

# MyClarion Student Center Quick Reference Guide

\* Go to [www.clarion.edu/myclarion](http://www.clarion.edu/myclarion) and log in to your MyClarion account. Click the Student Center link.

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

## View Your Student Account

- Scroll to the Finances section.
  - Select "Manage my Account."
  - Click "My Account" to receive a summary of your account.
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- You also may see more activity by selecting "Account Inquiry" under the Finances section.
  - 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.

## 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 and by year.

## View or Print Your Invoice

- Invoices are provided electronically to students; **they are not mailed**. Invoices should be printed for your records and provided to whomever is responsible for payment.
- Scroll to the Finances section.
- Click on "Manage my Account."
- Select "View" in the Statement section.
- Select the desired bill and click "View."

## To Do List

- Your To Do List is located on the right hand side of your MyClarion account. It will show any items that need to be completed for various offices.
- If you are chosen for 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.

## How to View, Accept, and/or Decline Federal Direct Loans

- Scroll to the Finances section.
- Click the "Accept/Decline Awards" link.
- Click the appropriate aid year.
- Your award package will show any grants, scholarships, and loans that you are eligible to receive for the year.
- To accept specific federal direct loans and decline others, use the check boxes in the "Accept" and "Decline" columns to accept/decline individual awards.
- To reduce an award, click on "Accept" first, and then change the amount in the "Accepted" column for that award.
- To accept or decline all loans listed in your award package, select either "accept all" or "decline all."
- Click "Submit" once you are done making changes.
- Click "Yes" when the pop-up message asks if you would like to continue.
- Select "OK" on the confirmation page.

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### Make a Payment

- Scroll to the Finances section.
- Click on “Manage My Account.” Make sure pop-ups are enabled.
- 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 “Manage My Account.” Make sure pop-ups are enabled.
- 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 enter the "user's" information, 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 & view account details with your discretion.
- Make sure you select the authorization you wish to grant the "User."

## Student Financial Services

Call: 1-800-672-7171

(Option 2 Financial Aid or Option 4 Student Accounts)

Email: [stfinservice@clarion.edu](mailto:stfinservice@clarion.edu)

Visit: [www.clarion.edu/sfs](http://www.clarion.edu/sfs)

### 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. This number must be nine digits.
  - 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.

Watch informational videos about financial aid at [www.clarion.edu/fatv](http://www.clarion.edu/fatv).