Access to your student’s information is located on the Self Service Portal. Please use the Student Administrative Services QR Code to access the Self-Service portal or visit www.loyola.edu/selfservice.

After logging in to Self Service, you will see a list of the people whose information you have access to, including yourself.

Click on the box with the student's name and then click on Continue.

On the next page, you will see 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 two ways to access information. The first is by clicking the menu icon (three straight lines) in 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.

The second method is to click the link on the welcome page for the area you want to view.
If you click on Financial Information, then click Student Finance and select 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 an overview of your student’s billing account. Also, you will be able to see the current balance and the other semester balances. Plus, you will be able to access the Make a Payment page from this page.

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

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 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 **View Statement** near the top right of the screen. Billing statements can be viewed for any semester listed by clicking on the drop down arrow in the box next to **Term**. (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.)

Click on **Student Finance** at the top of the screen and select **Account Summary**.

**Making a Payment Instructions**

You can access the **Make A Payment** screen in several ways. Use the menu item on the left side. Or you can click on **Make A Payment** on the **Account Summary** Screen. Or you can click on **Student Finance** at the top of the page and choose **Make A Payment**.
On the Make A Payment page, choose how you want to make the payment by clicking on the Choose A Payment Method button. You can pay by credit card or by e-check. Credit/debit card payments are accepted online only and will incur a 2.4% (minimum $0.25) convenience fee. E-check payments can be submitted with no additional fee.

To select the items you wish to pay, click on the box(es) located under "Select" on the left side that you wish to pay. A check mark will appear in the box. If there are items that are overdue, they will already be checked. If the overdue amount has already been paid in a different semester, you can click on the box for that item to uncheck it.

When you have checked the items you wish to pay, click in the "Amount to Pay" box on the right side of the line and enter the amount of the payment for that semester in the box. The total amount due will default in, but you can change it if you need to.

Please Note, 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 Nelnet.

Once you have selected your payment method and amount to pay, the Proceed to Payment button will become active. Click that button to be directed to the Payment Review screen.
You can also access your student's 1098T information if they have chosen to receive that form electronically. You can access this information from either the left side menu or the home page. Click on Tax Information to be taken to the screen.

**Accessing a 1098T Tax Document**

You can also access your student's 1098T information if they have chosen to receive that form electronically. You can access this information from either the left side menu or the home page. Click on Tax Information to be taken to the screen.
As with all proxy access, if your student has not given consent for the University to provide this document to them electronically, you will not be able to view it.

Financial Information

Tax Information

1098 Information

You have opted to withhold consent to view your 1098 online.

[Image of consent status]

Electronic 1098 Consent History

<table>
<thead>
<tr>
<th>Date</th>
<th>Consent Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1/2021 7:13:39 PM</td>
<td>Consent Withheld</td>
</tr>
<tr>
<td>2/26/2013 4:54:47 PM</td>
<td>Consent Given</td>
</tr>
</tbody>
</table>

If your student has chosen to receive their 1098T electronically, you will see a message showing that they have opted into this service. Under that message is a list of all 1098T statements they have received 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.

Financial Aid

If your student has granted you access to their financial aid information, follow the instructions above to log in to Self Service and select your student’s record. Click on Financial Aid to access the Financial Aid module.

Once in the module, you will be presented with the Financial Aid Home screen. This will display a summary of your student’s Financial Aid package. From here, you can access detailed information on other screens.

For more detailed instructions, please visit Loyola’s Office of Financial Aid web page at https://www.loyola.edu/department/financial-aid.