



AURORA UNIVERSITY

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All statements are presented electronically through the 'Online Student Accounts Center'. This is accessed through your **WebAdvisor** account (see below). Follow the prompts to Log In with your assigned Username and Password.

Aurora University - Home

Visitors  
Faculty and Staff

Meet Khiry  
Transforming Lives

GEORGE WILLIAMS COLLEGE  
WOODSTOCK CENTER  
VIRTUAL TOUR

News

- Master of Science in Criminal Justice program launching this fall
- KC and The Sunshine Band to close out Music by the Lake season
- Gov. Quinn visits campus to sign STEM partnership school legislation
- Aurora University announces Class of 2011 graduates

[More News](#)

Featured

**New graduate program in criminal justice**

The university will launch a Master of Science in Criminal Justice program this fall that was developed in response to challenges faced by criminal justice organizations and private-sector groups interested in preventing crime and understanding criminal behavior.

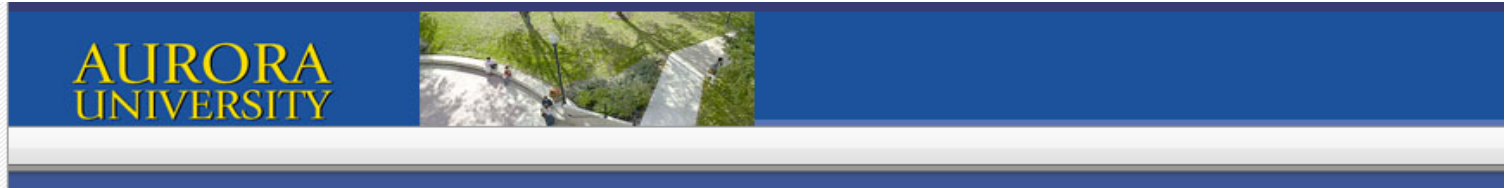
[Read more](#)

**Click on WebAdvisor to access**

Contact Us | Calendar | Employment | Financial Aid | Class Schedule | Intranet | E-mail | [WebAdvisor](#) | Moodle | Library | Directory



This login screen will be displayed after clicking the **WebAdvisor** link on the Aurora University website. Enter your **Username** and **Password**, then click '**Log In**' to access the Online Student Account Center. Note: Your username and password is provided in your Student's Welcome Letter mailed by our ITS Department. The Username and Password is also used to access Email and Moodle.



Welcome to Aurora University Student Account Suite. This site is a 24x7 service offered to students and their families for viewing bills, making payments and managing their student account.

*Student login to electronically access the Online Student Accounts Center*

*Students may also set up Authorized Users. A valid email address is required (See the 'Authorized User' tab to set this up).*

#### Students and Staff

Username:

Password:

#### Authorized Users

Use this for parents or others who have been granted access.

E-mail:

Password:

Forgot your password? View your [password hint](#), or have your password [e-mailed](#) to you.

#### Student Account Suite Features

##### Student Account Center

- Check your balance
- Make a payment towards your balance
- View your payment history
- Store your payment methods for quick and easy payment
- As a student, provide permission to others (parents, employers, etc) to view your bill and make payments

##### E-Billing

- View and print your billing statement

##### Payment Plan Management

- Enroll in a payment plan so you can pay your balance in installments
- View your current payment plan status
- Make a payment toward one of your installments
- Schedule future installment payments

##### Refunds

- Enter your bank account information so that refunds can be deposited into your account electronically

Students and staff may log in using their Username and PIN. Parents, guardians, or employers wishing to access the system require student permission via the student's authorized user process. If you have any questions about the system, please send e-mail to [student.accts@aurora.edu](mailto:student.accts@aurora.edu)

This site works best with Microsoft Internet Explorer 7.0 or higher, Mozilla Firefox 2.0 or higher, or Apple Safari 3.0 or higher. JavaScript must be enabled.



This is the Main Menu for WebAdvisor. Under the **Online Student Account Center**, click *'Make A Payment / View eBill'* to access your eBill and view your statement of account, make a payment, and/or enroll in the Monthly Payment Plan. Please note that e-Bills are snapshots of an account and are uploaded monthly or based on changes to your account.



