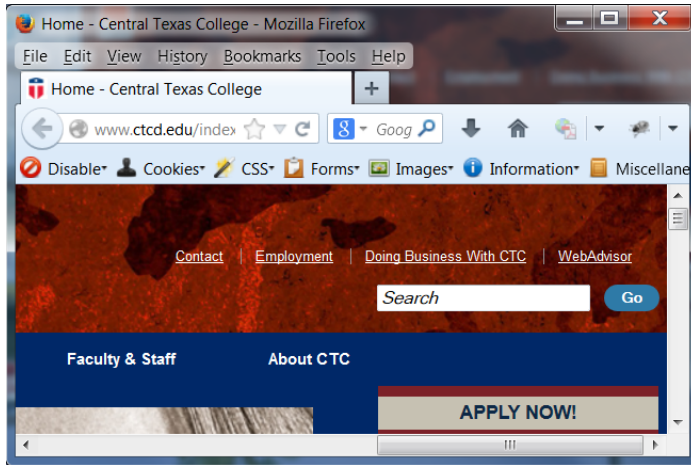


## Student Finance Self-Service

Introducing a NEW and IMPROVED way to view your student account and make payments..... **Student Finance Self-Service**

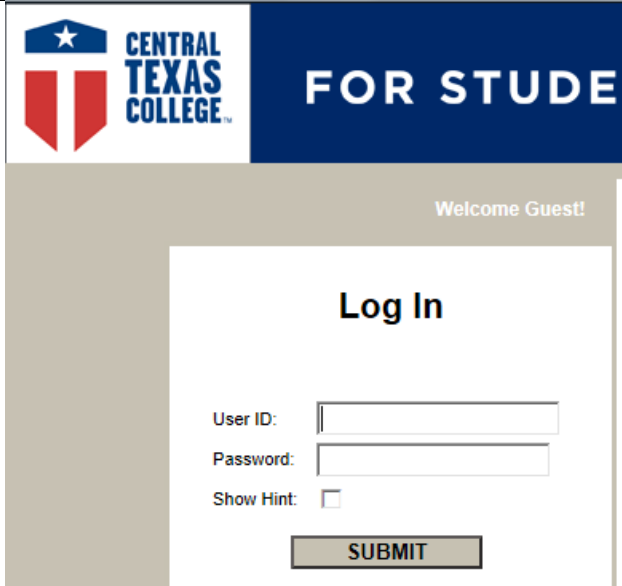
From the CTC home page, click **WebAdvisor** found in the top right-hand corner of the browser window (in the red area by the search option).



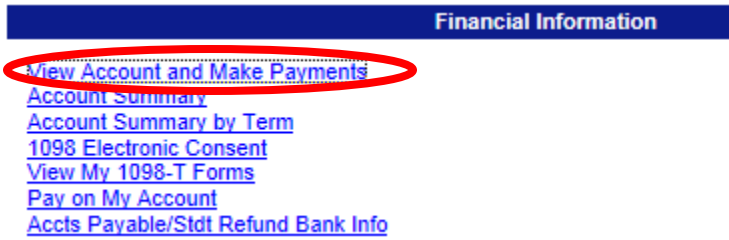
Or, use the following web address (URL):

<https://webadvisor.ctcd.org/WebAdvisor/WebAdvisor>

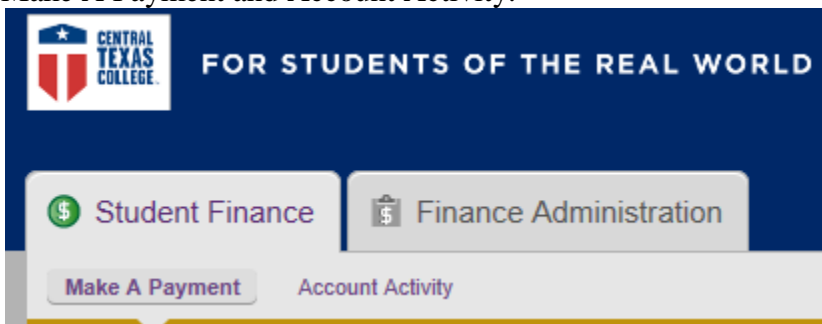
Enter your login User ID and Password:

