## **How to View On Demand Statement**

## WWW.OCCC.EDU

- 1. On the lower left side of the web page, click on *PORTAL*.
- 2. Log in to the OCCC Student Portal.



Sign In

3. Once logged in, you will see this message at the top of the page. Click on the "OCCC Student Self Service" link.

The regular Student Self Service Menu is temporarily disabled.
To access your account, use the following link:

OCCC Student Self Service

IMPORTANT: Your username must be entered without @my.occc.edu

4. A separate login page will load. Enter your username without "@my.occc.edu". For example <a href="mainto:jane.e.smith@my.occc.edu">jane.e.smith@my.occc.edu</a> would log in using only "jane.e.smith". Your password will remain the same as it is for the Portal.

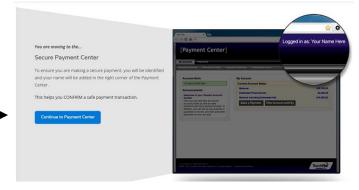
5. Click on the Make a Payment link.



Make a Payment

Here you can view your latest statement and make a payment online.

6. Click the blue Continue to Payment Center button.



7. To View On Demand Statement, select View On Demand Statement in the middle of the web page.