The following links may display confidential information.

*Click on link to access the online FERPA form. (The FERPA Access Code on this form gives auth. to discuss a student's educ. records over the phone.)*

**User Account**

- [I'm New to WebAdvisor](#)
- [What's my User ID?](#)
- [What's my password](#)
- [Change Password](#)
- [Address Change](#)
- [FERPA Release Information](#)
- [Insurance Waiver/Enrollment](#)

**Communication**

- [Advisor Remarks To Student](#)
- [My Documents](#)
- [E-mail My Advisor\(s\)](#)

**Academic Planning**

- [Program Evaluation](#)
- [Search for Sections](#)

*Click to access eBill, make payments, set up payment plans*

**Online Student Account Center**

- [1098 Electronic Consent](#)
- [View My 1098 T Forms](#)
- [Make A Payment / View eBill](#)
- [Student Authorization Hold Form](#)

**Academic Profile**

- [Grades](#)
- [Grade Point Average by Term](#)
- [Transcript](#)
- [Program Evaluation](#)
- [Transcript Request](#)
- [Transcript Request Status](#)
- [Enrollment verification request](#)
- [Enrollment verification request status](#)
- [My profile](#)
- [Schedule](#)

**Financial Aid**

- [Financial aid award letter](#)



Under the **Home** tab, a **Quick View** of a student's account balance is available. The balance on Quick View is a total of your tuition charges and does not include your projected financial aid. Clicking on the **eBill** tab will provide you the actual eBill statement. You may also select the date of an eBill you would like to see.

A student can also Make a Payment on a bill towards the current or previous Semester Term under **Quick View** by selecting 'Recent Account Activity'.

**AURORA UNIVERSITY**

Logged in as

Home eBills Payments Deposits Payment Plans Refunds Authorized Users My Profiles

*New Announcements regarding tuition charges will be noted under this section.*

This is the place to manage your student account activity. Here you can view your bills, make payments, enroll in a payment plan, and set up authorized users (parents, employers, etc.). Use the tabs along the top to navigate through the site.

**Announcements**

Welcome to the Aurora University Online Student Accounts Center (OSAC).

**\*\*\* ALL STATEMENTS ARE PRESENTED IN ELECTRONIC FORMAT THROUGH THIS SERVICE.\*\*\***

Payment for the 2011 Fall Semester is due August 22, 2011, regardless of individual course start date. The deadline to pay your balance to avoid late fees or service charges is September 3, 2011.

Please note that the balance shown in Quick View is a total of your charges for the 2011 Fall Semester and **not** your balance after projected financial aid. Click on e-Bill to view a detailed list of your charges and financial aid.

Thank you for using Aurora University's Online Student Account Center. Please watch this space for future announcements.

**Quick View**

Current Account Status eBills Recent Payments and Credits Enroll in a Payment Plan Create a Refund Profile

**Current Account Status**

Your current account balance, including **recent account activity**, is **\$14,139.00**. You can also view transactions and pay balances from **previous terms**.

Current Account Status		
Current Balance:	\$14,139.00	<a href="#">View Current Activity</a>
		<a href="#">Make a Payment</a>

*Click on ebills to view your online ebill statement.*



This is an example of an electronic statement under **eBill; Account Summary**--referred to as an 'eBill.' All billing statements are submitted electronically. *Aurora University no longer mails paper billing statements and will only mail on an individual request basis.* Students and Authorized Users will receive e-mail notifications when statements are posted. Fall Semester statements are generated mid-July and Spring Semester statements are generated the beginning of December (See 'My Profiles' tab - 'Personal Profiles' page)

Note: Any changes in registration, fees, room and board, or completion of Financial Aid after the generation of an initial statement may not necessarily create a new billing statement. If changes have been made since the last statement was posted, students can select 'Recent Activity' (\* see below) or contact the Student Accounts Office to request an updated billing statement.

