



# Southeastern Oklahoma State University

## Instructions for Self Service Student Finance

To view statements, make payments, set up direct deposit, etc., select Student Finance.

The screenshot shows the Southeastern Oklahoma State University Colleague Self-Service portal. The browser address bar displays 'selfservice.se.edu/Student/'. The page header includes the university logo and navigation links for 'atowne', 'Sign out', and 'Help'. The main content area is titled 'Hello, Welcome to Colleague Self-Service!' and 'Choose a category to get started.' The left sidebar contains a menu with icons for Home, Student Finance, Financial Aid, Tax Information, Employee, Course Catalog, and Student Finance Admin. A red arrow points to the 'Student Finance' icon in the sidebar. The main content area displays several service tiles: 'Student Finance' (view latest statement and make payment online), 'Financial Aid' (access financial aid data, forms, etc.), 'Tax Information' (change consent for e-delivery of tax information), 'Employee' (view tax form consents, earnings statements, banking information, timecards and leave balances), 'Student Planning' (search for courses, plan your terms, and schedule & register your course sections), and 'Student Finance Admin' (view Student Finance information as a student would so you can help the student with any questions). The footer contains copyright information: '© 2000-2020 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)'.

To make a payment or set up direct deposit, select Make a Payment as shown below.

The screenshot shows the 'Account Summary' page of the Southeastern Oklahoma State University self-service portal. The page displays the following account overview:

Account Overview		
Amount Due	-\$2,803.00	
+ Amount Overdue	\$0.00	
= Total Amount Due	-\$2,803.00	<a href="#">Make a Payment</a>
Total Account Balance	-\$2,803.00	<a href="#">Account Activity</a>
Fall 2020	-\$2,803.00	

Helpful Links:

- [Tuition, Fees, & Assoc Costs](#)
- [Fall 2020 Refund Announcement](#)

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Click the Continue to Payment Center to make a payment, set up direct deposit or enroll in payment plans as shown below.

The screenshot shows the 'Make a Payment' page of the Southeastern Oklahoma State University self-service portal. The page displays the following information:

You are moving to the...  
**Secure Payment Center**

To ensure you are making a secure payment, you will be identified and your name will be added in the right corner of the Payment Center.

This helps you CONFIRM a safe payment transaction.

[Continue to Payment Center](#)

The page also features a preview of the Payment Center interface, which includes a login status: 'Logged in as: Your Name Here'.

Enroll in Payment Plans, set up electronic refunds for direct deposit, flight account deposit on the screen shown below.

The screenshot displays the 'Student Account Home' page for Southeastern Oklahoma State University. The page is divided into several sections:

- Navigation Menu:** Located at the top, it includes links for 'My Account', 'Make Payment', 'Payment Plans', 'Deposits', 'Refunds', and 'Help'. A red arrow points to the 'Deposits' link.
- Announcement:** A section on the left titled 'Welcome to your Southeastern Oklahoma State University Student Payment System'. It lists actions users can take, such as viewing bills, making payments, enrolling in a payment plan, and setting up eRefunds.
- Student Account:** A central section showing account details for ID: xxx0022. It lists the following balances:

Account Item	Balance
Balance	\$3,958.00
Estimated Financial Aid	\$6,761.00
Balance Including Estimated Aid	-\$2,803.00


Below the table are three buttons: 'View Activity', 'Enroll in Payment Plan', and 'Make Payment'. A red arrow points to the 'Enroll in Payment Plan' button.
- My Profile Setup:** A section on the right with links to 'Authorized Users', 'Personal Profile', 'Payment Profile', and 'Electronic Refunds'. A red arrow points to the 'Electronic Refunds' link.
- Term Balances:** A section at the bottom right showing the balance for 'Fall 2020' as -\$2,803.00.

The footer of the page includes copyright information for TouchNet and a 'Show all' link.

Examples of electronic refund choice selection are shown below.

Colleague - [production] x | Software and Services for i x | George Strait Radio - Now x | Colleague - [test] x | Post Attendee - Zoom x | Make a Payment - Southe x | Refund Accounts x | Heartland ECSI Integration x | + -

← → secure.touchnet.net/C20484\_bsa/tapp?token=0utgfpqCSZ&Navigate=refund\_plus\_accounts.php&OnError=welcome.php&LOAD\_REFUND\_HISTORY\_ACTION=

 **Southeastern Oklahoma State University** Logged in as: Ami Michelle Towne | Logout

[My Account](#) [Make Payment](#) [Payment Plans](#) [Deposits](#) [Refunds](#) [Help](#) My Profile

## eRefunds Plus


eRefunds puts money in your account... FAST!

