



TEXAS SOUTHERN UNIVERSITY

My Student Account *Student User Guide*

Account Detail for Term

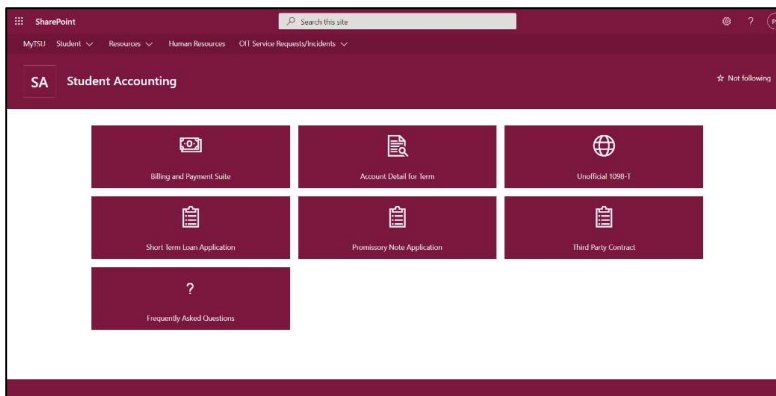
1. Navigate to MyTSU portal landing page click, 'Student'



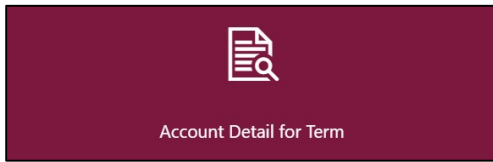
2. Choose "Student Accounting"



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

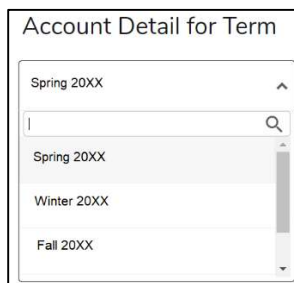


3. Choose “**Account Detail for Term**” tile.



The “**Account Detail for Term**” provides a summary of detailed transactions, including current and future balance totals for the selected term and other terms. It is not an official document and is provided for informational purposes only.

- Options to view statements and make payments by term include:
 - *Fall*
 - *Winter*
 - *Spring*
 - *Summer*

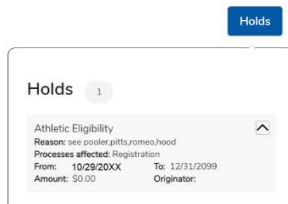


- A student can execute self-service functions:

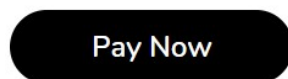
- **Print statement(s)**



- **View holds**



- Click “**Pay Now**” button for access to ‘Billing and Payment Suite’



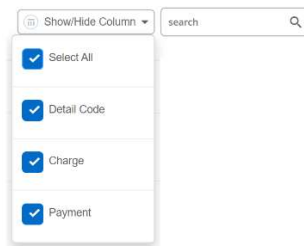
The “**Account Detail for Term**” page is organized by:

- Detail Code
- Description
- Charge
- Payment

Columns can be reorganized according to the student’s preference.

Detail Code	Description	Charge	Payment
C004	Internship Practicum Fee		\$100.00
S001	Computer Services Fee		\$103.00
S002	Student Service Fee		\$198.00

4. Choose “**Show/Hide Column**” or “**Search**” to launch advance features.



Additional information is also provided:

Net Term Balance	Authorized Financial Aid	Memos
Net Balance for Other Terms	Authorized Financial Aid Balance	Memo Balance
Current Balance for Other Terms	Current Due Net of Authorized Financial Aid	Current Due Net of Authorized Financial Aid and Memos
Future Balance for Other Terms	Account Balance Net of Authorized Financial Aid	Account Balance Net of Authorized Financial Aid and Memos
Current Amount Due		
Account Balance		

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

Phone: (713) 313-7052
 Fax: (713) 313-4316
 Email: 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.”



The banner is a horizontal rectangle with a white background on the left and a dark red background on the right. On the left side, there is the TSU logo (the letters 'TSU' in white on a dark red square) followed by the text 'TEXAS SOUTHERN UNIVERSITY' and 'Office of Information Technology' in a smaller font. On the right side, the text 'GET IT HELP' is written in white. Below this, there is a paragraph of white text: 'The IT Service Center is open 24/7/365 for your convenience. To report an IT problem, go to: itservicecenter.tsu.edu'. Below that, it says 'To request assistance, Email: ITServiceCenter@tsu.edu'. Below that, it says 'Self-Service: <http://ITServiceCenter.tsu.edu>'. Below that, it says 'Call: 713-313-4357 or 713-313-HELP'.