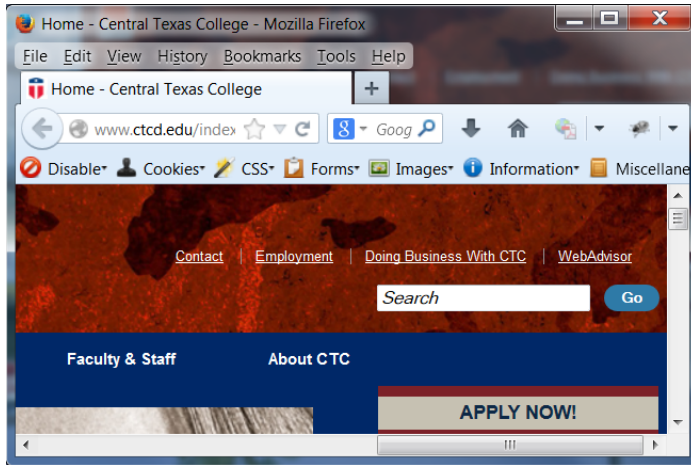# Student Finance Self-Service

Introducing a NEW and IMPROVED way to view your student account and make payments…..... **Student Finance Self-Service**
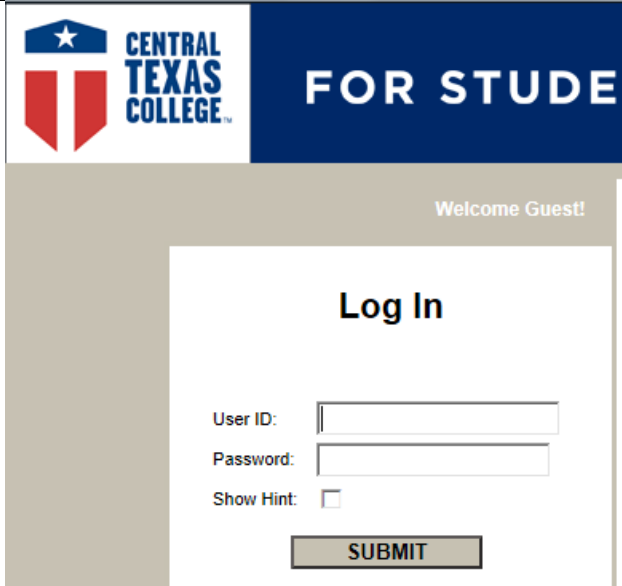
From the CTC home page, click **WebAdvisor** found in the top right-hand corner of the browser window (in the red area by the search option).


Or, use the following web address (URL):
https://webadvisor.ctcd.org/WebAdvisor/WebAdvisor

Enter your login User ID and Password:

For help with the WebAdvisor login, please call or email:

254-526-1637
1-800-792-3348 x-1637
webadvisor.tech@ctcd.edu
**(WebAdvisor Technical Assistance ONLY)**

