

## Student Login and Authorized User Login:

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[https://lmutpg.lmu.edu/C20995\\_tsa/web/login.jsp](https://lmutpg.lmu.edu/C20995_tsa/web/login.jsp)

**Students and Staff**

\*Indicates required information

\*University ID:

\*PIN:

**Login**

**Authorized Users**

Login for parents or others who have been granted access.




\*E-mail:

\*Password:

**Login**

**Forgot your password?**  
View saved **password hint**, or have a temporary password **e-mailed** to you.

**Browser and Plugin Support**

This site works best with Microsoft's Internet Explorer 7.0+, Mozilla's Firefox 2.0+, Apple's Safari 3.0+ and JavaScript must be enabled. For questions and concerns or to report an issue, please contact us at [helpdesk@lmu.edu](mailto:helpdesk@lmu.edu).

**Welcome**

Welcome to Loyola Marymount University Student Account Suite. This site is a 24x7 service offered to students and their families for viewing bills, making payments and managing their student account.

Students and staff may log in using their University ID and PIN. Parents, guardians, or employers wishing to access the system require student permission via the student's authorized user process. If you have any questions about the system, please send e-mail to [helpdesk@lmu.edu](mailto:helpdesk@lmu.edu).

**Student Account Suite Features**

**Student Account Center**

- Check your balance.
- Make a payment towards your balance.
- View your payment history.
- Store your payment methods for quick and easy payment.
- As a student, provide permission to others (parents, employers, etc) to view your bill and make payments.

**E-Billing**

- View and print your billing statement.

**Payment Plan Management**

- Enroll in a payment plan so you can pay your balance in installments.
- View your current payment plan status.
- Make a payment toward one of your installments.
- Schedule future installment payments.

**Refunds**

- Enter your bank account information so that refunds can be deposited into your account electronically.

**Student Login:** Students log in at the top of the page, in the box labeled “Students and Staff.” Students log in credentials are their University ID and their Prowl PIN.

**Authorized User Login:** The first time authorized users log in, they use the email address and password from the login instructions that were emailed to them. Immediately after the first login, the authorized user creates a password to use for future logins.

**Note:** If an authorized user changes the primary e-mail address in the user profile, the new e-mailed address must be used when logging in.

## The Home Page and Header Bar:

The screenshot displays a web interface for student account management. At the top is a navigation bar with tabs for 'My Account', 'Payments', 'Payment Plans', 'eBills', 'eDeposits', and 'eRefunds'. Below this is a secondary bar with 'Account Activity', 'My Profiles', and 'Authorized Users'. The main content area is divided into two columns. The left column contains 'Account Alerts' with a yellow box about refund setup, and 'Announcements' with a list of important dates and deadlines for Spring 2013. The right column contains 'My Account' with a 'Current Account Status' box showing an amount due of -\$102.00 and buttons for 'Make a Payment' and 'View Account Activity', and a 'Statements' section indicating no billing statements are currently available.

**My Account**   **Payments**   **Payment Plans**   **eBills**   **eDeposits**   **eRefunds**

**Account Activity**   **My Profiles**   **Authorized Users**

**Account Alerts**

To have your refunds deposited directly, complete your setup on the [Refund Account Setup](#) page.

**Announcements**

**Important Dates and Deadlines for Spring 2013:**

- November 22, 2012: Payment plans open
- December 19, 2012: Last day to set up on a 5 month payment plan without incurring a late fee (\$100.00)
- December 20, 2012: Payment due
- January 18, 2013: Deadline to add/drop courses and receive a 100% credit
- February 1, 2013: Deadline to complete sickness insurance waiver for new students

Students with a credit balance on their account due to financial aid or over payment may request Flexi dollars by emailing [flexi@lmu.edu](mailto:flexi@lmu.edu).

To pay your Commitment Fee or Housing Processing Fee, please be sure to click the Deposit Tab above. If you are paying a normal outstanding balance, then use the Payment tab.

Please contact the Student Accounts Office at 310.338.2711 or [studacct@lmu.edu](mailto:studacct@lmu.edu) with any questions or concerns.

**My Account**

**Current Account Status**

**Amount Due:** -\$102.00

[Make a Payment](#)   [View Account Activity](#)

**Statements**

**eBill Statement**

You currently do not have any billing statements.

On the home page, students and authorized users see links and tabs for all of the features available to manage their student account.

**Account Alerts:** Account alerts are listed in the top left hand corner will let a student/authorized user know if there are any issues which may or may not require attention.

**Announcements:** The announcements section will give a student/authorized user information about upcoming deadlines regarding their student account along with other useful information.

# eRefunds Tab:

## Refund Account Setup

The screenshot shows the 'eRefunds' section of a web application. At the top, there is a navigation bar with tabs for 'My Account', 'Payments', 'Payment Plans', 'eBills', 'eDeposits', and 'eRefunds'. Below the navigation bar, the 'eRefunds' header is displayed. A promotional message reads: 'eRefunds puts money in your account...FAST! Direct Deposit is the secure and convenient way to get your refund. No more trips to the bank or waiting for a paper check. Test... Signing up for the direct deposit is the more secure and convenient way for students to receive their refunds.' A green button labeled 'Set up Account' is positioned below the message. Underneath, there is a table titled 'Direct Deposit Bank Account'. The table has two columns: 'Account Description' and 'Actions'. The first row shows 'No account has been set up.' and a green 'Set up Account' link with a mouse cursor hovering over it. Below the table is a section titled 'Refund History for Joe L. Lion' with a message: 'No past refunds were found.'

The refund account is the bank account where refunds from LMU are deposited. Only students can set up refund accounts; authorized users cannot set them up.

To set up an account for direct deposit a student can click on the “Set up Account” link and either select an already saved payment method or enter in a new payment method.

The screenshot shows a dialog box titled 'Set Up Refund Account' with a close button (X) in the top right corner. The dialog asks: 'Would you like to use an existing account or set up a new account?'. There are three radio button options: 'Joe Lions Checking Account - xxxxxxx8910' (which is selected), 'Mrs. Lion's Checking Acct - xxxxxx2485', and 'Set up a new account.'. A green 'Continue' button is located at the bottom left of the dialog.