# E Salem I STATERSITY

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## **Student Navigation Center**

## How to: View InstaStatements

This form can be used as an itemized statement or payment receipt, as needed. It will provide a breakdown of charges and payments, as well as a list of classes at the bottom. Please note, InstaStatement displays all course enrollment activity, including dropped and withdrawn courses. For information on how dropped or withdrawn courses impact your charges, please review the <u>refund policy</u>.

This statement does not serve as an official enrollment verification or transcript. To request an official Enrollment Verification or an official Transcript visit <u>https://navigator.salemstate.edu</u>, login with your SSU credentials and select the Academic Records tile.

### 1. Log into Navigator.



2. Once at the Student Homepage, click on "Financial Account".



3. Located in the menu bar, click on "Student Accounts". Then Click on the "Click Here" link to access TouchNet.

<ul> <li>Student Homepage</li> </ul>	SSU Financial Account
Student Accounts	View Student Account, Make Secure Payments and Deposits Click Here is access Touchnet, Salem State's secure electronic billing and payment system.
🔚 Enroll in a Payment Plan	

 Complete required Multi-Factor Authentication (MFA) steps. If this is your first time logging in, you will need to choose a Multi-Factor Authentication option to receive codes to login. Click <u>here</u> for a how-to guide on setting up and using the MFA. 5. Once in TouchNet, select "View InstaStatements" under the Statements Section.

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or Account ▼ My Profile ▼ Make Payment Payment Plans Deposits Refunds Help ▼							
Announcement	Student Account	ID: xxx8199					
	Balance	\$0.00					
Welcome Vikings!	v	iew Activity Make Payment					
ATTENTION: All payment plans are 5-month plans. Fall 2023: Aug 1 - Dec 1. Last day to enroll for fall is <b>Sept 29</b> !	Statements						
Fall:	Click the button to view your current account balance and details.	View InstaStatement					

6. You can also select "Statements" from the drop down menu



7. Click the button that says "View InstaStatement" (in light blue bar that appears on top of screen)



#### 8. Enter the term you want to see and click "submit"

Select School Term		×	ts
Term:	Spring 2023	~	] 11
		Cance Submit	

9. To download or print this statement, click the green "print" button at the bottom right of the screen. You can change the printer to "save as pdf" which will allow you to download and save the statement.