



TEXAS SOUTHERN UNIVERSITY

## My Student Account *Student User Guide*

### General Overview

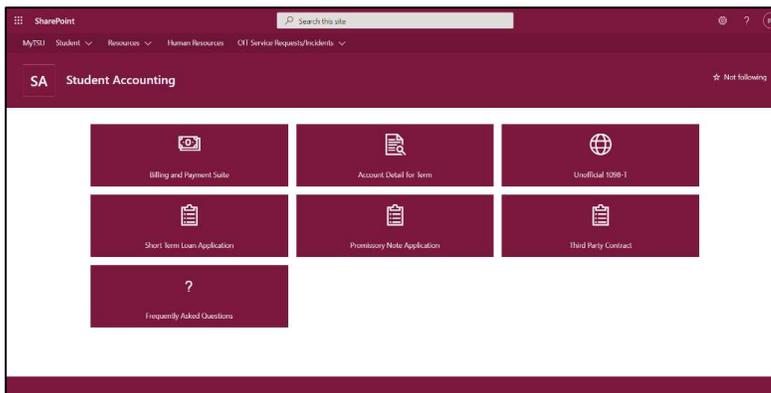
1. Navigate to MyTSU portal landing page click, 'Student'



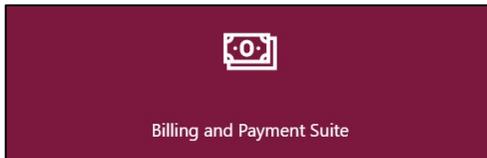
2. Choose "Student Accounting"



Seven (7) intuitive and adaptive tiles (shortcuts) will display, but with sub-menus.



3. Choose “**Billing and Payment Suite**” tile.



Access to:

- *My Account*
  - Account Activity
  - Statements
  - Payment History
  - Consents and Agreements
  
- *Make Payment*
- *Payment Plans*
- *Refunds*
- *My Profile Setup*
  - Authorized Users
  - Personal Profile
  - Payment Profile
  - Security Settings
  - Consents and Agreements
  - Electronic Refunds
  - Auto Bill Pay
- *Help*

4. Choose “**Account Detail for Term**” tile.



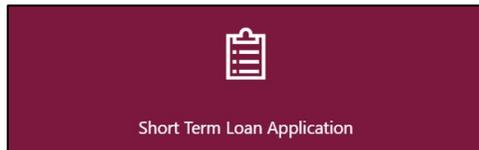
- Options to view statements and make payments by:
  - Term
    - *Fall*
    - *Winter*
    - *Spring*
    - *Summer*
      - View holds
      - Print statement

5. Choose “**Unofficial 1098-T**” tile.



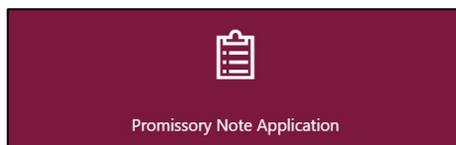
- View unofficial version of Tax Form 1098-T for each tax year.
  - It is a representation and not an official document of the Tuition Statement form
  - It is provided for information only.
- The official version is in “**Billing and Payment Suite**” tile.

6. Choose “**Short Term Loan Application**” tile.



- Available to help eligible students who experience temporary financial difficulty in paying required tuition and fees.

7. Choose “**Promissory Note Application**” tile.



- Available to help eligible students based on their financial aid awards. Students must verify that financial aid would cover past due balance and any charges for the upcoming term. Supporting financial aid documents should be uploaded to the site upon form submission.

8. Choose “**Third Party Contract**” tile.



- Available to help eligible students who receive funding from a sponsor.

9. Choose “**Frequently Asked Questions**” tile.



- Displays answers to many frequently asked questions.

Contact a representative in the Office of Student Accounting for detailed explanation.

Phone: (713) 313-7052  
Fax: (713) 313-4316  
Email: [samail@tsu.edu](mailto:samail@tsu.edu)

Technical support is available 24/7 by emailing IT Service Center:  
***itservicecenter@tsu.edu*** or submitting a case: ***http://itservicecenter.tsu.edu***

As always, we appreciate your support as we continue to improve the tools that ensure  
“Excellence in Achievement.”