	<p>For help with the WebAdvisor login, please call or email:</p> <p>254-526-1637 1-800-792-3348 x-1637 <a href="mailto:webadvisor.tech@ctcd.edu">webadvisor.tech@ctcd.edu</a> <b>(WebAdvisor Technical Assistance ONLY)</b></p>
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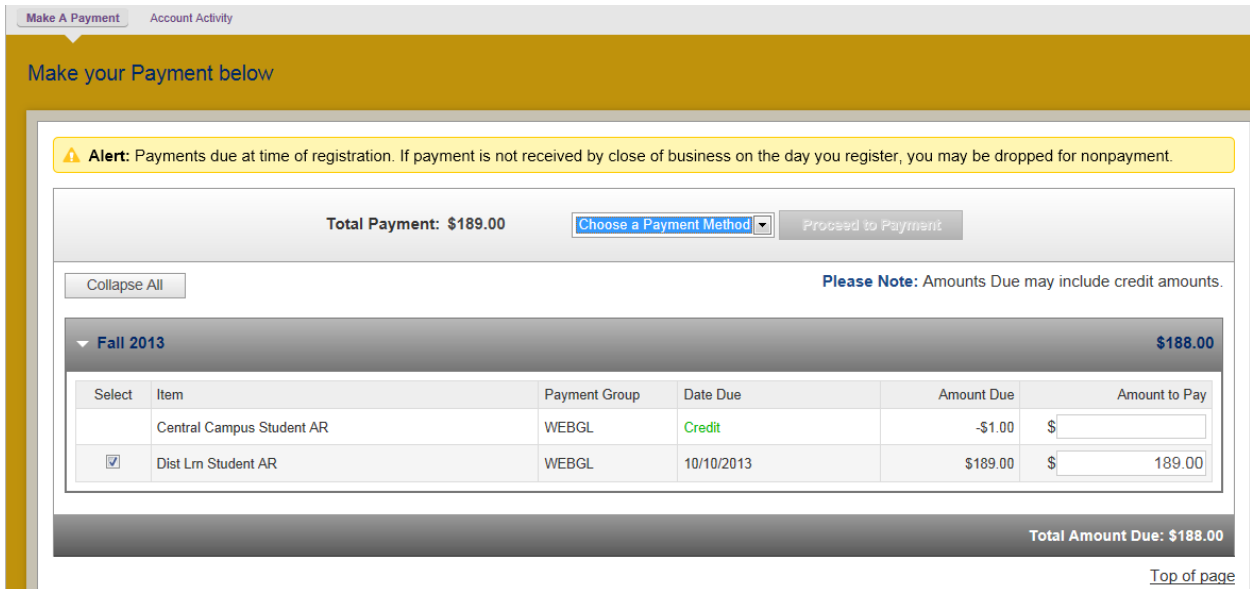
Step 2: Once logged in to WebAdvisor Student info, click on “View Account and Make Payments” which is located in the Financial Information section.



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.

Make a Payment   Account Activity

### Make a Payment

**Review Payment Selection**

You have chosen to pay the items below. If you agree to pay these items, click the Pay Now button below. You will be taken to a secure web site to enter your payment information.

Item	Amount
Dist Lrn Student AR	\$189.00
<b>Total Payment Amount</b>	<b>\$189.00</b>

Payment Method: Web VISA Credit card   **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.

## Central Texas College

› **Pay with credit or debit card**

Card Number

Expiration Date  /

CSC   
[What is this ?](#)

**Billing Address**

First name

Last name

Billing address

City

State

ZIP

Email Address

**Pay Now**

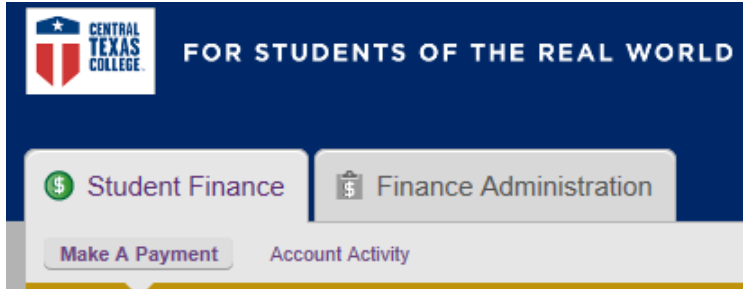
**Order summary**

Total (USD): 189.00

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.