**AURORA UNIVERSITY** HELP and Important Information | Ask for Help | Log Out  
 Logged in as:

Home **eBills** Payments Deposits Payment Plans Refunds Authorized Users My Profiles

**Account Summary** Recent Account Activity

Account Name	Statement Date	Due Date	Statement Amount	Current Balance*	Action
Student Account	07/07/2011	08/22/2011	\$9,969.00	\$9,969.00	Pay

\* Current balance includes activity since your last statement, including recent payments and new charges.

View Statement: 07072011 Go [Print This Statement](#)

**AURORA UNIVERSITY**  
 Aurora University  
 Student Accounts Office  
 347 S. Gladstone Ave.  
 Aurora, IL 60506

Student ID: 0473983  
 Statement Date: 07-07-2011  
 Total Balance Due: \$ 9,969.00  
 Due Date: 08-22-2011

DATE	TERM	DESCRIPTION	CHARGES	CREDITS & PAYMENTS
		--- PREVIOUS BALANCE ---		\$ 0.00
		--- CURRENT CHARGES AND PAYMENTS ---		
07-07-2011	11/FA	Tuition-Undergrad-Full Time	9,625.00	
07-07-2011	11/FA	Tuition-Undergrad-Full Time		
07-07-2011	11/FA	Student Activity Fee	50.00	
07-07-2011	11/FA	Student Activity Fee		
07-07-2011	11/FA	Student Technology Fee	50.00	
07-07-2011	11/FA	Student Technology Fee		
07-07-2011	11/FA	Accident/Sickness Insurance	244.00	
		Accident/Sickness Insurance		
		<b>CURRENT CHARGES AND PAYMENTS:</b>	<b>\$ 9,969.00</b>	<b>\$ 0.00</b>
		--- PROJECTED FINANCIAL AID ---		
		<b>PROJECTED FINANCIAL AID AND OTHER CREDITS:</b>		<b>\$ 0.00</b>
		<b>Totals:</b>	<b>\$ 9,969.00</b>	<b>\$ 0.00</b>

*Date the semester charges were posted to the account*

*The semester term that the charges are posted for, e.g. 11/FA = Fall 2011*

*Total Tuition Chgs*

*Balance due. A minus (-) sign after the amount indicates a credit balance produced by an excess amount of Financial Aid*

*Projected Financial Aid will appear in this section.*

*Total Financial Aid Amt*

*Make a Payment*



This is a 'Recent Account Activity' screen under the eBill tab, which reflects any fee or tuition changes to a student's account since the last generation of their statement. This screen also allows a student to Make a Payment on their account by selecting the **specific** Semester Term.

Making a payment will direct a student to the **Payments** tab.

### Student Account Activity since Last Statement

View Transactions by Term:

Note: If a balance is due on the term, the amount will be displayed in brackets.

*Click on Pull Down menu to select the **correct Semester Term**.*

### Current Activity

Description	Code	Date	Amount (\$)
Accident/Sickness Insurance	FE003	07/07/2011	244.00
Student Activity Fee	FE007	07/07/2011	50.00
Student Technology Fee	FE121	07/07/2011	50.00
Tuition-Undergrad-Full Time	TU101	07/07/2011	9,625.00
<b>Amount Due (includes recent activity):</b>			<b>\$9,969.00</b>

[Make a Payment](#)

*Click here to 'Make a Payment' once the **correct Semester Term** has been selected from above. or go to the **Payments** tab*



## Payments

Selecting 'Pay' allows you to make a payment on your student account.

The following screens under the **Payments** tab; *Make a Payment* will follow through on the 3 step payment process.

HELP and Important Information | Ask for Help | Log Out

Logged in as:

**AURORA UNIVERSITY**

Home eBills **Payments** Deposits Payment Plans Refunds Authorized Users My Profiles

**Make a Payment** | Payment History |

### Most Recent Billing Statement

Account Description	Statement Date	Statement Amount	Current Balance*	Action
<a href="#">Student Account Statement -- Payment Due On 08/22/2011</a>	07/07/2011	\$9,969.00	\$9,969.00	<a href="#">Pay</a>

\* Current balance includes activity since your last statement, including recent payments and new charges.

### Pending Payments

No payments have been set up.

