How Do I?

Use the Student Center

PeopleSoft Version 9

The Student Center in PeopleSoft is designed to help you manage your school-related activities. It is divided into four sections: Academics, Finances, Personal Information, and Admissions.

1. To access LEONet, click the **LEONET** link at the bottom of the Southeastern home page.

2. Click on **LEONet -- Students**.

3. Key in your university ID and password.

4. Click the **Sign In** button.

5. Select Self-Service > Student Center.
   The Student Center page will display.

Academics

In this section there are hyperlinks to a variety of options: Search, Plan, Enroll, and My Academics. In addition, there is a dropdown box that will allow you perform other functions such as access unofficial transcripts, transfer credits, course history, and grades. For more information on using these features, see the additional How Do I? documents for students at: http://www.selu.edu/resources/howdoi/leonet/for_students/index.html.

Finances

In this section, there are hyperlinks that will allow you to inquire about your Southeastern account, view your payment profile, view your financial aid, and make a payment. There is also a dropdown menu that provides access to additional information such as account activity and payments.

- Complete all fields on the Add a Payment Profile form.
- Click the **Save Payment Profile** button.
  The Payment Summary Profile page displays with the new profile visible. You can continue to add another payment profile if desired. Payment profiles can be edited and/or deleted as necessary.

To inquire about your account:

- Click the Account Inquiry link.
  Note: *If you have enough pending financial aid to cover the total amount due, your Total Due box will be blank. If you anticipated aid is not posted, contact the Financial Aid Office. If you do not have enough anticipated aid to cover the amount due, the amount you should pay will display in the Total Due box.*
- To make a payment, click the **Make a Payment** button.
  Do not hit the Back button on your browser while processing or after the completion of your transaction.
- Key in your credit card information exactly as it appears on your credit card.
- Ensure your credit card billing information is the same as your credit card billing address.
- Key in the telephone number that is on file with your credit card company.
- Click the **Next** button.
- Key the remaining amount into the Payment Amount box.
- Click the **Next** button.
- Check the information for accuracy and then click the **Submit** button.
  Important: *Do not click more than once. Doing so could result in duplicate charges to your credit card. Credits for duplicate payments are not processed immediately.*
- Review the Confirmation page to ensure the payment has been accepted, then print the page and keep it for your records.
- Click the **Sign Out** button.

Note: It is the student's responsibility to check their account 24 hours after submitting a web payment to verify that the account balance is zero.

To set up or view your payment profile:

- Click the Payment Profile link.
  The Payment Profile Summary page displays.
- To add a payment profile, click the **Add a Profile** button.

To add or change an emergency contact:

- Click the Emergency Contact link.
- To add an emergency contact, click the **Add an Emergency Contact** button.
  The Emergency Contacts page displays.
  - Complete the form and click the **Save** button.
    To add, change, or delete an emergency

- contact, click the Emergency Contact link.
  Your emergency contact(s) display.
  - Click the **Edit** button to change information about an individual, the **Delete** button to remove someone, or the **Add an Emergency Contact** button to add an additional person the school can contact in case of emergency.

Note: *You cannot delete a Primary Contact until you first establish another person to contact as the primary point of contact.*

To view your financial aid:

- Click the View Financial Aid link.
  The Financial Aid page displays.
- Click on the Aid Year you would like to view.
  The Award Summary page displays providing an award description and the amount of the award(s).
  - To find out when you will be receiving your financial aid payment(s), click on the View Scheduled Disbursement Date link.
  - To view a summary of your financial aid, click the Financial Aid Summary link at the bottom of the page.

To make a payment:

- Click the **make a payment ▶** link.
- Follow the steps listed on the previous page for making a payment following an account inquiry.

Personal Information

This section was designed so students could update their personal information. Currently, you are able to add and update your Emergency Contacts, change your User Preferences, and add or update current phone numbers.

To advise the University of a name or address change, you must go to the Records and Registration Office and complete a Name Change Form or Change of Address Form. Both forms can be downloaded and completed from the Records and Registration Web site at: http://www.selu.edu/admin/rec_reg/change_address/index.html.

To add or edit a contact phone number:

- Click the Current Phone Number link in the Contact Information box.
- To add a phone number, click the **Add a Phone Number** button.

  A new line will be added to the bottom of the Phone Numbers table.
  - Select the type of phone from the Phone Type dropdown menu.
  - Key in the new information.
  - Click the **Save** button.
- To change an existing phone number, select a new Phone Type from the dropdown menu if applicable.
  - Key in the new phone number, including the extension if necessary.
  - Click the **Save** button.

To select your user preferences:

- Click the User Preferences link.
- The Institution field should be set to Southeastern Louisiana University.
- Select the type of academic career you are pursuing from the Academic Career dropdown menu.
  This will usually be Undergraduate for Graduate.
- Key the current term (semester) number into the Term field.
  *If you are unsure of the term number, click the magnifying glass next to the Term field, click the **Look Up** button, and then click on the desired term, ex: 2088 is the term number for Fall 2008. The Term field will populated with your selection.*
- Key the financial aid year into the Aid Year field.
  *If you are unsure of the aid year, click the magnifying glass next to the Aid Year field, click the **Look Up** button, and then click on the current financial aid year. The Year Aid field will be populated with your selection.*
- Click the **Save** button to save your User Preferences.

Admissions

If you have an application pending, you can view the status from this area.

Note: This section was designed so you could select and save specific search criteria.