The student begins by logging into their SIS account.

Select the Finance Center option from the left menu bar, then select Account Summary from the Account Management Section.

The detail shown in the Account Summary tab is live and updates as soon as activity occurs such as when a payment is made.

- Some activity, such as an enrollment change charge may reflect the next business day.
View Account Summary & Term Statement

The **Account Activity tab** will display an extended term history depending upon how many semesters a student has been enrolled.

To view a breakdown of the activity within each term, select “**See Details**”.

![Image of account activity tab with term statements]
View Account Summary & Term Statement

When the “See Details” hyperlink is selected, on any particular term, a view of the term activity will display - as seen in the following example.

To view a statement that reflects activity for a specific term, select **Print Term Statement** from the Account Activity tab.
The **Print Term Statement** from the **Account Activity** tab displays current data as of the date the report was accessed. The information on this report updates when there is activity on the account such as when a payment is made to the term.

- Some activity, such as enrollment charges may take up to 24 business hours to update and reflect on the account.