Step 2: Once logged in to WebAdvisor Student info, click on "View Account and Make Payments" which is located in the Financial Information section.
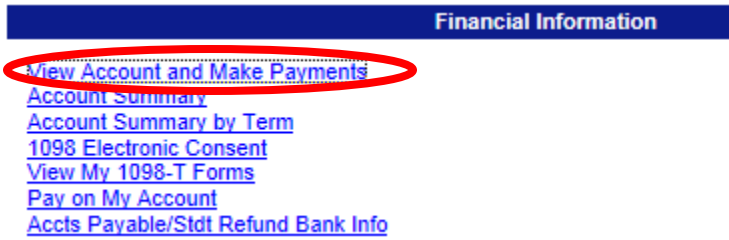
Step 3: The Student Finance screen will appear. There are two options for Student Finance—Make A Payment and Account Activity.
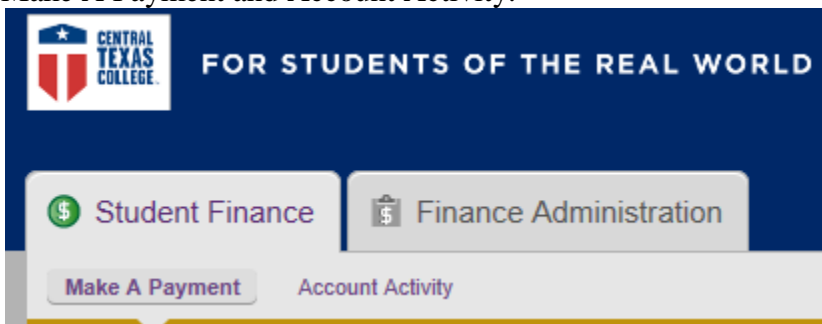
To Make a Payment, choose a payment method and click on Proceed to Payment.
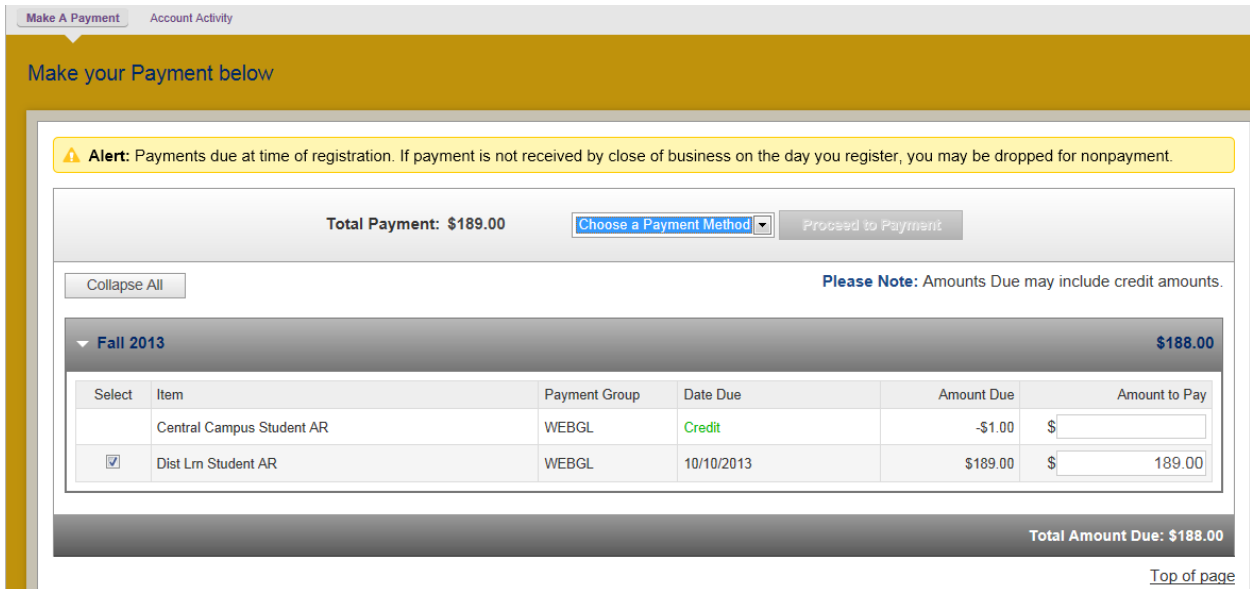
Review the total payment amount and click on Pay Now.

The credit card entry screen will appear. Enter your credit card number, expiration date, CSC number on card, and your email address. Your name and billing address will automatically populate on the form.
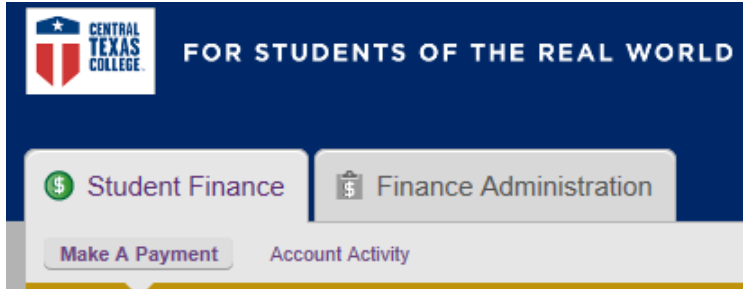

Click on Pay Now.

