

New Parent Access Instructions

Student Account Information

Access to your student's account has been moved to our new Self-Service module.

To access the student's account information, you will still login to [WebAdvisor](#) as you have been and click on the Parent's menu item.

You will then be taken to the updated menu.

WebAdvisor for Parents Menu

If your student has given you Account Access, please click on the Self Service Accounts link to be taken to Loyola's Self Service tool.

When you are taken to Self Service, click on your **Username** in the upper right hand corner of the page and select **Change Proxy User**.

Then click on the student you wish to proxy and you will have access to their Student Account information and 1098T tax documents.

If they have not given you account access, you will not see their name when you click on Change Proxy User.

If your student has given you Financial Aid access, please click on the My Students Fin Aid Info link to choose which information you wish to view.

If your student has not given you access to Financial Aid information, their name will not appear on the list.

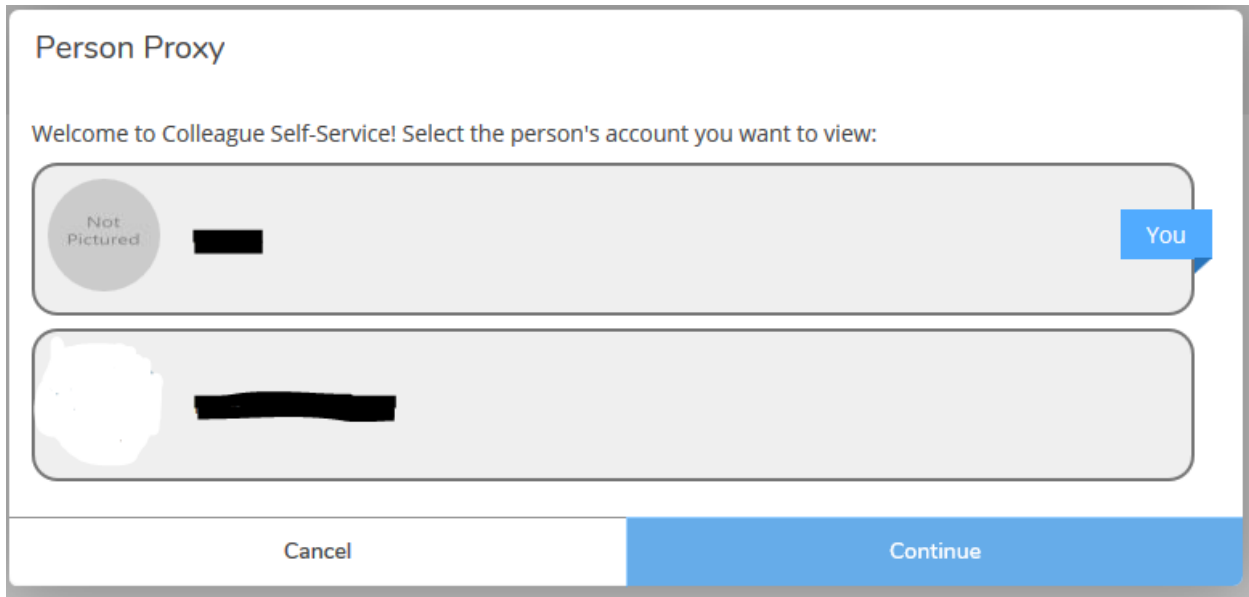
[Parents](#)

[Self Service Accounts](#)
[My Students Fin Aid Info](#)
[Undergraduate Tuition Rates](#)

The text at the top of the screen will help guide you through the process. The menu now has 3 links. The first is the link to the new Self-Service Accounts page. When you click on this link, you will be taken to the new Self-Service tool.

