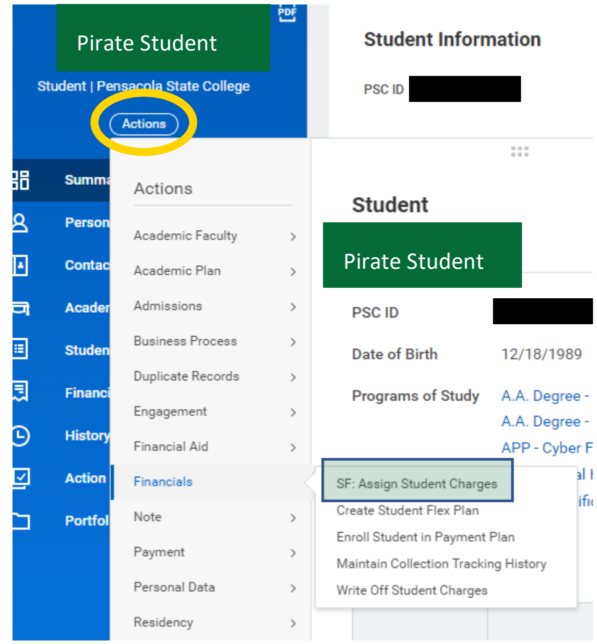
PENSACOLA STATE COLLEGE

STAFF

Initiate Charge Assessment

Process a student's payment on the same day they register for classes.

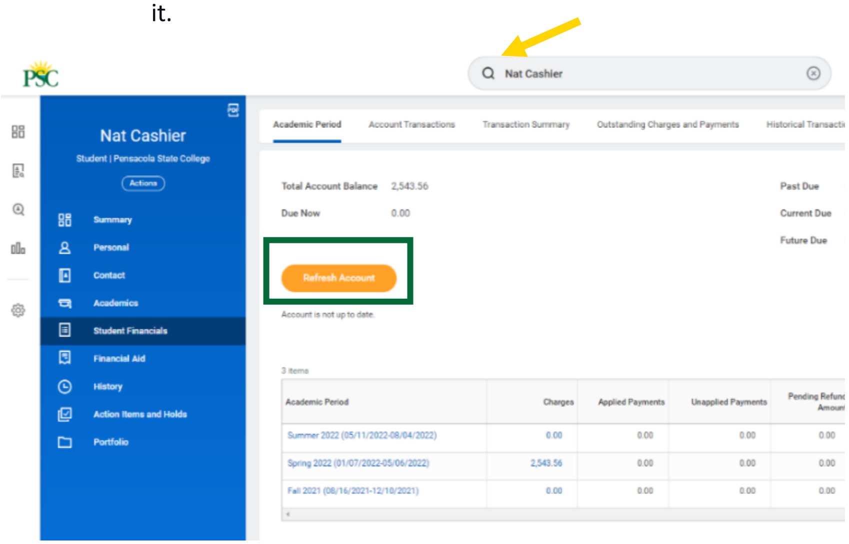


<u>To Assess from Related Actions:</u>

1. In the search bar, type the student's name or ID Number.
2. Once you click on the student, find the *Related Actions* button underneath their name.
3. *Hover over Financials and click on the option SF Assign Student Charges.*
4. Type in *Fall, Spring, or Summer* for the academic period (term) you wish to see and click **OK.**
5. All Fall periods will appear based on their Attendance Plan, click on the **<u>CORRECT</u>** academic period and then *Assign Student Charge Items.*
6. On the next screen, click **OK.**

<u>To Assess from the Student Financials Tab:</u>

1. In the search bar, type the student's name or ID number.
2. Once you click on the student, find the *Student Financials* tab.
3. An orange button should appear if there are new charges to assess that say, *Refresh Account*. Click it.



The blue number is clickable. A popup box will appear with the student's name and take you back to the student's home page. Now the fees will show as Approved on the Account Transaction sub-tab of *Student Financials*.