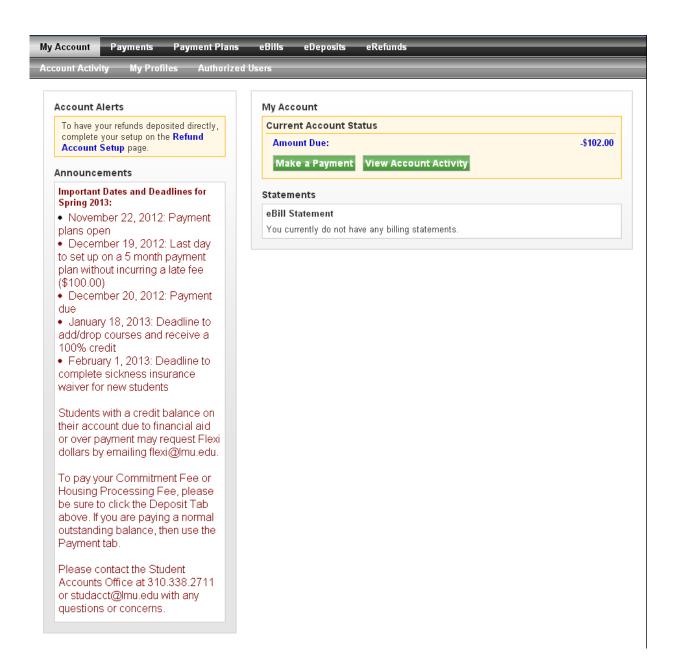## *Student Login and Authorized User Login:*

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.
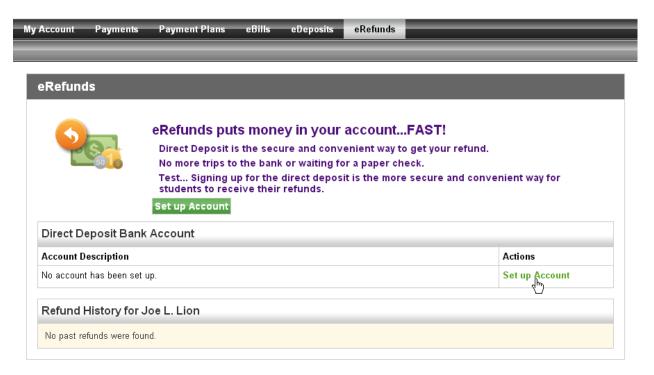
The Home Page and Header Bar:

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.

Annoucements: The annoucements 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 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.