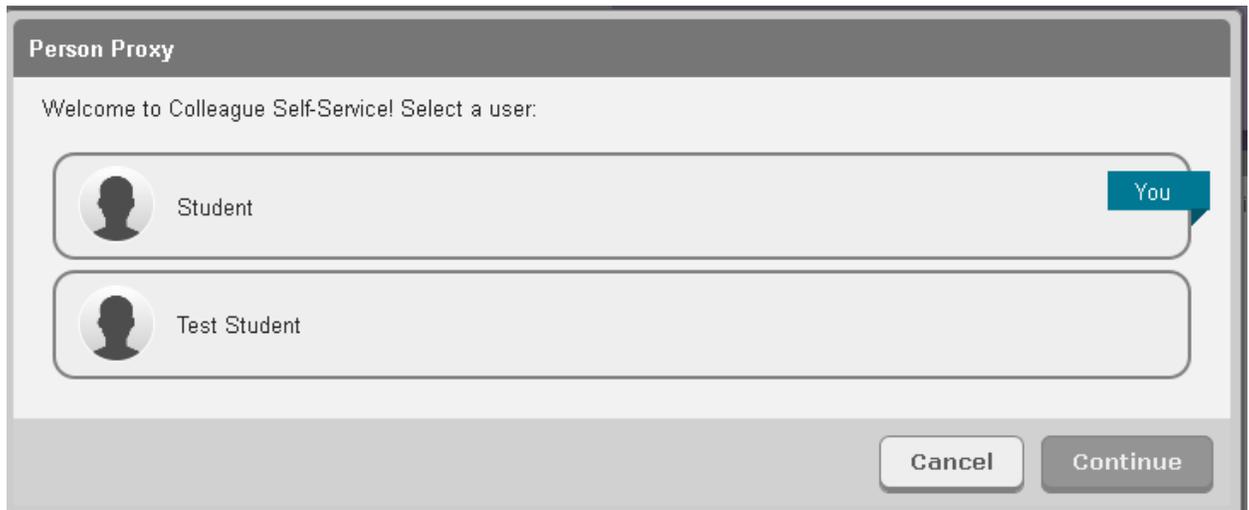


## Access your Student's Record

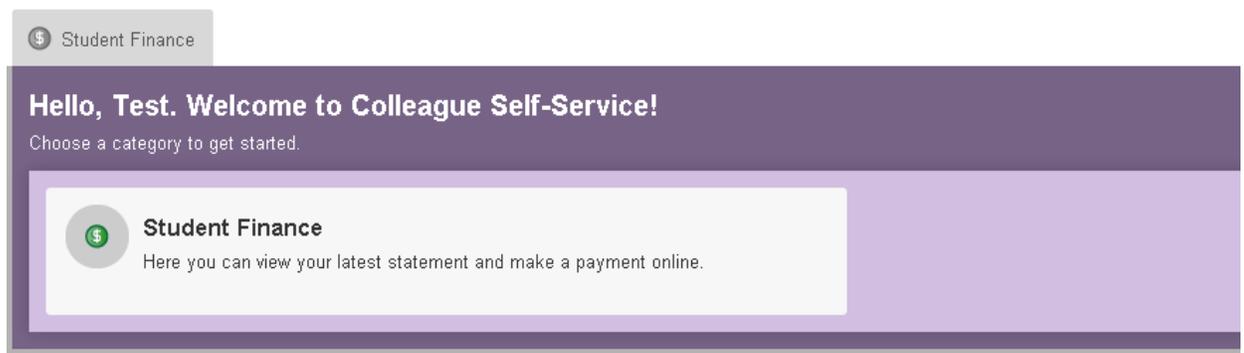
Before completing the steps detailed in this document, your student must have provided you proxy access to their account. Have your student complete the steps in "**How to provide Third Party access to your account.pdf**".

- 1) To access this service please visit <https://www.aquinas.edu/parents-families> and click the MyAQ Third Party Portal link on the left side of the page.
- 2) Log in using the username and password provided to you via the e-mail from MyAQThirdPartyPortal@aquinas.edu.
- 3) Select the name of the student for which you wish to view their account information and click **Continue**.



The screenshot shows a web interface titled "Person Proxy". Below the title, it says "Welcome to Colleague Self-Service! Select a user:". There are two user selection options, each with a silhouette icon and a name: "Student" and "Test Student". The "Student" option has a blue callout bubble with the word "You" next to it. At the bottom right, there are two buttons: "Cancel" and "Continue".

- 4) Click **Student Finance** to view account information and/or make a payment. Multiple terms are listed individually.



The screenshot shows a web interface with a breadcrumb trail at the top: "\$ Student Finance". Below this, it says "Hello, Test. Welcome to Colleague Self-Service!". Underneath, it prompts "Choose a category to get started." There is a single category card for "Student Finance" with a green dollar sign icon. The card text reads: "Student Finance" and "Here you can view your latest statement and make a payment online."

- 5) To make a payment, select an invoice to pay by placing a check box next to the invoice you want to pay.

## Access your Student's Record

- 6) In the **Amount to Pay** boxes, enter the total amount you wish to pay on the invoice. This can be a full or partial amount.

**Make a Payment** Account Activity

Select the items that you would like to pay and Choose a Payment Method below

Total Payment : \$11,271.00 Choose a Payment Method Proceed to Payment

Collapse All Please Note: Amounts Due may include credit amounts.

^ Fall Semester 2015 \$17,292.00

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	Student Receivables	PMT	08-11-2015 (Overdue)	\$9,264.00	\$ 9,264.00
<input checked="" type="checkbox"/>	Payment Plan 1133 - Student Receivables	PMT	12-28-2015	\$2,007.00	\$ 2,007.00
<input type="checkbox"/>	Payment Plan 1133 - Student Receivables	PMT	01-28-2016	\$2,007.00	\$

- 7) In the dropdown, select the payment method you wish to use.

Total Payment : \$11,271.00 Choose a Payment Method Proceed to Payment

Collapse All Please Note: Amounts Due may include

Choose a Payment Method  
Choose a Payment Method  
Web Check  
Web Credit Card

- 8) Click the **Proceed to Payment** button. You will be forwarded to our Payment Provider to enter account information for your online payment.
- 9) To log out, click **Sign out** in the upper right corner.

*To change the account you are viewing:*

- 1) Select **Change User** in the upper portion of the screen.

Access your Student's Record

Joseph acting on behalf of Cathleen

[Change User](#)

WELCOME TO <sup>My</sup>AQ