

**To access self-service:**

1. Go to <http://neiuport.neiu.edu>.
2. Login to NEIUport.
3. Click the Current Student tab.

**Two things to know before getting started:**

1. When you click most any link in the online services channels, you will see the self-service web pages. To return to the portal from any self-service page, click the Back to Current Student Tab link in the upper left corner. To go to other self-service pages, use the blue tabs at the top of the page, or click Return to Menu. You may need to click Return to Menu twice if you are at a lower level page.
2. As is typical on the Internet, there are often multiple ways to get to the same page. In addition to the tabs and menu links mentioned above, there are often links at the bottom of a page leading to other pages. As you get familiar with the online services, you will be able to navigate more quickly.

**To view your bill:**

1. Scroll down on the Add or Drop Classes page and click the Registration Fee Assessment link to view your charges for the coming term. **(If you don't see that link on the page, click Return to Main Menu, and then click Registration Fee Assessment.)** The Account Summary by Term page will display. This page shows your charges for the term you are viewing.
2. At the bottom of the page, you will see links to both Credit Card Payment and Pay by Check options.  
*You can also start this process from the My Account channel, which displays links for each semester.*  
*If you just want to view your account information, you can click the Student and Financial Aid tab, and then the Student Account link to view the Student Account menu. From there, you can select a link to view your account summary information, statement and payment history, and more.*

**To make a payment by check:**

1. Start by viewing your bill as described above.
2. **Important Step! Note the charges and the amount you want to pay before proceeding.**
3. Click the Pay by Check link.
4. You will see the first WebCheck page.
5. Select the Account Type (checking or savings) from the drop down box.
6. Enter your account information as indicated on the form. (See the image at the top of the page that indicates the location of the routing number and account number on your check.)
7. Enter the name and address from the account as indicated on the form.
8. Be sure to check the Amount Paying field to make sure it is correct, or delete what's there and enter the amount you want to pay.

9. Click Continue.
10. Review the information displayed to make sure it is correct and that you agree with the terms.
11. Enter the last 4 digits of your student ID.
12. Click the I Agree button, or click Edit to make any needed corrections to your information.  
You should see a message thanking you for your payment. If not, review the page for any error messages.
13. Click the Done button to return to the self-service pages.

### **To make a credit card payment:**

1. Start by viewing your bill as described above.
2. **Important Step! Note the charges and the amount you want to pay before proceeding.**
3. Click the Credit Card Payment link. You will see the Credit Card Payment page.
4. Enter your credit card and payment information as directed on the form.
5. Click Submit Payment. The Credit Card Payment Verification page will display.
6. If all the information displayed is correct, click Okay to Submit Payment. If not, click Change Information.
7. When you submit your payment, the Credit Card Payment Status page will display. If your payment was successful, a message will display at the top of the form.
8. Click Return to Menu to continue working in self-service, or click Back to Current Student Tab to go back to the portal. Do not use the browser's Back button from the Credit Card Payment Status page.

### **To complete financial aid tasks for the coming term:**

- If you need to complete your financial aid applications, you can download the application forms from self-service. Go to the Current Student tab and click on a requirement link to view more information about the requirement and to access the form(s) needed.  
*If you are already in self-service, click the Student and Financial Aid tab, and then the Financial Aid link to view the Financial Aid menu. From there, you can select a link to view your status, eligibility, and awards information.*
- If you have received financial aid awards, you need to respond by accepting or rejecting the awards. Go to the Current Student tab and click the link in the Financial Aid Awards channel.
- If you receive work study funds, you can view your work study details in the Student Work Study Balance channel on the Current Student portal tab.

### **To exit self-service:**

1. Click the Back to Current Student Tab link in the upper left of the portal window.
2. Click the Logout icon on the toolbar (upper right) to logout of the portal.

**It is recommended that you always logout of the portal and then close the browser window when you are finished using the portal at any public computer to ensure the security of your access.**