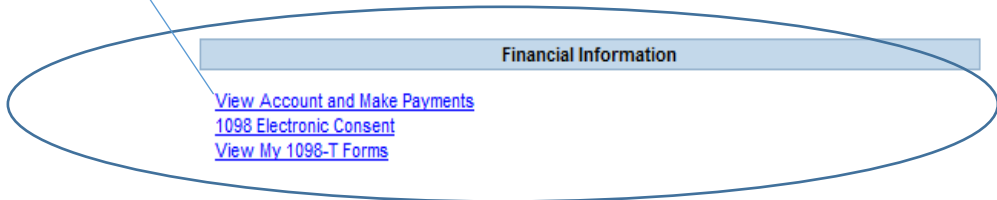
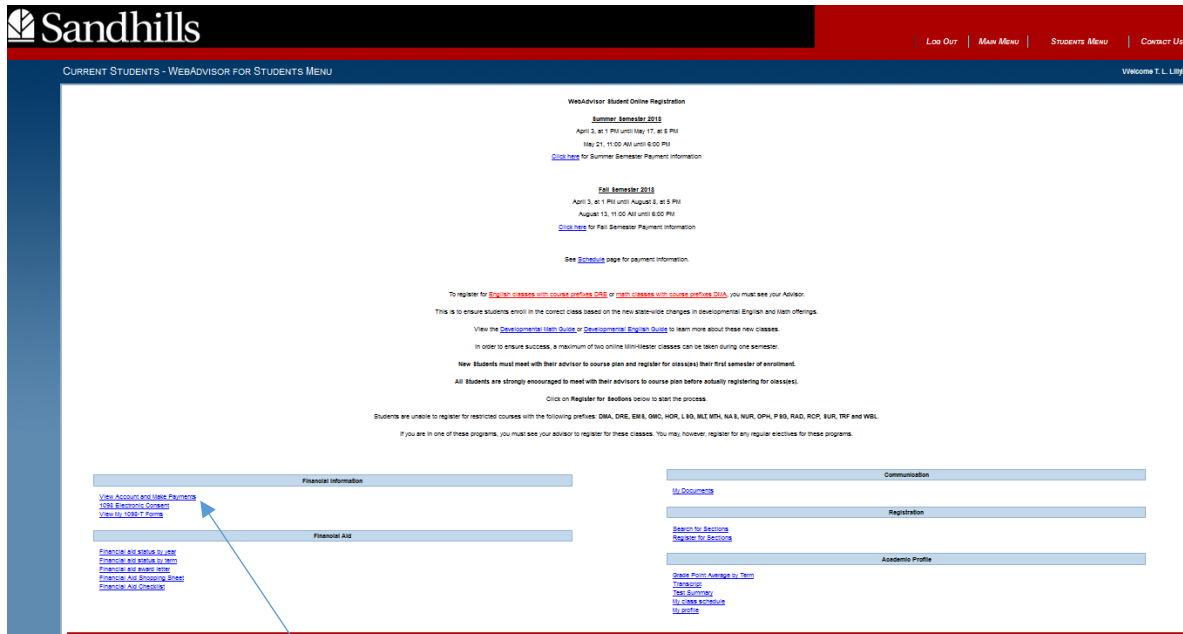


Financial Aid WebAdvisor Instructions

Login to **Webadvisor** with the same student username and password used for Moodle and student email.

You will see the welcome screen as noted below.

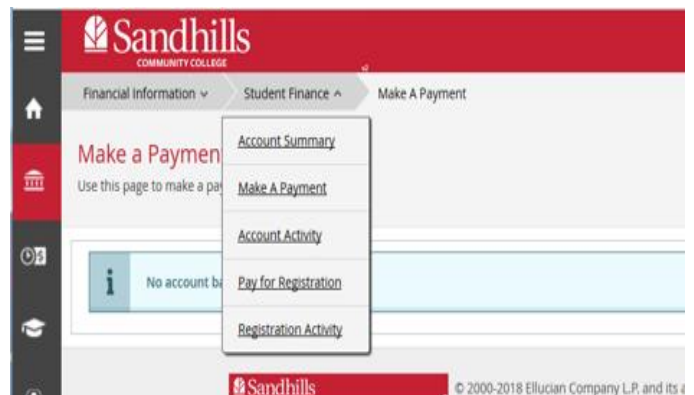
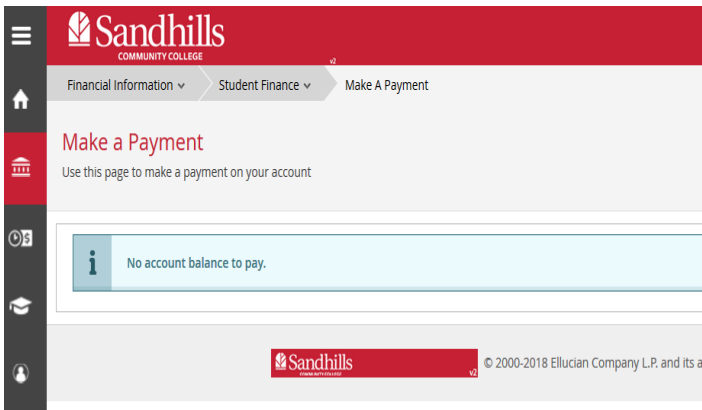
At the bottom of the screen, click **View Account and Make Payments**.



Clicking on **View Account and Make Payments** takes you to the screen below.

Hold your cursor over **Student Finance** tab in the top middle of the screen, and a drop-down list will appear.

Click on **Account Summary**.



Account Summary

View a summary of your account

Account Overview

Amount Overdue	\$0.00
Total Amount Due	\$0.00
Total Account Balance	\$0.00
CU Summer 2018	\$0.00
CU Spring 2018	\$0.00
CE Spring 2018	\$0.00

Account Summary shows a current balance and any previous semester balances.

(Depending on the time of the semester, your screen may look different from this example.)

To view balances, click on the term you are attending or wish to view.

Term: CU Summer 2018 - Balance: -\$941.00 [View Statement](#)

Charges \$539.00 - Financial Aid \$1,480.00 = Balance -\$941.00

Expand All

Charges	\$539.00
Financial Aid	\$1,480.00
Balance	-\$941.00

Prior to disbursing financial aid to your account, your **Account Summary** will look like this.

The screen shows:

- Charges (tuition, fees, and anything purchased in the bookstore)
- The amount of financial aid you will receive **based on the number of credit hours for which you are registered at the time we process financial aid**
- Your balance – A negative balance reflects the amount you will receive in a **refund**.

Once the semester has started and financial aid has been processed, your **Account Summary** will look like this.

The screen shows:

- Charges
- The amount of financial aid you received
- The amount of your refund
- Any remaining balance

Term: CU Summer 2018 - Balance: \$0.00

Charges \$645.66 - Financial Aid \$1,480.00 + Refunds \$834.34 = Balance \$0.00

The charges and amount of financial aid in the above examples will vary depending on the student. Do not expect your amounts to be the same.