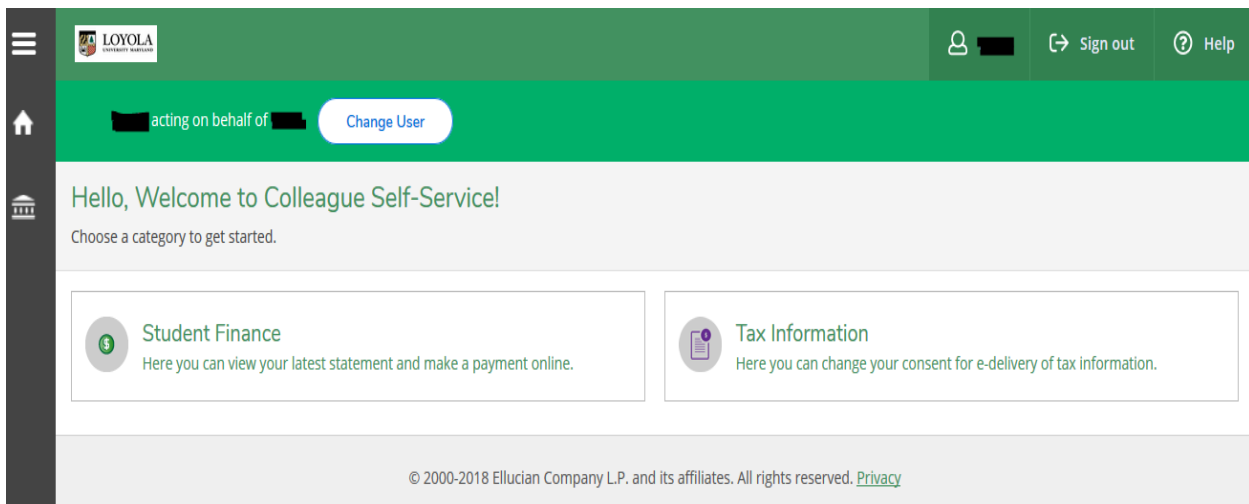
The screenshot shows the top navigation bar of the Loyola Self-Service portal. It includes the Loyola logo, a user profile icon, and links for 'Sign out' and 'Help'. Below the navigation bar, a message reads 'Hello, Welcome to Colleague Self-Service!' followed by 'Choose a category to get started.' A prominent link for 'Course Catalog' is displayed with the subtext 'Here you can view and search in course catalog'. The footer contains the copyright notice: '© 2000-2018 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)'.

To access your student's account information, click on your username at the top right side of the screen and click on the Change Proxy User link. This will display the people whose information you have access to, including yourself.

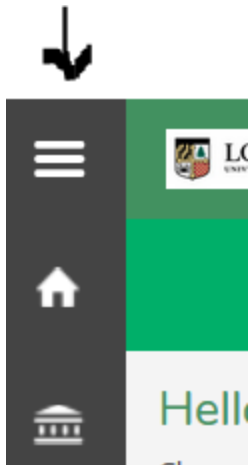


Click on the box for your student and then click on Continue.

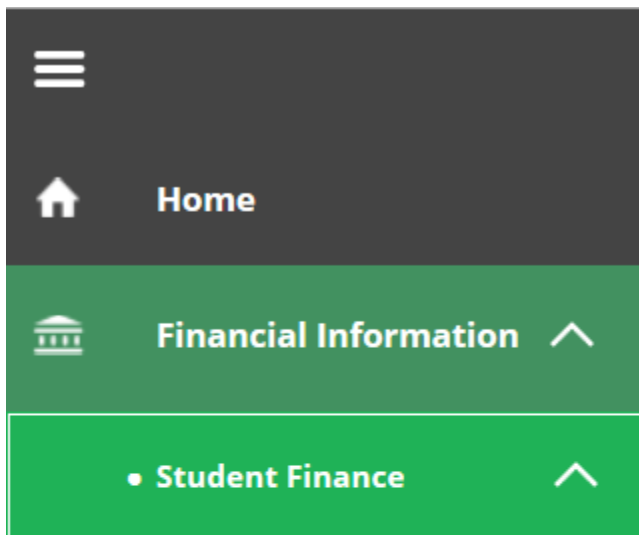
When the next page is displayed, you will see that your student's name is now in the username field where yours was. There is also a new box at the top of the screen showing that you are acting on behalf of your student.



There are 2 ways to access information. The first is by clicking the menu icon (three straight lines) on the upper left corner.



This will cause the menu to expand. If you click on an item with an arrow, it will expand to another menu. Clicking on a menu item without the arrow will take you to that specific page.



Account Summary

Make A Payment

Account Activity

Tax Information

The second method is to click the link on the page for the area you want to view.

If you click on the Student Finance link or choose Account Summary from the menu on the left, you will be taken to your student's Account Summary screen. On this screen, you will see your student's current balance and the balance per semester.

