

How to Print Your Account Detail

WWW.OCCC.EDU

1. From the red menu banner at the top of page, scroll over *Login*.
2. Select *MyOCCC* portal.
3. Log in to the portal.
4. Click on the *Self-Service Tab* in the middle of the web page.
5. Select *STUDENTS*.
6. Select *Financial Information*.
7. Select *View Account Detail*.
8. Choose the correct semester from the scroll down menu.
9. Click on *View Statement* on the right side of the page.
10. Statement will pop up. Print it.

The screenshot displays the OCCC Self-Service portal. The page title is "Account Activity" with the subtitle "View your Financial Activity". A yellow alert banner at the top states: "Alert: * You should receive a confirmation email containing the details of your payment excluding Financial Aid payments. If you do not receive a confirmation email, contact your Bursar office." Below the alert, a dropdown menu shows "Term Summer 2018 Semester - Balance: \$0.00". A visual summary shows: Charges (\$1,122.17) minus Financial Aid (\$1,480.00) plus Refunds (\$357.83) equals a Balance of \$0.00. An "Expand All" button is located below this summary. A table lists the following items:

Charges	\$1,122.17
Financial Aid	\$1,480.00
Refunds	\$357.83
Balance	\$0.00

A "View Statement" link is visible on the right side of the page. The bottom of the page includes a "Top of page" link and a Windows taskbar showing the time as 2:51 PM on 9/16/2018.