

Student: How to View Account Activity and View a Printable Statements in Self Service

Step 1: Log into your Self Service Home screen

The screenshot shows the Allegheny College Self Service Home screen. At the top, there is a dark blue header with the Allegheny College logo on the left, a search bar, and 'Sign out' and 'Help' links on the right. Below the header, a grey bar says 'Hello, Welcome Gators!' and 'Choose a category to get started.'. The main content area is divided into several sections. On the left, there is a vertical navigation menu with icons for Home, Academic, Student, and Account. The first section is 'Notifications', which contains a table with one row: 'Documents' with details 'There are 2 requests from your institution that require your action.' and a link 'View documents'. Below this are six tiles: 'Student Finance' (with a green dollar sign icon), 'Financial Aid' (with a green dollar sign icon), 'Tax Information' (with a purple document icon), 'Student Planning' (with a purple calendar icon), 'Course Catalog' (with a green book icon), and 'Grades' (with a purple book icon). Each tile has a brief description of its function. At the bottom, there is a copyright notice: '© 2000-2022 Ellucian Company L.P. and its affiliates. All rights reserved. Privacy'.

Step 2: Select the Student Finance Tile

This screenshot is identical to the one above, but with a large blue arrow pointing to the 'Student Finance' tile. The arrow originates from the left side of the screen and points directly to the 'Student Finance' tile, which is the first tile in the grid. The rest of the page content remains the same as in the previous screenshot.

Step 3: Here you can click on the icons for your Charges and Financial Aid to see the activity that makes up your real-time balance

ALLEGHENY COLLEGE

Financial Information · Student Finance · Account Activity

Account Activity
View your Financial Activity

Term: Fall 2022 - Balance: \$9,870.00 [View Statement](#)

Charges \$30,495.00 - Financial Aid \$20,625.00 = Balance \$9,870.00

[Collapse All](#)

Category	Amount
Charges	\$30,495.00
Miscellaneous	\$30,495.00
Financial Aid	\$20,625.00
Balance	\$9,870.00

[Top of page](#)

Step 4: Double Click on the Icon to view the account activity. Arrows on the right will expand or collapse the detail.

Charges \$30,495.00 - Financial Aid \$20,625.00 = Balance \$9,870.00

[Collapse All](#)

Charges		Amount	
Miscellaneous		\$30,495.00	
Invoice	Date	Description	Amount
000907974	6/6/2022	Plan a - 10 Swipes/\$110 Munch	\$3,690.00
000907973	6/6/2022	Registration - 22/FA	\$26,805.00

Financial Aid		Amount						
Award	Awarded	Term	Disbursed	Anticipated	Other Terms	Loan Fee	Currently Ineligible	Comment
PA State Grant	\$2,875.00	Fall 2022		\$2,875.00				Estimated
Allegheny College Housing Grant	\$1,250.00	Fall 2022		\$1,250.00				
Trustee Scholarship	\$16,500.00	Fall 2022		\$16,500.00				
Total			\$0.00	\$20,625.00				

Balance \$9,870.00

Step 5: **View a printable Statement.** Click the view statement link. Students and authorized payers may need a formal statement to submit to a 529 Plan for payment, a private scholarship or other reason. Students, parents, guardians or authorized payers may also wish to detach the top portion of the statement and mail in with a check to the college for payment.

The screenshot shows the 'Account Activity' page for the Fall 2022 term. It displays a summary of charges, financial aid, and the resulting balance. A blue arrow points to the 'View Statement' link in the top right corner of the main content area.

Term: Fall 2022 - Balance: \$9,870.00

Charges \$30,495.00 - Financial Aid \$20,625.00 = Balance \$9,870.00


[View Statement](#)

Category	Amount
Charges	\$30,495.00
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[Top of page](#)

Continue on to next page

Step 6: Statement View with student schedule and detail. Your statement will be multiple pages.



Allegheny College
520 North Main Street
Meadville, PA 16335

Student Statement

Name	Al E. Gator
Student ID	1234567
Total Balance	\$9,470.00
Amount Due 8/30/2022	\$9,470.00
Total Amount Due	\$9,470.00
Amount Enclosed	

Al E. Gator
520 North Main Street
Meadville, PA 16335

Please return this portion of the statement to the institution, along with your payment.

Date Generated: 6/7/2022

Account Activity Summary - Fall 2022

Previous Balance (Charges before Fall 2022)	-\$400.00
Charges	
Miscellaneous Charges	\$30,495.00
+ Total Charges	\$30,495.00
- Financial Aid	\$20,625.00
= Fall 2022 Balance	\$9,870.00
= Total Amount Due	\$9,470.00
Total Balance	\$9,470.00

Course Schedule

Section	Course Title	Credits	CEUs	Days	Times	Classroom	Start/End Dates
TUIT*FEE-01	Registration Placeholder			TBD	TBD	BC TBA TBA	8/30/2022-12/20/2022

Account Activity Details - Fall 2022

Miscellaneous Charges

Invoice ID	Date	Description	Amount
000907974	6/6/2022	Plan a - 10 Swipes/\$110 Munch	\$3,690.00
000907973	6/6/2022	Registration - 22/FA	\$26,805.00
Total			\$30,495.00

Name	Al E Gator
Student ID	1234567

Financial Aid

PA State Grant		Comments: Estimated				
Awarded	Term	Disbursed	Anticipated	Other Terms	Loan Fee	Currently Ineligible
\$2,875.00	Fall 2022		\$2,875.00			

Allegheny College Housing Grant		Comments:				
Awarded	Term	Disbursed	Anticipated	Other Terms	Loan Fee	Currently Ineligible
\$1,250.00	Fall 2022		\$1,250.00			

Trustee Scholarship		Comments:				
Awarded	Term	Disbursed	Anticipated	Other Terms	Loan Fee	Currently Ineligible
\$16,500.00	Fall 2022		\$16,500.00			

Total						
		\$0.00	\$20,625.00			

Balance
\$9,870.00

Things to note about my statement:

- Registration includes Tuition, Health Center Fee, Student Government fee and Insurance Fee and will display in detail on the student Statement View.
- Financial Aid is listed as Anticipated in pending status on the statement until it is actually Disbursed to the account. While in the Anticipated status Financial Aid is estimated and not guaranteed until the student completes all necessary Entrance Counseling and Master Promissory Notes.
- If a student or parent needs assistance accessing a statement, the Student Finance Office can be reached at 814-332-2360 or finsrv@allegheny.edu.