Instructions for new students – Confirmation fee payment

Step 1. Select Enter Secure Area

Enter Secure Area
- CANVAS
- Apply for Admission
- General Financial Aid
- Class Schedule
- Course Catalog
- PeopleAdmin
- Friends of Clark Atlanta University
- Student Email
- CAU Info Tech Service Desk

RELEASE: 8.9.1

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Step 2. Enter your user id number and pin number. Your user id is your student identification number.

Select Login

User Login

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN) then click Login or Enter.
When you are finished, please close your browser to protect your privacy.

User ID: 900123456
PIN: ******
Login

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Step 3: Select Student Services and Financial Aid

Personal Information
- View address information, renew name or social security number change information. Change your PIN. Participate in online surveys (one or more survey is available at this time).

Student Services & Financial Aid
- New Financial Aid Policy (Effective Fall 2009)
  * Financial aid disbursements will occur on the 10th day of class in order to comply with federal regulations regarding certification of class attendance.
  * Financial aid disbursements will not occur until the drop/add process has been completed and the official catalog has been accepted by members of the faculty.
  * The financial aid eligibility status of Title IV recipients is affected by the number of credits for which they are enrolled, i.e., full-time, three-quarter time, half-time, and less than half-time.

REMEMBER:
- Since financial aid disbursements occur after the start of classes, students should have resources to sustain themselves until funds are credited and refunds have been processed.

The following services are now available via Single Sign-On to the National Student Clearinghouse Student Self-Service Website:
- Viewing a proof of verification of enrollment, which can be mailed by the student to a health insurance, housing provider, or other organization needing a proof of enrollment.
- Viewing the electronic notifications and forms that have been sent to the student's lenders.
- Viewing a list of the student's lenders, and real-time student loan information detail (such as outstanding principal balance, next payment due date, etc.) that some lenders provide.

The National Student Clearinghouse is the company who verifies your enrollment information. You can contact them at 800-786-4300 or www.studentclearinghouse.org. If you would like to receive a letter from the Office of the University Registrar, please complete the Counter Request Form and bring it to 102 Theatre Arts Hall. Fax 404-885-6683 or email it to registrar@gsu.edu.

Step 4: Select Student Records

Personal Information
- View address information, renew name or social security number change information. Change your PIN. Participate in online surveys (one or more survey is available at this time).

Student Services & Financial Aid
- Panther Path Degree Works (NEW)
  Panther Path Degree Works provides a comprehensive set of web-based academic advising, degree audit, and transfer articulation tools to help students and their advisors navigate curriculum requirements at GSU.
  Registration
  - Lookup classes to add, add/drop classes. View student schedules by day & time, student detail schedule, withdrawal information, check registration status, link to online enrollment verification.
  - Student Records
    - View your current enrollment status, view grades, enroll in a Pell/FAFSA Student Payment Plan, display grades and transcripts, review charges and payments, make credit card or check payments, select or change a payment plan.

Financial Aid
- Review the status of your financial aid applications, check status of document requirements, review loans.

FERPA
- Determine who can/cannot have access to your educational records.
Step 5: Select Confirmation Fee

Your Current Enrollment Status
Panther PAW Card Consent
Student Evaluation of Faculty Instruction
Note: Please click on the link to fill out the Course Evaluation.
Graduate Student Tuition Deposit (New Graduate Students Only).
View Holds
View Your Midterm Grades
View Your Final Grades
Academic Transcript
New eTranscript
NOTE: The eTranscript service is available to currently enrolled students and students who have submitted previous transcript requests via Bannerweb. Before you submit an eTranscript request, please verify your unofficial transcript to make sure all credits are posted. If you have graduated, your degree has been awarded.
Request Printed/Official Transcript
View Status of Transcript Requests
Pay by Credit Card
Confirmation Fee
Dynamic Catalog
Link to Online Enrollment Verification
The following services are now available via Single-Sign-On to the National Student Clearinghouse Student Self-Service Website:
- Viewing a Free or Verification of Enrollment, which can be mailed by the student to a health insurer, housing provider, or other organization needing a proof of enrollment.
- Viewing the student’s academic history and degree to the student’s lenders.
- Viewing a list of the student’s lenders and real-time student loan information detail (such as outstanding principal balance, next payment due date, etc.) that some lenders provide
- Viewing the student’s enrollment information held on file by the National Student Loan Clearinghouse (e.g., enrollment information provided by the school.) Also, the student can find out when the school is scheduled to send in their next enrollment update transmission.
- Viewing enrollment information that has been sent to the student’s credit card provider, health insurers, student housing providers and other organizations, either as requested by the student, or as requested by the service provider with the consent of the student.

Tax Notification
Link to Insurance Waiver

Step 6: You will be redirected to the payment portal. Enter your student identification number and pin number. Select the LOGIN Button.
Step 7: Once you log into the payment portal, select Make Payment at the top of the page.

Step 8: Once you select Make Payment at the top of the page, select the plus sign and the amount that you need to pay will change from $0.00 to $275. Select continue.
Step 9. Once you select continue, this is the next screen that you will see. Notice that the amount has changed from $0.00 to $275. Select continue.

Step 10: Select your method of payment, credit or debit card. Select continue.
Step 11: Enter your card number and select continue.

Step 12: Enter the rest of your credit card information. If you would like to save this card in your profile for future payments, you can save it here. Select continue.
Step 13: Confirm all payment details and submit payment.

Step 14: Once payment has been processed successfully, a receipt will populate on the screen and you will also receive an email confirming payment.