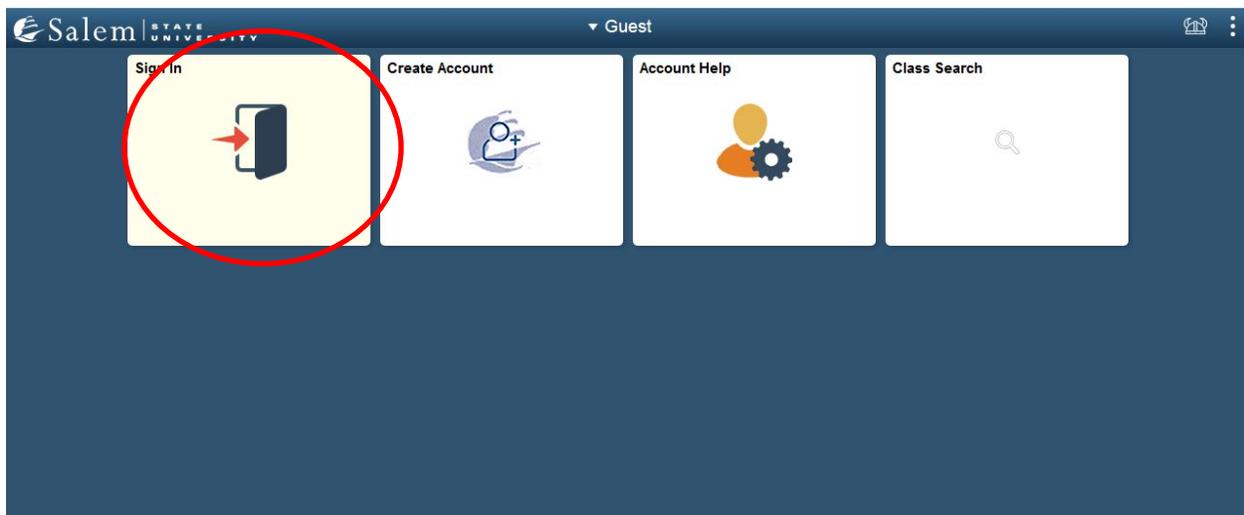


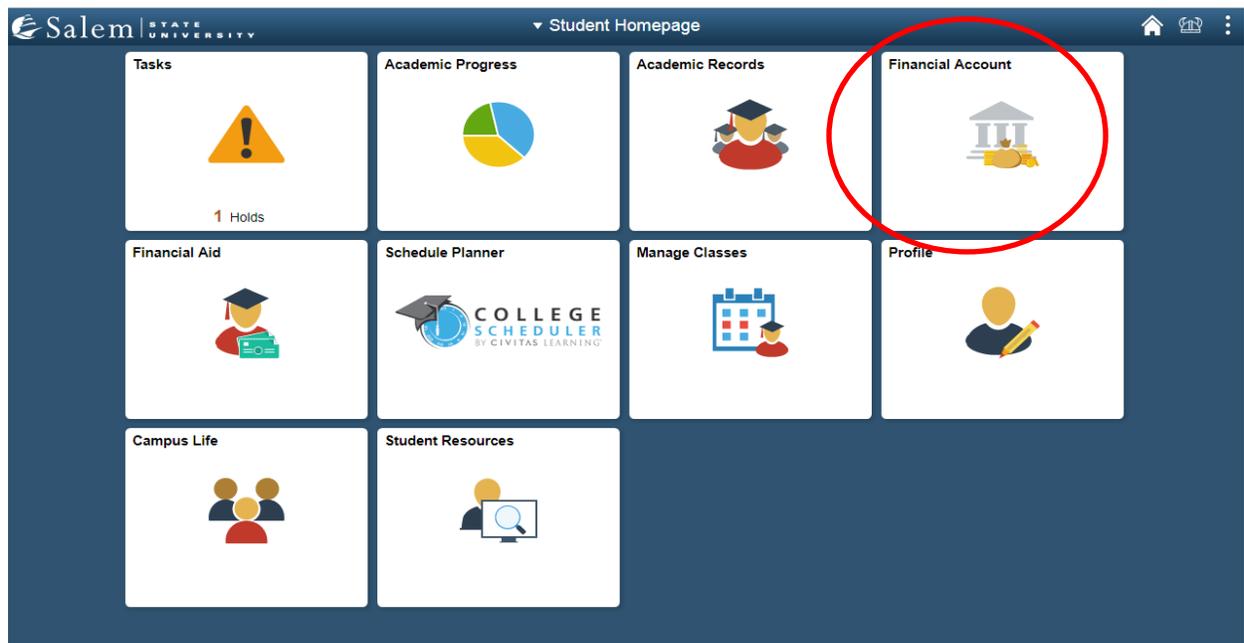
Student Navigation Center

How to: View my bill

1. Log into Navigator.



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



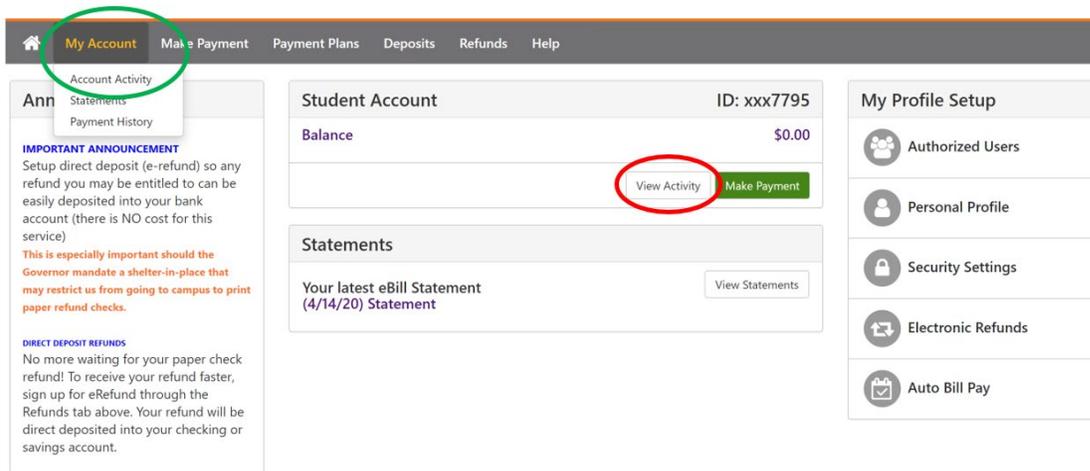
3. Next, click on “Student Accounts”. Then, follow the “Click Here” link to TouchNet.

Note: Please be sure pop-ups are not blocked on your browser.



4. 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 [here](#) for a how-to guide on setting up and using the MFA.

5. You can click the “My Account” button. Then click on “**View Activity**” button underneath your balance. You can also access your Account Activity by selecting **My Account** in the upper left-hand corner of the screen, and then select **Account Activity**. *Please familiarize yourself with the different options in this system*



Important note: Do not rely on the home page of Touchnet to understand your account. This screen does not provide the level of detail needed to fully understand your account.

- Once you click on a semester, your account activity will be broken down listing every charge, payment, refund, credit and reversal. Please note, we have recently changed this view to group together like items. The default view will show the newest activity at the top while the older dates will be listed below.

| Student Account Balance | | | | \$0.00 |
|--|--------------|---------|-------------|---------------|
| Summer 2021 | | | | \$0.00 |
| <div style="display: flex; justify-content: space-between;"> Print Excel PDF </div> | | | | |
| Account Activity | | | | |