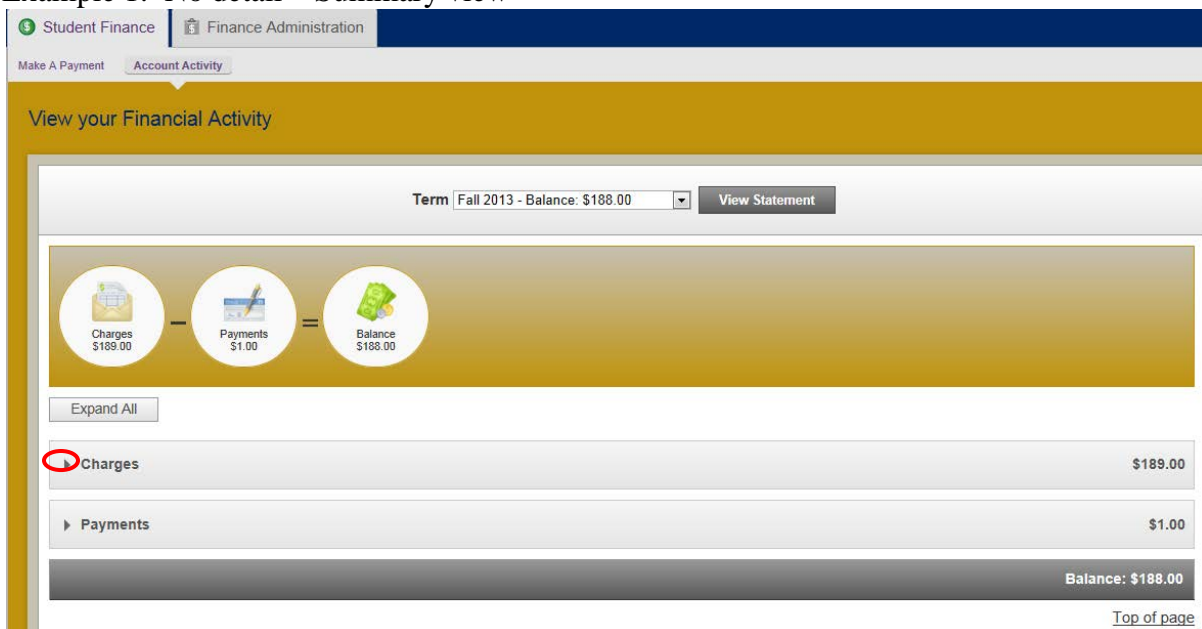
Step 4: To view account activity, click on the Account Activity tab under Student Finance.



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

Term Fall 2013 - Balance: \$188.00 View Statement

Charges \$189.00 - Payments \$1.00 = Balance \$188.00

Collapse All

**Charges** \$189.00

**Tuition** \$189.00

Section	Course Title	Amount	Billing Credits	CEUs	Days	Times	Classroom	Instructor	Status
CRJU-2323-TD002	Legal Aspects Law Enforcement	\$189.00	3.00			TBD		S. Mills	New

**Payments** \$1.00

Receipt Number	Date	Amount	Pay Method	Reference Number
000608797	10/9/2013	\$1.00	Web American Express	1000

**Balance: \$188.00**

Top of page


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)

Term Spring 2012 - Balance: \$0.00 View Statement



Expand All

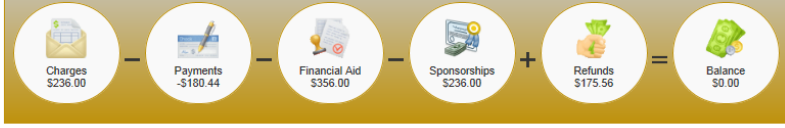
▶ Charges	\$236.00
▶ Payments	-\$180.44
▶ Financial Aid	\$356.00
▶ Sponsorships	\$236.00
▶ Refunds	\$175.56
<b>Balance: \$0.00</b>	

