1. Go to <u>www.ursinus.edu</u> and click on the "INFORMATION FOR" drop-down to the upper right of the page



2. Click on "STUDENTS" on the "INFORMATION FOR" drop-down



3. On the Students page, click on the "Student Financial Services" button

Students POPULAR LINKS WEBMAIL ACADEMIC CALENDAR COLLEGE CATALOG GRIZZLY GATEWAY CANVAS C REGISTER CAMPUS SOCIAL EVENT PLANNING A CAMPUS WIDE EVENT STUDENT HANDBOOK STUDENT LINKS STUDENT DISABILITY ACADEN ADDITIONAL SERVICES SERVICES A N

4. On the Student Financial Services page, click on "Student Responsibility Agreement and Pay Bill"



Don't see what matters to you? Tell us what to add to this page to help you better understand Ursinus.

5. Sign in using your Ursinus credentials (username and password) and click the blue "Sign In" button

Connecting to 🗔 Sign-in with your Ursinus College account to access Okta SAML	
U Ursinus College	
Sign In Username	
Paceword	
Remember me	
Sign In	
Need help signing in?	

6. Click on your username in the upper-right section of the page and click "Required Agreements" on the dropdown menu



7. At this point, you will see the Student Responsibility Agreement with the Status of "Incomplete" – click the "View" link under Action

≡	U Ursinus College						8	〔→ Sign out	? Help	1
•	User Options · Required Agreements									
<u> </u>	Required Agreements									
<u></u>	Title	<u>^</u>	Agreement Period		Due Date	<u>^</u>	Status		Action	
0	Student Responsibility Agreement	*	2020-21		8/3/2020	•	Incomplete		View	
4	© 2000-202	20 Elli	ucian Company L.P. and its affiliates. All rights	s res	erved. <u>Privacy</u>					

8. The Student Responsibility Agreement will pop up into a separate window – read and scroll through the document

Incomplete	Ć	Print
PAYMENT OF FEES/PROMISE TO PAY I understand that when I register for any cla receive any service from Ursinus College, I a to pay all tuition, fees, room, board and oth assessed as a result of my registration and/ including teaching and instruction and rega that instruction (online, in person, or hybrid Ursinus College determines, in its sole discr concerns dictate that all teaching will be do (partially online, partially on-ground) format for the full tuition, fees, room, board and ot further understand and agree that my regis these terms constitutes a promissory note a obligation in the form of an educational loa Bankruptcy Code at 11 U.S.C. §523(a)(8)) in providing me educational services, deferrin obligation for those services, and I promise tuition, fees, room, board and other associa or assigned due date.)	ass at Ursinus College or accept full responsibility ier associated costs /or receipt of services, ardless of the modality of d). This means that if retion, that safety me online, or in a hybrid it, I remain responsible ther associated costs. I stration and acceptance of agreement (i.e., a financial in as defined by the U.S. which Ursinus College is ag some or all of my payment to pay for all assessed ated costs by the published	READ
	eu, or in i drop or withdraw	

9. Once you have reached the bottom of the page and read and understood the entire agreement, click the blue Accept button



- 10. You will be presented with the option to print a copy of your agreement
 - a. If you click the Yes button, the full agreement will open in a page on your web browser
 - b. If you click the No button, this pop-up should disappear

	යි C→ Sign out ⑦ Help 2									
(i)	Student Resp Agreement You must complete the Student Responsibility Agreement that you can find under Student Financial Services.									
~	Agreement updated. Would you like to print a copy of your agreement?									
	Yes No									

- 11. Your agreement will now show an "Accepted" Status with the date you completed it
 - a. You should be able to view and print this signed agreement at any time after completing it

Title	Agreement Period	Due Date	Status	Action
Student Responsibility Agreement	2020-21	8/3/2020	Accepted 7/31/2020	View

NOTE: To ensure that there is no hold on your account that will delay your check-in process, please complete this prior to the date that you are scheduled to check-in