[Financial Information](#) · [Student Finance](#) · [Account Summary](#)

Account Summary

View a summary of your account

Account Overview

[Make a Payment](#)

Total Account Balance	\$3,085.00	Account Activity
Spring 19	\$3,085.00	
Fall 18	-\$25.00	
Summer 18	\$25.00	


To view your student's bill, you will first click on the Account Activity link or the link for the semester that you want to view. If you click on the Account Activity link, it will automatically take you to the current semester, which is the top semester on the list.

[Financial Information](#) · [Student Finance](#) · [Account Activity](#)


Account Activity

View your Financial Activity

Term Spring 19 - Balance for Term: \$3,085.00 [View Statement](#)


Charges
\$3,085.00

=


Balance for
Term
\$3,085.00

[Expand All](#)

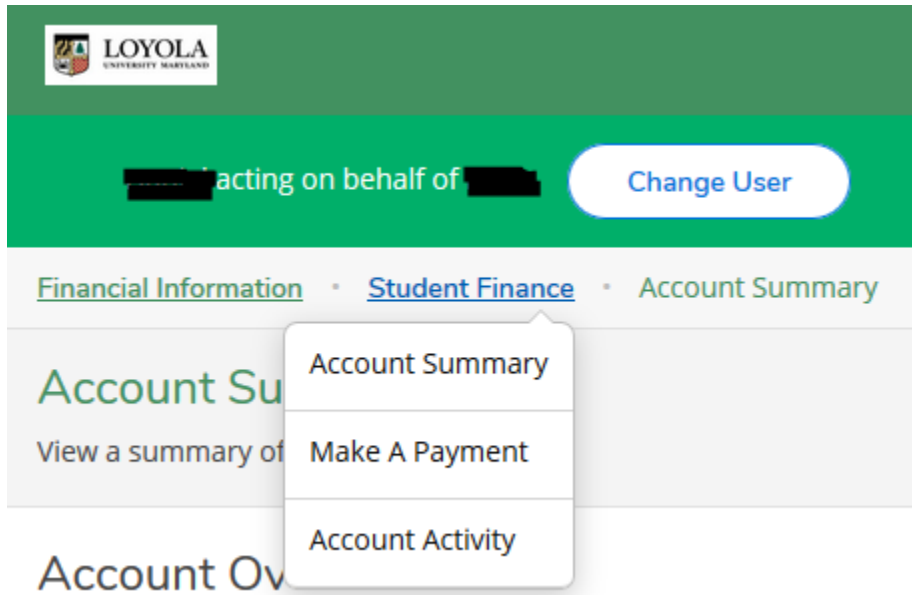
Charges	\$3,085.00	▼
Balance for Term	\$3,085.00	

[Top of page](#)

This page will show you the balance for the term. It will also show you the charges, payments and financial aid for the term. You can click on the blue Expand All button to see all the individual items under each level or click on the down arrow on the right side of the item to expand only that item.

To view the student's billing statement, click on the View Statement link near the top right of the screen. Billing statements can be viewed for any semester listed. (If you choose to view a prior semester, any charges that have not been paid for future semesters, including the current one, will show as Future Balances.)

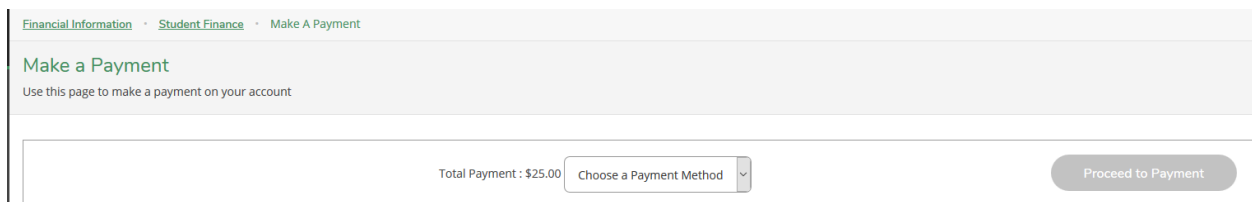
To return to the account summary screen, you can use the menu on the left and choose that screen or you can use the path links under the proxy column.



By clicking on Student Finance, you can choose to go back to the Account Summary screen.

You can get to the Make A Payment screen in three ways. You can use the menu item on the left side, you can click on the Make A Payment link on the Account Summary Screen or you can choose the Make A Payment link from the path links.

