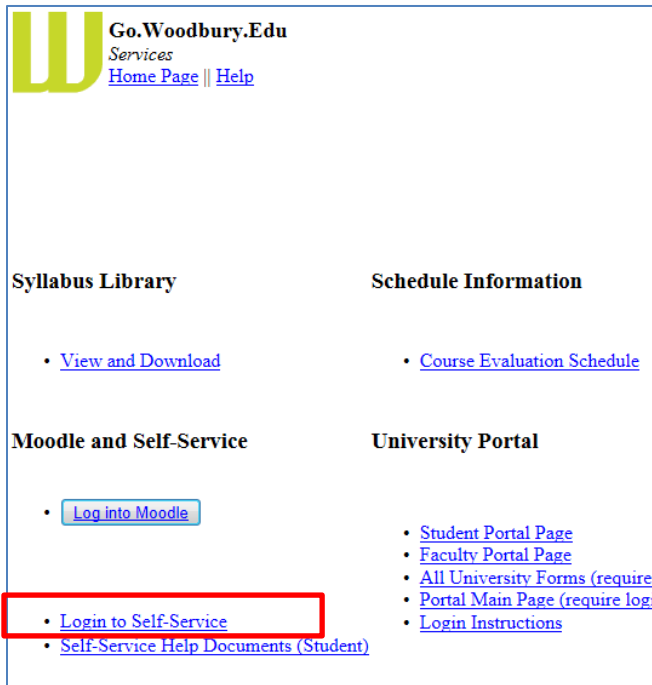


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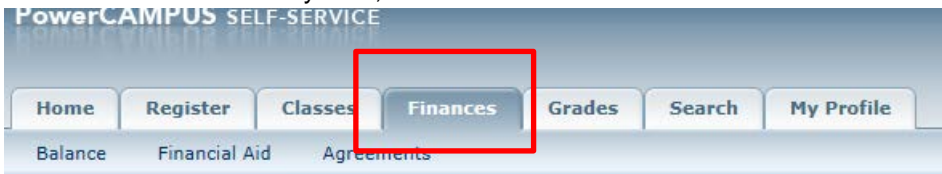
Self-Service System – Viewing Balances and Making Payments

- 1) Using Internet Explorer®, Firefox®, or Safari® AND with your pop-up blockers disabled, first log on to your student account via <https://go.woodbury.edu> and, from there, select your self-service account.

(If you are having difficulty accessing or logging into your student account or self-service account, first click on “Online Password Reset.” If you need further assistance, contact the IT Helpdesk at (818) 252-5295 or at helpdesk@woodbury.edu.)



- 2) Once in the self-service system, select the “Finances” tab



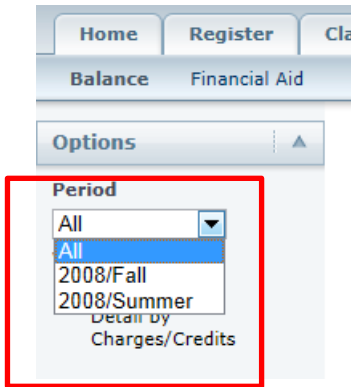
- 3) Select “Balance”



(CONT'D)

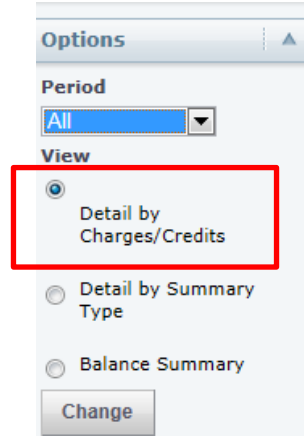
- 4) Select a) the respective semester and b) view “Detail by Charges/Credits.” (Alternatively, you may select “All” to get your cumulative outstanding balance.) You will then be able to see your outstanding balance.

a)



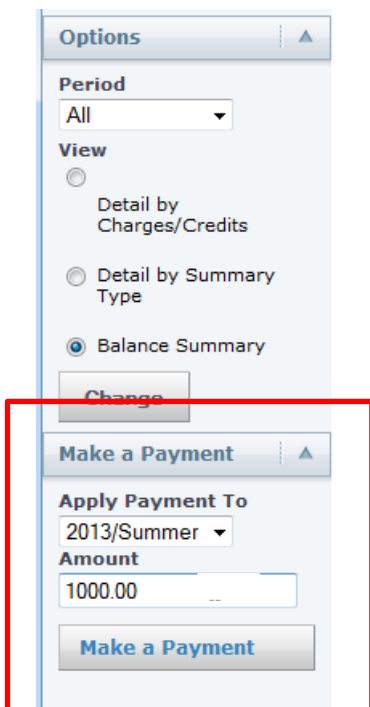
The screenshot shows a navigation bar with 'Home', 'Register', and 'Class' buttons. Below it are 'Balance' and 'Financial Aid' tabs. The 'Options' menu is open, and the 'Period' dropdown is expanded, showing 'All', '2008/Fall', and '2008/Summer' as options. A red box highlights the dropdown menu.

b)



The screenshot shows the 'Options' menu with the 'View' section selected. The 'Detail by Charges/Credits' radio button is selected and highlighted with a red box. Other options include 'Detail by Summary Type' and 'Balance Summary'. A 'Change' button is visible at the bottom.

- 5) If you would like to make a payment via self-service, select “Make a Payment” and from there, complete all remaining steps to ensure payment is processed. Please note that if you are paying tuition, please select the correct year and term.



The screenshot shows the 'Make a Payment' form. The 'Apply Payment To' dropdown is set to '2013/Summer' and the 'Amount' field contains '1000.00'. A red box highlights the entire form area, including the 'Make a Payment' button.

- 6) When you are finished in your self-service account, ensure that you properly log out and close all web browsers.