**Current Refund Method**

Direct Deposit - Account 9140 [Update Your Refund Choice](#)

**eRefunds History for Ami Michelle Towne**

You have no past refunds.

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Colleague - [production] x | Software and Services for i x | George Strait Radio - Now x | Colleague - [test] x | Post Attendee - Zoom x | Make a Payment - Southe x | Refund Accounts x | Heartland ECSI Integration x | + -

← → touchnetrefundesci.net/#/ru/2b899b62a72b4c559695e6e098d31dd

**Heartland ECSI**

## Select Delivery Method

Select your refund delivery method.  
You will be notified via email once a refund has been issued.



**Direct Deposit**


DIRECT DEPOSIT TO YOUR EXISTING CHECKING OR SAVINGS BANK ACCOUNT.

- Use an existing bank account.
- Easy online enrollment process.
- Provide your bank account information in our secure environment.

**REFUND DELIVERY TIMELINE**

- Your funds will typically arrive in your account 1 to 2 days after released by your school.

Select



**Paper Check**

RECEIVE A PAPER CHECK MAILED VIA U.S. POSTAL SERVICE.

- Easy online enrollment process.
- Confirm your mailing address.


**REFUND DELIVERY TIMELINE**

- Paper check typically issued within 1 business day after funds are released by your school.
- You will receive your check via U.S. Postal Service within 5 to 10 business days.

Select

Colleague - [production] x Software and Services for High... x George Strait Radio - Now Playi... x Colleague - [test] x Post Attendee - Zoom x Make a Payment - Southe... x Refund Accounts x Heartland ECSI Integration x

touchnetrefund.ecsi.net/#/su/2b899b62a72b4c5596965e6e098d31dd



## Select Delivery Method

Provide your bank account information to receive your refund by Direct Deposit once a refund has been issued.

ACCOUNT INFORMATION

ABA/Routing Number


Where do I find the ABA/Routing Number?

Account Number

Where do I find the Account Number?

Colleague - [production] x Software and Services for High... x George Strait Radio - Now Playi... x Colleague - [test] x Post Attendee - Zoom x Make a Payment - Southeastern... x Refund Accounts x

secure.touchnet.net/C20484\_tsa/?app?token=Yv4OaKh4dGX&Navigate=refund\_plus\_accounts.jsp&OnError=welcome.jsp&LOAD\_REFUND\_HISTORY\_ACTION=

**Southeastern Oklahoma State University**

Logged in as: Ami Michelle Towne | Logout

My Account Make Payment Payment Plans Deposits Refunds Help My Profile

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ECSI via Touch Net will be the issuer of all students refunds whether you choose the direct deposit or paper check option.

You can save a preferred payment method for online payments shown below.

Colleague - [production] x Make a Payment - Southeastern x User Profile x +

secure.touchnet.net/C20404\_tsa/tapp?token=ANdaWIPdWhfB&Navigate=payment\_methods.jsp&OnError=welcome.jsp

Logged in as: Ami Michelle Towne | Logout

My Account Make Payment Payment Plans Deposits Refunds Help My Profile

### My Profile

Personal Profile Payment Profile

A saved payment method securely stores the account information for a bank account. To get started, select the Add New Payment Method option on this page. When you add a bank account as a saved payment method, you can select it for direct deposit of your refunds.