At the top of the Make A Payment page, you can choose how you want to make the payment by clicking on the Choose A Payment Method button.



You will be able to choose to pay by credit card or by e-check. To select the items you wish to pay, click on the box(es) on the left side that you wish to pay. A check mark will appear in the box. If there are items that are seen as overdue, they will already be checked. If the overdue amount has already been paid in a different semester, you can click on the box to 'uncheck' it. When you have 'checked' the items you wish to pay, enter the amount of the payment for that semester in the box on the right side of the line. The total amount due will default in, but you can change it if you need to.

Select	Item	Payment Group	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	STUDENT ACCTS REC	023	\$3,085.00	\$ <input type="text" value="3,085.00"/>

Credit amounts and amounts that have been set up as payment plan payments will not allow a payment to be made against that line. **If you have a payment plan set up, you should continue to make payment plan payments through the usual manner.**

Once you have selected your payment method and amount to pay, the Proceed to Payment button will become active. Click on that button to be directed to the Payment Review screen.

Payment Review

Review your Payment Information below

Payment Review

You have chosen to pay the items below. If you agree to pay these items, click the Pay Now button below. You will be taken to a secure web site to enter your payment information.

Payment Information	
Item	Amount
STUDENT ACCTS REC	\$3,085.00
Total Payment Amount	\$3,085.00

Payment Method: E-CHECK

[Pay Now](#)

This screen will display the amount that you have chosen to pay. To make the payment, click on the Pay Now button. Depending on the method you have chosen to make your payment, you will be taken to a screen that will allow you to enter either the bank information or the credit card information needed to make the payment. If you choose to pay by credit card, you will be redirected from the Self-Service site to our payment processor's site.

You can also access your student's 1098T information if they have chosen to receive that form electronically. If the student has not given consent for the University to provide this document to them electronically, you will not be able to view it.

You can access this information from either the left side menu or the home page. Click on the link for Tax Information to be taken to the screen.

[Financial Information](#) · [Tax Information](#)

Tax Information

1098 Information

You have opted to receive your 1098 in electronic format.

Receive my 1098 only in electronic format

By selecting this option, I agree to receive my official 1098-T only in electronic format by accessing WebAdvisor and viewing/printing. I understand that by consenting to receive my 1098-T tax form in electronic format, I will not receive a paper 1098-T statement. I understand that I have the ability at any time to return to this form and remove my consent.

1098 Statements		Electronic 1098 Consent History	
Tax Year	Notation	Date	Consent Status
2017	2017 1098T Statement	12/18/2018 3:52:31 PM	Consent Given
2016	2016 1098T Statement		

If your student has chosen to receive their 1098T electronically, you will see a message showing that they have opted in to this service. Under that will be a list of all 1098T statements they have had as a student at the University. You will also see their consent history.

To view a 1098T for a specific year, click on the link for that year. The form will open as a PDF. You can use your browser's features to print or save the file. If the form opens in a new window, you can close that window and go back to Self-Service. If it opens in the same window, you must use your browser's 'back' feature to go back to Self-Service. If you close the window, you will be logged out of Self-Service.

When you are ready to leave, you can click on the sign out button at the top right side of the screen or close the Self-Service window. After you logout of Self-Service, or if you are timed out, you will need to logout of WebAdvisor and then log back into WebAdvisor to use the link in WebAdvisor to access your student's account information again.

Financial Aid Information

If your student has given you access to their Financial Aid information, the process for viewing the information is the same as before, with the exception of the link name.

WebAdvisor for Parents Menu

If your student has given you Account Access, please click on the Self Service Accounts link to be taken to Loyola's Self Service tool.

When you are taken to Self Service, click on your **Username** in the upper right hand corner of the page and select **Change Proxy User**.

Then click on the student you wish to proxy and you will have access to their Student Account information and 1098T tax documents.

If they have not given you account access, you will not see their name when you click on Change Proxy User.

If your student has given you Financial Aid access, please click on the My Students Fin Aid Info link to choose which information you wish to view.

If your student has not given you access to Financial Aid information, their name will not appear on the list.

Parents

[Self Service Accounts](#)
[My Students Fin Aid Info](#)
[Undergraduate Tuition Rates](#)

Click on the My Students Fin Aid Info link to view Financial Aid information for the term and year for your students or for the status of needed Financial Aid documents.