

ONLINE PAYMENT AND STATEMENT INSTRUCTIONS

ONLINE PAYMENT INSTRUCTIONS

Carlow University offers a convenient and quick way to make payments online. Please follow the steps below:

STEP 1:

Log on to Self Service from the Quick Links on the Isadora homepage.

To unlock or reset your password visit <https://passwordreset.microsoftonline.com/>

For all other IT issues, contact the help desk at **412.578.8700** or email them at help@carlow.edu

STEP 2:

Once logged on to Self Service, select Student Finance.

The screenshot shows the Carlow University Self-Service portal. The header includes the Carlow University logo and navigation links for 'degearhart', 'Sign out', and 'Help'. Below the header, a welcome message reads 'Hello, Welcome to Colleague Self-Service! Choose a category to get started.' A grid of service tiles is displayed, with 'Student Finance' highlighted by a red box. Other tiles include Financial Aid, Student Planning, Grades, Student Finance Admin, Course Catalog, Financial Management, and Financial Aid Counseling.

STEP 3:

From Account Summary, select Make a Payment.

The screenshot shows the 'Account Summary' page in the Self-Service portal. The breadcrumb trail is 'Financial Information > Student Finance > Account Summary'. The page title is 'Account Summary' with the subtitle 'View a summary of your account.' Below this is an 'Account Overview' table showing a balance of \$150.00. The 'Total Amount Due' row is highlighted, and the 'Make a Payment' link is highlighted with a red box. The 'Total Account Balance' row shows a balance of \$150.00 with an 'Account Activity' link.

Item	Amount	Action
Amount Overdue	\$150.00	
= Total Amount Due	\$150.00	Make a Payment
Total Account Balance	\$150.00	Account Activity

STEP 4:

Check off the item(s) that you need to pay. If necessary, modify the amount you would like to pay.

The screenshot shows the 'Fall 2020 Reporting Term' payment selection screen. The total amount due is \$150.00. A table lists the items to be paid, with 'Student Accounts Receivable' selected. The 'Amount to Pay' field is highlighted with a red box and contains the value 150.00.

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	Student Accounts Receivable	CARD	8/7/2020 (Overdue)	\$150.00	\$ 150.00



STEP 5:

Now, select your payment method, followed by **"Proceed to Payment."**


NOTE: Payment by credit or debit card incurs a 2.9% service fee. Payment by electronic check (using your bank account and routing number) is free.





Total Payment : \$150.00 Choose a Payment Method  


▶ ONLINE STATEMENT RETRIEVAL INSTRUCTIONS

To view your online statement, follow steps 1-3 in the **"Online Payment Instructions"** section above. Thereafter, follow these steps:

4. From Account Summary (step 3 above) use the Student Finance drop down menu to select **"Account Activity."**
5. Select the desired **"Term"** from the drop down menu and select **"View Statement."** A new browser tab will launch, displaying a pdf of your statement.

Term Fall 2020 Reporting Term - Balance: \$150.00 

 Charges \$2,409.00 -  Payments \$48.00 -  Financial Aid \$2,211.00 =  Balance \$150.00

 [View Statement](#)