**Click 'Pay' to Make a Payment**



## Payments:

Step 1: Select a Payment Method

AURORA UNIVERSITY

Home eBills **Payments** Deposits Payment Plans Refunds Authorized Users My Profiles

[Make a Payment](#) | [Payment History](#)

Account Name	Statement Date	Due Date	Statement Amount	Current Balance*
Student Account	07/13/2011	08/22/2011	\$10,489.00	\$14,739.00

\* Current balance includes [activity since your last statement](#), including recent payments and new charges.

**Step 1: Select a Payment Method**

Step 2: Payment Options

Step 3: Payment Confirmation

### Select Payment Method

Payment Method:

- Select Payment Method --
- Chase
- New Electronic Check (checking/savings)
- New Credit Card

**Electronic Check** - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate

Select or set up Payment Method



## Payments:

Step 2 and 3: Payment Options and Step 3 will confirm the payment

HELP and Important Information | Ask for Help | Log Out

**AURORA UNIVERSITY**

Home eBills **Payments** Deposits Payment Plans Refunds Authorized Users My Profiles

**Make a Payment** | Payment History

Account Name	Statement Date	Due Date	Statement Amount	Current Balance*
Student Account	07/13/2011	08/22/2011	\$10,489.00	\$14,739.00

\* Current balance includes **activity since your last statement**, including recent payments and new charges.

Step 1: Select a Payment Method

**Step 2: Payment Options**

Step 3: Payment Confirmation

Payment Method		Payment Options	
<b>Payment Method:</b>	Chase	<b>Select a term for this payment:</b>	Fall 2011 <input type="button" value="v"/>
<b>Account Number:</b>		<b>Payment Amount:</b>	\$ <input type="text"/>
<b>Expiration Date:</b>	03/ 13	<b>Memo:</b>	<input type="text"/>
		<b>Payment Date:</b>	07/27/2011 <input type="button" value="calendar"/>
		<input type="button" value="Back"/>	<input type="button" value="Continue"/>

*Select Correct Semester Term* (points to dropdown menu)

*Specify the amount in this box* (points to payment amount input field)

*Select 'Continue'* (points to Continue button)



## **Payment Plans**

A student has the option of enrolling in a Monthly Payment Plan, which will divide the balance due for each semester after financial aid into 5 monthly payments. Otherwise, balances are due in full one week before the start of the semester. See *Important Dates on the Student Accounts webpage for due dates*. Students wishing to use the payment plan must enroll each semester online and pay a \$30 enrollment fee.

Payments are due the 1<sup>st</sup> of each month and no later than the 5<sup>th</sup> date of the month to avoid a \$25 late payment fee. Please note, we cannot alter the payment due date, as it is a fixed date. **Dates: Fall Payment Plans; August 1 – December 1. Spring Payment Plans; January 1 – May 1. Summer Payment Plan; May 15, June 15, and July 15.**

Payment Plans will be automatically adjusted if there are any additional charges or credits on the account.

HELP and Important Information | Ask for Help | Log Out

Logged in as:

**AURORA UNIVERSITY**

Home eBills Payments Deposits **Payment Plans** Refunds Authorized Users My Profiles

**Active Payment Plans** | Sign Up For a New Payment Plan | Payment Plan History

## **Payment Plans**

You don't have any active payment plans at this time.

*Click here to enroll in Monthly Payment Plan and follow the prompts.*



- ① **Payment Plan**
- ② Budget Worksheet
- ③ Payment Method
- ④ Sign Agreement

View Payment Plans for Term:

**Monthly Payment Plan - Fall 2011**

This is a 5-installment Monthly Payment Plan available to all qualifying students. Payment is due the 1st day of each month from August 1 - December 1, 2011. Late payments will result in a \$25 Late Payment Fee. Payment Plans must be established for your entire balance due for the semester and will be adjusted for any changes in your account balance. There is a \$30 enrollment fee due at the time of enrollment.

