

NEW WebAdvisor Link to Make Payments on Student Accounts

The "Make a Payment" link is now active under the "Financial Information" section of the student's WebAdvisor account.

This link should be used to connect to the HigherOne page to do the following things –

- View your account balance by term & make an ACH or Credit Card payment
- View your recent payments made on-line
- Set-up & manage up Parent or Authorized user PINs
- Manage any saved ACH or credit card payment methods

Students Must Set-Up a Parent PIN to allow Parents to Make a Payment –

In order for your parent or other designated person to be able to make an ACH or credit card payment on your account, you must first create a Parent PIN for the individual by going to the "Parent PINs" using the instructions below. Once you have completed the set-up process, the authorized individual will be sent an email with their ID, temporary password, and the necessary link for making a payment. Authorized users will only have access to make payments, see payment history, and see the account balance. They do not have access to financial aid, grades, or other online student information. If you have any questions, please contact the Business Office at 512-863-1928 or studentaccounts@southwestern.edu.

STEP 1 -

The screenshot shows the 'FOR STUDENTS MENU' interface. A callout box on the left contains the text: 'Click on the "Make a Payment" link under the Financial Information'. A large grey arrow points from this callout box to the 'Make a Payment' link in the 'Financial Information' section of the menu. The menu is organized into several categories:

- User Account**
 - Contact Information
- Financial Information**
 - View My 1098-T Forms
 - Account Summary
 - Make a Payment**
 - Federal Title IV Funds Authorization
- Financial Aid**
 - Financial aid award letter
 - Federal Title IV Funds Authorization
- Communication**
 - My Documents
 - E-mail My Advisors
- Registration**
 - SU Search for Sections
 - Register for Sections
 - Register and Drop Sections
 - Manage My Waitlist
 - Registration Eligibility
- Academic Profile**
 - Grades
 - Grade Point Average by Term
 - Transcript
 - Test Summary
 - My class schedule
 - My profile
 - Post Office Box Combination
 - Housing Check-in Form
 - Transcript by Course
 - Confirmation of Attendance
 - Add/Change Meal Plan

At the bottom of the page, there are navigation links: LOG OUT, MAIN MENU, STUDENTS MENU, and CONTACT US. The top right corner of the page says 'Welcome Susan!'.

STEP 2 -

Make a Payment

Click on the link below to be connected to HigherOne to access your Southwestern University student account information to do the following:

- View your account balance by term & make an ACH or Credit Card payment
- View your recent payments made on-line
- Set-up & manage up Parent or Authorized user PINs
- Manage any saved ACH or credit card payment methods

In order for your parent or other designated person to be able to make an ACH or credit card payment on your account, you must first create a Parent PIN for the individual by going to the "Parent PINs" section at the bottom left corner of the next page & completing the set-up process. Once you have completed the set-up process, the authorized individual will be sent an email with their ID, temporary password, and the necessary link for making a payment. Authorized users will only have access to make payments, see payment history, and see the account balance. They do not have access to financial aid, grades, or other online student information.

Continue to [Student Account Information](#)

BACK

Log Out MAIN MENU

Click on link to continue to "Student Account Information."

Clicking on the "BACK" button will return you to the previous page.

STEP 3 -

Southwestern University

your account make payment Basket Help sign out

Student Account

Susan

Your Account

Current Balance: \$5,892.00

Click here to make a payment (Cash or credit accounts are not supported)

The last payment received was for \$1.00 on 11/17/2012.

Your Recent Payments

Date	Amount	Action
11/07/2012	\$1.00	View All
11/07/2012	\$1.00	View
07/05/2012	-\$1.00	View

Parent PINs

[Add New](#)

Parents or Authorized Users Whom You Have Granted Access to Your Account

You currently have the following user(s) set up.

Name	Action
Shempes2	Edit Delete
mom	Edit Delete

HigherOne
(by WebAdvisor)

This is your Student Account Page.

Under the "Parent PINs" section, click on the "Add New" link.

STEP 4 -

Southwestern University

your account make payment basket help sign out

Student Account

Susan |

Notice about Parents or Authorized Users:

Parents or Authorized Users only have access to make payments and see payment history and balances on the student account. They do NOT have access to financial aid, grades, or other online student information.

User ID:	<input type="text" value="mom"/>
Email Address	<input type="text" value="mom@smu.com"/>
Confirm Email Address	<input type="text" value="mom@smu.com"/>
Add a note to the welcome email (optional)	<input type="text" value="This is your log on information to make payments."/>

Should this person...
be allowed to log in? Yes No

To ensure security, please re-enter your password that you used to login to this site:

A welcome email will be sent to the email address entered above. The email will contain the optional note, login ID, temporary password and a link to access this site.



Enter the "User ID" that the parent or authorized payer will use and his/her email address twice for confirmation. The email address is required to send the login information to the parent. If desired, you can add a note that will be sent with the welcome email. Finally, select "Yes" to allow the person to log on and enter your WebAdvisor password for security purpose. Click on OK.

STEP 5 -

From: webpayments@myschool.edu [?]
 Subject: Southwestern University Student Accounts: NEW ACCOUNT NOTIFICATION
 To: [?]

Susan has created an account for you at Southwestern University.

Your login information is:

User ID:: mom
Password: NR6EX9abc

To access the account, please click the link below:

<https://commerce.cashnet.com/swupay?LT=P>

(If clicking the link does not work, please copy and paste the information into your browser.)

An email will then be automatically sent to your new authorized user/parent with his/her log on information and the payment link.