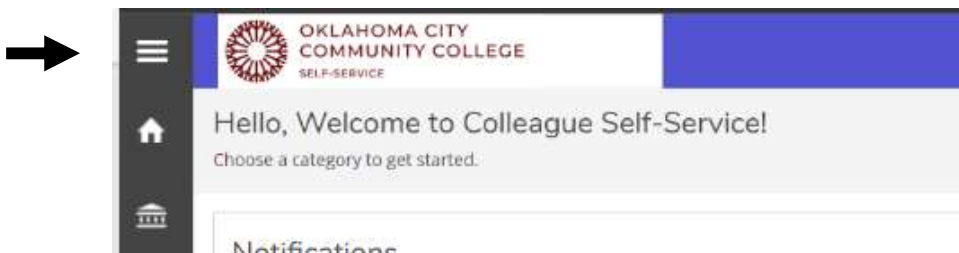


How to View Refund Details

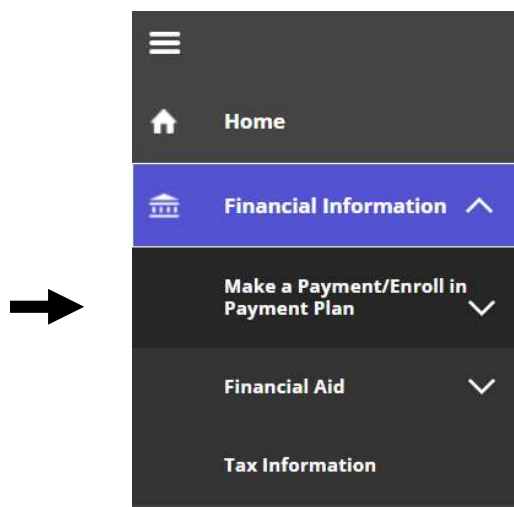
1. Log into the Student Portal at <https://portal.occc.edu/>. Using your student email and password.
2. Once logged in, you will see this message at the top of the page. Click on the “**Go To Student Self Service**” link.

➔ **Go to Student Self Service**

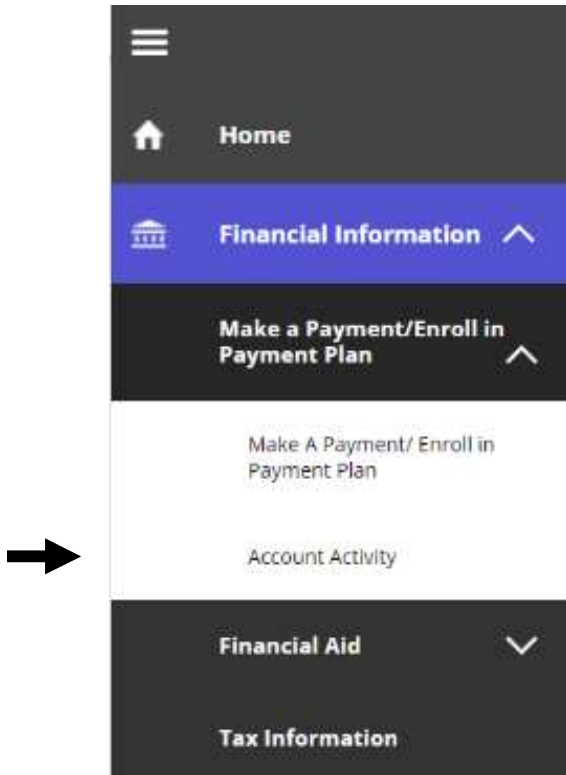
3. You will be taken to a page with a Sign-in box. Enter your full student email (i.e., person.a.example@my.occc.edu). A message will appear that says "Taking you to your Organizations Sign-In Page." Another box will pop up. Type your password on the line below your email. Click Sign In
4. Click on the **Menu Icon** located at the top left corner.



5. From the dropdown menu, choose **Financial Information**.
6. Within the Financial Information section, click on the dropdown that states **Make a Payment/Enroll in Payment Plan**.



7. Next, select the option labeled **Account Activity**.



8. You'll now see your account activity for the recent semester. Click on the option labeled **Refunds** to access detailed refund information.