Once the payment is processed, a printable confirmation page will display and a receipt will be emailed to the email address you entered on the payment form.
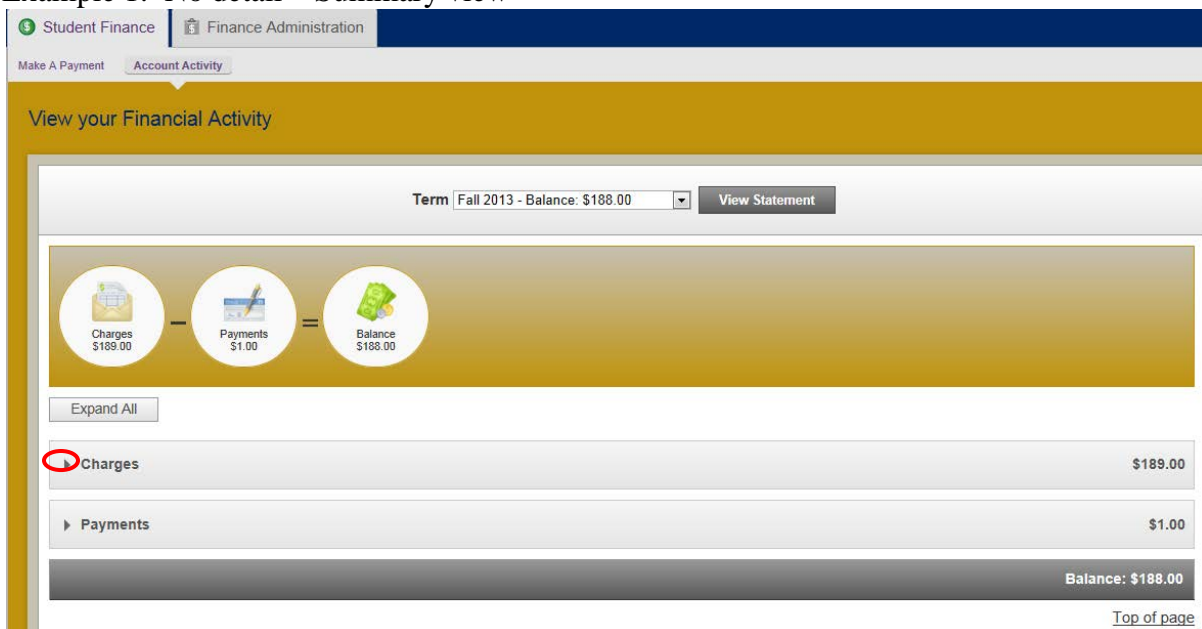
Step 4: To view account activity, click on the Account Activity tab under Student Finance.

Step 5: Choose the term you wish to view. Financial activity for the selected term will display. A summary of all types of transactions will appear in circles near the top of the page. In the area below the circles will be detail for each of the amounts shown in the circles.

Click on Expand All to see the detail or click the small arrow next to each transaction type listed.

Example 1: No detail—Summary view

Example 1: Expanded view

Notice that the expanded view will display the detail for each transaction type. In this example, the only type of Charges on the account is Tuition. Expanding the Tuition section will display a list of each class for that term, the amount charged for each class, as well as meeting times and instructor name.

The Payments section will list each type of payment that has been made on the account. This example only shows Charges – Payments = Balance.