| Search: <input type="text"/> | | | | |
| Description ↑↓ | Code ↑↓ | Date ↓↑ | Due Date ↑↓ | Amount ↑↓ |
| ▶ Pay Plan Enrollment Fee | 400000002130 | 5/6/21 | | \$0.00 |
| ▶ Past Due Pay Plan Enroll Fee | 400000002135 | 4/29/21 | | \$0.00 |
| ▶ Tuition Cont & Prof Studies-IS | 330000000300 | 2/22/21 | | \$0.00 |
| ▶ Cont & Prof Fees Summer-IS | 450000000315 | 2/22/21 | | \$0.00 |
| ▶ UGRD Records Fee | 400000000900 | 2/22/21 | | \$0.00 |
| Term Balance: | | | | \$0.00 |
| Term Balance Including Estimated Aid: | | | | \$0.00 |

Students can change that view by clicking the black arrow next to the item in the description column.

| Student Account Balance | | | | \$0.00 |
|---------------------------------------|--------------|---------|---------|-----------|
| Summer 2021 | | | | |
| Print Excel PDF | | | | |
| Account Activity | | | | |
| Description | Code | Date | | |
| ▶ Pay Plan Enrollment Fee | 400000002130 | 5/6/21 | | |
| ▶ Past Due Pay Plan Enroll Fee | 400000002135 | 4/29/21 | | \$0.00 |
| ▼ Tuition Cont & Prof Studies-IS | 330000000300 | 2/22/21 | | \$0.00 |
| Tuition Cont & Prof Studies-IS | 330000000300 | 2/22/21 | 2/22/21 | -\$345.00 |
| Tuition Cont & Prof Studies-IS | 330000000300 | 2/17/21 | 4/29/21 | \$345.00 |
| ▶ Cont & Prof Fees Summer-IS | 450000000315 | 2/22/21 | | \$0.00 |
| ▶ UGRD Records Fee | 400000000900 | 2/22/21 | | \$0.00 |
| Term Balance: | | | | \$0.00 |
| Term Balance Including Estimated Aid: | | | | \$0.00 |

Please note, like items are grouped together, however you can open the item to see individual transactions with their respective dates.