[View full plan description](#)

Monthly Payment Plan - Fall 2011 Details	
<b>Term(s):</b>	Fall 2011
<b>Enrollment Deadline:</b>	07/31/2011
<b>Scheduled Payments:</b>	Optional
<b>Setup Fee:</b>	\$30.00
<b>Minimum Down Payment:</b>	\$0.00
<b>Number of Payments:</b>	5
<b>Payment Frequency:</b>	Fixed Dates
<b>Late Payment Fee:</b>	\$25.00

Select the correct Semester Term of the Monthly Payment Plan

Click 'Continue' to proceed with enrollment of Payment Plan



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Logged in as:

[Home](#) [eBills](#) [Payments](#) [Deposits](#) [Payment Plans](#) [Refunds](#) [Authorized Users](#) [My Profiles](#)

[Refund Account Setup](#) | [Refund History](#)

Your current account designated for receiving electronic refunds is **primary checking**. To change your refund account please visit the **Payment Profile** page. 

*Clicking 'Payment Profile' will bring you to the 'My Profiles' tab to set up an Electronic Refund*



HELP and Important Information | Ask for Help | Log Out

Logged in as: **Stacy Lynn Ferry**

Home eBills Payments Deposits Payment Plans Refunds **Authorized Users** My Profiles

## Authorized Users

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

**You don't currently have any authorized users.**

Add an Authorized User






- Click on "Add an Authorized User"
- Next Screen: Add the email address of the person who you would like to authorize.



### Payment Profile

To store payment profiles, enter the account information of your preferred credit card(s) or bank account(s). To get started, select the payment type from the Add A Payment Method drop-down list and click "Go".

You can have refunds sent to whichever bank account profile you choose. You can add a new bank account profile or edit an existing one to accept refunds. To use an account for refunds, check the Refund Option box on its "Bank Account Information" screen.

My Payment Methods	Action	Use for Refunds
primary checking	 	

Add a Payment Method	
-- Select Payment Type --	<input type="button" value="Go"/>
-- Select Payment Type --	
Electronic Check (checking/savings)	
Credit Card	

*Example of a Saved Payment Method*

*Click here to edit information on the Saved Payment Method*

*Select here to save a payment method when making payments and for electronic refunds*

**Electronic Check** - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

**Credit Card** - You may pay with any of the credit card issuers listed below.





Update the 'My Profiles' screen whenever there are changes. This will ensure that Students and Authorized Users will receive e-mail notifications when electronic statements are posted.

The screenshot shows the top navigation bar of the Aurora University website. On the left is the Aurora University logo. In the center is a photograph of a stone staircase. On the right, there are links for 'HELP and Important Information', 'Ask for Help', and 'Log Out'. Below these is a 'Logged in as:' label. A horizontal menu contains links for 'Home', 'eBills', 'Payments', 'Deposits', 'Payment Plans', 'Refunds', 'Authorized Users', and 'My Profiles'. The 'My Profiles' link is highlighted with a yellow box. Below the menu are two sub-links: 'Personal Profile' and 'Payment Profile'.

## Personal Profile

You may update your personal profile and preferences here. If you choose to enter a secondary e-mail address (in addition to your school-assigned address), e-mails generated by this system will be sent to both addresses. You will receive a notification when a new billing statement is posted to your account. If you wish to provide a parent or guardian access to your account information, or allow them to enroll in a payment plan, please click the "Authorized Users" tab.

Personal Profile	
<b>Username:</b>	
<b>Full Name:</b>	
<b>E-mail Address:</b>	
<b>Alternate E-mail Address:</b>	<input type="text"/>
<ul style="list-style-type: none"><li>• To get optional text messages about new bills and upcoming payments, enter your mobile phone number and carrier.</li><li>• Reminder: Messages may be sent during overnight hours and your carrier may charge a fee to receive text messages.</li></ul>	
<b>Mobile Phone: (555-555-5555)</b>	<input type="text"/>
<b>Select Your Mobile Carrier</b>	<input type="text" value="-- Select a Carrier --"/>
<input type="button" value="Save Changes"/>	



**Edit Bank Account Information**

Account Nickname:

Account Type: Checking

ABA Routing Number:

Account Number:

Name on Account:

**Refund Option**

NOTE: Only one bank account can be designated to receive refunds.

Please check here if you would like refunds to be deposited into this account.

Click check box for e-refunds

Cancel

Save

Check this box to use this Saved Payment method for an Electronic Refund, which will be direct deposited into that account.