- Direct Loan Servicing
- Direct Loan Consolidation

Take the Washburn Financial Aid Survey

Financial Aid Awards

Financial Aid Awards

Financial Aid Requirements

You have no Financial Aid Requirements for this aid year.

2017-2018 Aid Year

Choose Another Aid Year

Message Holds Financial Aid Status Progress

Student Employment Information

For Students

- Search Student Worker Job Vacancies
- I-9 Form
- W-4 Form
- Financial Aid Forms
- Student Employment Appointment Calendar

For Employees and Staff

- Submit Student Worker Job Vacancies
- Edit Job Listings

Student Work Study

At this time you are not authorized for employment under a Financial Aid Work Study Program.

Eligibility Limits and Requirements

- Lifetime Pell Limits

Last Day to Set Up a Payment Plan: 1/28/18
Payment deadline: 1/26/18

*See Financial Aid Refunds page on the Business Office website

Spring 2018 Payment Plan Installment

Dates:

4-payment plan UG/GR/Law/WU Tech		
1st payment		2/1/2018
2nd payment		3/1/2018
3rd payment		4/2/2018
4th payment		5/1/2018
3-payment plan UG/GR/WU Tech		
1st payment		3/15/2018
2nd payment		4/2/2018
3rd payment		5/1/2018
3-payment plan Law		
1st payment		3/16/2018
2nd payment		4/2/2018
3rd payment		5/1/2018

Student Account Information

Select the WU-View button to:

- View account information
- Make a payment
- Set up a payment plan
- Set up an account for eRefunds
- View and print an eStatement

WU-View

3. Click “WU-View” button again. Be patient and allow page to load.

The screenshot shows the top navigation bar with tabs for Personal Information, Student, Financial Aid, Faculty Services, and Employee. Below the navigation bar, there are links for SITE MAP and EXIT. A blue circle highlights the WU-View button in the main content area. Below the button is a link for More Information. At the bottom of the page, there is a footer with links for Registration Menu, Apply to Graduate, Student Records Menu, and View Self-Service Main Menu.

4. To pay tuition, click “Make Payment” and follow prompts. To allow parent access, click “Authorized users,” enter desired email address and select billing/payment access options.

The screenshot shows the 'Make Payment' page. The top navigation bar includes the Washburn University logo, the 'WU-View' logo, and the text 'Logged in as: Travis J. Perry | Logout'. The main navigation bar has links for My Account, Make Payment, Payment Plans, Deposits, Refunds, and Help. The 'Make Payment' button is highlighted with a red box. The page content is divided into several sections: an Announcement, a Student Account summary (ID: xxxxx6914, Balance: \$0.00), and a My Profile Setup section. The 'Authorized Users' link in the My Profile Setup section is highlighted with a red box. Below the Student Account section, there are links for View Activity, Statements, and Term Balances.

Authorized Users

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

▼ Add Authorized User

E-mail address of the authorized user:

Would you like to allow this person to view your billing statement and account activity? Yes No

Would you like to allow this person to view your payment history and account activity? Yes No

Agreement to Add Authorized User

I hereby authorize **Washburn University** to grant [redacted] full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated Tuesday, October 10, 2017.

For fraud detection purposes, your internet address has been logged:

198.252.15.206 at 10/10/17 10:02:46 AM CDT

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

Please check the box below to agree to the terms and continue.

I Agree

Continue

Print Agreement

Cancel