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Example #2: Expanded view

View your Financial Activity

Term Spring 2012 - Balance: \$0.00 View Statement



Collapse All

▼ Charges \$236.00

▼ Tuition \$236.00

Section	Course Title	Amount	Billing Credits	CEUs	Days	Times	Classroom	Instructor	Status
GEOL-1405-TD011	Environmental Geology	\$236.00	4.00			TBD		L. Kettren	Dropped

▼ Payments -\$180.44

Receipt Number	Date	Amount	Pay Method	Reference Number
000465992	1/30/2012	-\$180.44	Transfer	
000482442	4/27/2012	\$1.00	Web VISA Credit card	0716
000484469	5/9/2012	-\$1.00	Cash	

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	
<b>Total</b>			\$356.00	\$0.00						

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

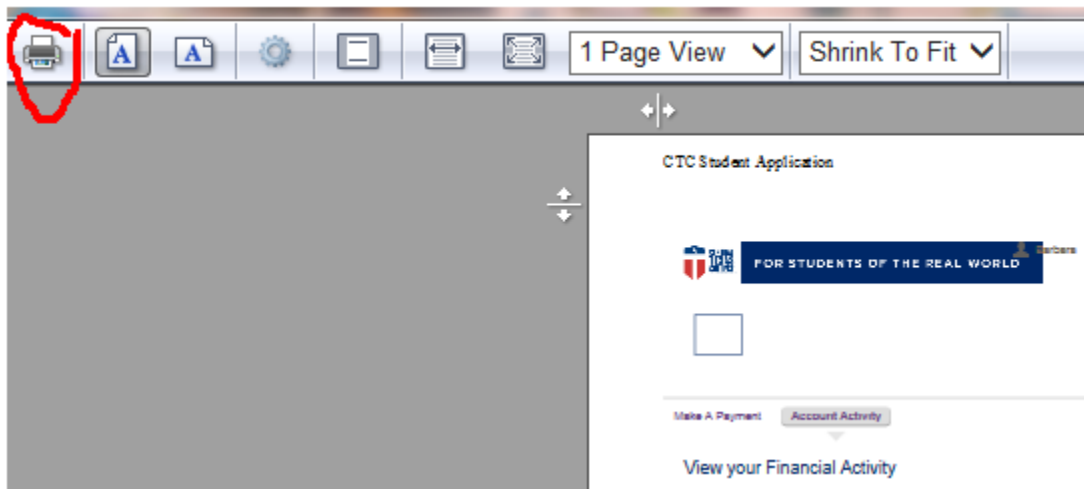
  

Refunds						\$175.56
Voucher	Date	Description	Amount	Pay Method		
V0410564	2/2/2012		\$175.56	Check		

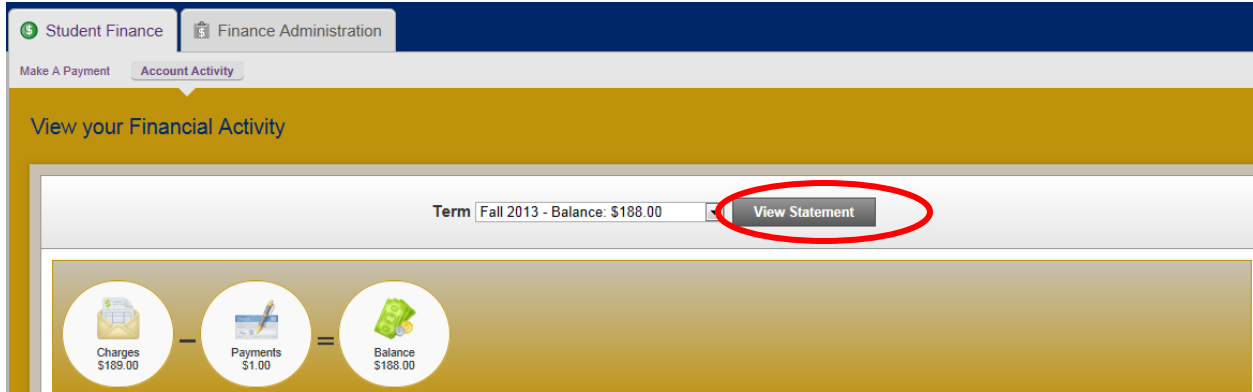
Balance: \$0.00

[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.