Here's another example which shows Charges – Payments – Financial Aid – Sponsorships + Refunds + Balance

Example 2: (Summary)

Example #2: Expanded view

Financial Aid								$356.00
Award	Awarded	Term	Disbursed	Anticipated	Other Terms	Loan Fee	Currently Ineligible	Comment
CTC Set Aside Employee Upward Mobility	$356.00	Spring 2012	$356.00					Past Term
Total			$356.00	$0.00				

Sponsorships		$236.00
Sponsorship ID	Sponsor Name	Amount
30954	SB: CTC Educational Benefits--Employees	$236.00

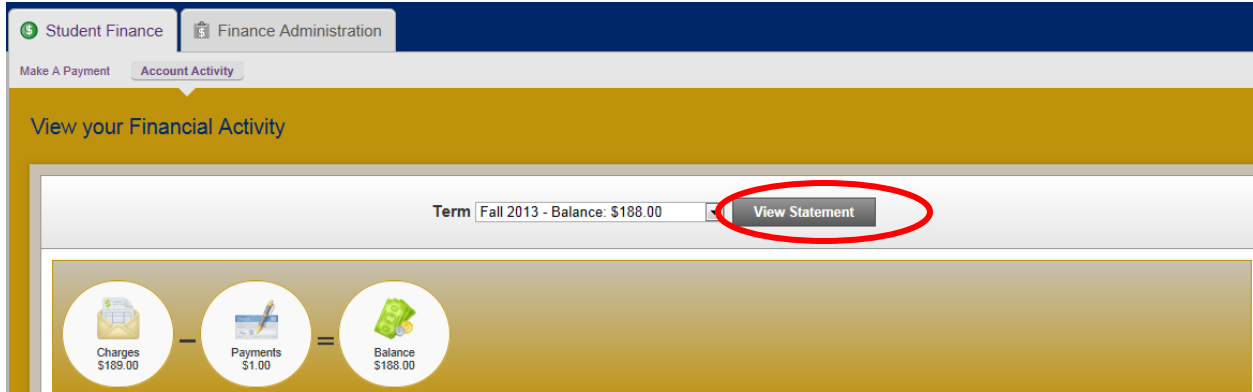| Refunds				$175.56
Voucher	Date	Description	Amount	Pay Method
V0410564	2/2/2012		$175.56	Check

Balance: $0.00

Top of page

To print this **Account activity**, right click mouse, select print preview (document will display) select the printer icon, double click Adobe PDF. It opens, and then save and print from your desktop .
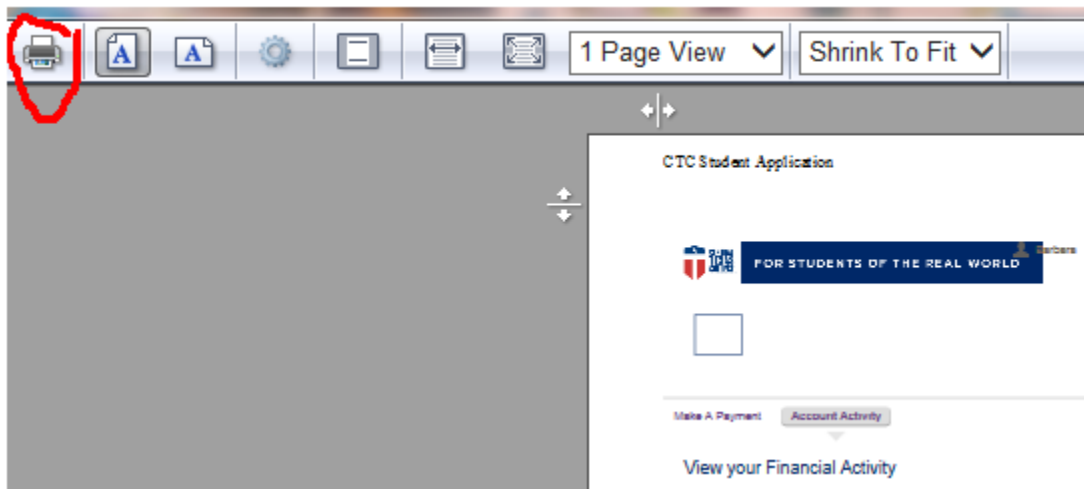
Step 6: You may also choose to View Statement.

This gives a slightly different format of the same information shown on the expanded view this screen.

To print, email or save **Registration statement** select icons in the upper left of the document.