MyClarion Student Center Quick Reference Guide

* Go to www.clarion.edu/myclarion and log in to your MyClarion account. Click the Student Center link.

* When you are finished in Student Center, always remember to select "Sign Out" from the top right corner of any page.

Go to www.clarion.edu/fatv for financial aid informational videos!

View Your Financial Aid

- Scroll to the Finances section.
- Select "View Financial Aid."
- Select the appropriate aid year
- A summary of your financial aid displays by term or by year.

To Do List

- On the right hand side of your MyClarion account, you will find a To Do List area. This area will show any items that need to be completed. It may show items from Admissions, Financial Aid, etc.
- If you are chosen for federal verification, these items must be completed before we can package your federal financial aid.
- Click on the link for each item to find specific instructions for accomplishing each task.

View Your Student Account

- Scroll to the Finances section.
- Click the "Account Inquiry" link.
- A summary of your account displays. Use the tabs along the top to view detailed information about your account, including all activity, charges due, and payments you have made.

The university does not mail invoices to enrolled students. Students should print and provide invoices to other parties.

View or Print Your Invoice

- Scroll to the Finances section.
- In the drop down box, select "Charges Due." Invoices along with due dates are listed at the bottom of the page.
- Select the desired invoice(s) and click on "Print Invoice."

Student Financial Services

Call: 800-672-7171

Email: stfinservice@clarion.edu

Visit: www.clarion.edu/sfs

Make a Payment

- Scroll to the Finances section.
- Click on "Make an Online Payment."
- You will be taken to the Clarion University Online Payment Processor site.
- Select "Make a Payment."
- Type in the amount to be paid (if you are not paying the full balance due) and select "Continue."
- Select the desired payment method and follow the online instructions.

Authorize a Parent/Guest to Make a Payment

- Scroll to the Finances section.
- Select "Make an Online Payment."
- You will be taken to the Clarion University Online Payment Processor site. Select the "Authorized Users" tab.
- Complete all of the steps on the "Add Authorized User" screens. After you complete step 6, the "authorized user" will receive emails with the access codes and directions for logging in to the "Clarion University Authorized Payment Processor" system where they can make a payment to your student account.

Sign Up for Direct Deposit of Your Student Refund Check

- Scroll to the Finances section.
- Select "Account Inquiry."
- Select the "Account Services" tab.
- Select the "Refund Direct Deposit" tab.
- Select "Add Account."
- Enter the required information in the "Add Direct Deposit" form:
  - Account Status: Select "Active."
  - Routing Number: Look at a check or call your bank for this number.
  - Account Number: Look at a check or call your bank for this number.
  - Account Type: Select Checking or Savings.
  - Financial Institution Name: This is the name of your bank.
  - Account Name: This is the name of the owner of the bank account.
- Select "Save."

Note: You may only have one ***active*** direct deposit record at a time. If you need to change your bank account information, you must ***inactivate*** the old direct deposit record and then add a new one with the new information. The steps are as follows:

- Go to the "Refund Direct Deposit" tab as detailed above.
- Select "Edit" for the record with the old account information.
- Set the "Account Status" to "Inactive."
- Select "Save."
- Select "Add Account." Enter the required information and save.

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