#### Saved Payment Methods

Payment methods	Use for Refunds	Modified	Action
Checking	Yes	7/30/20 09:26:31	

#### Add New Payment Method

Method

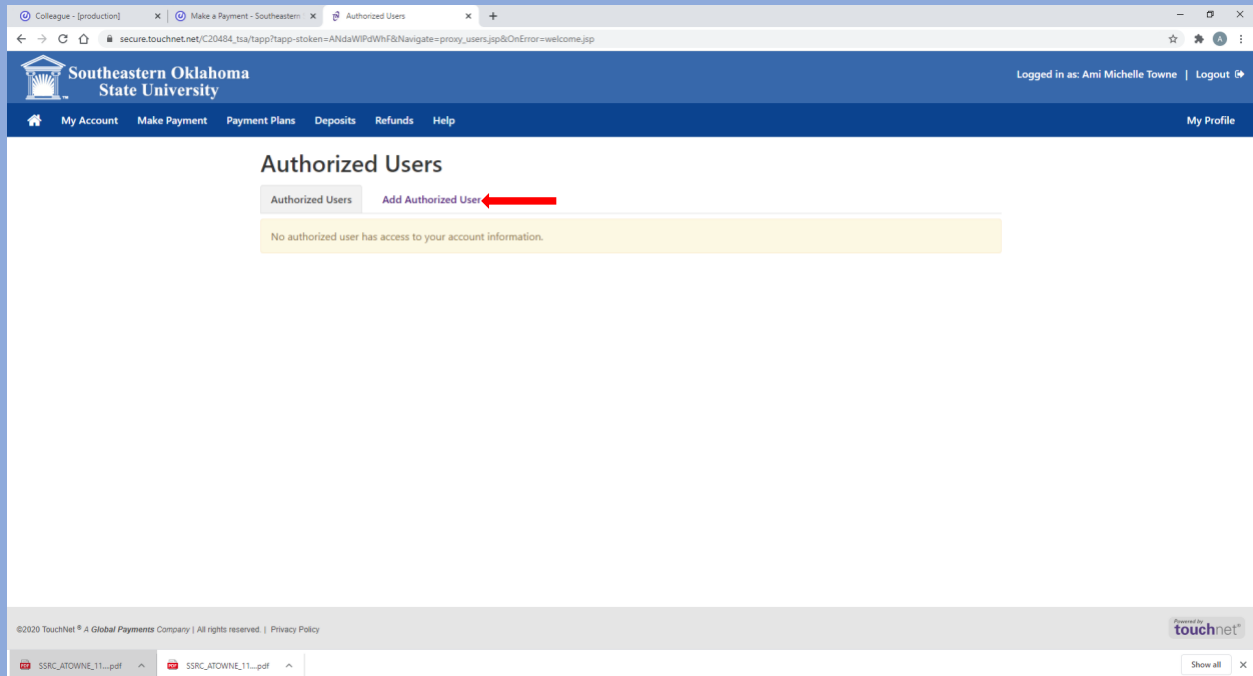
**Electronic Check** - Payments can be made from a personal checking or savings account.

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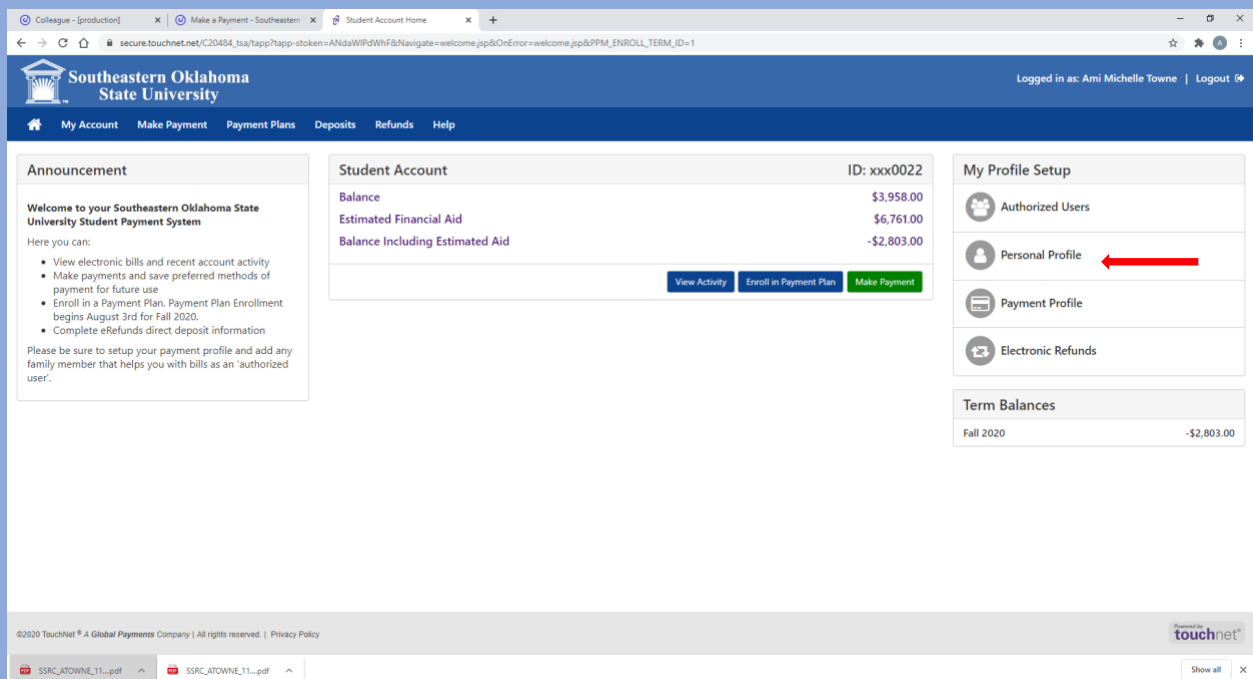
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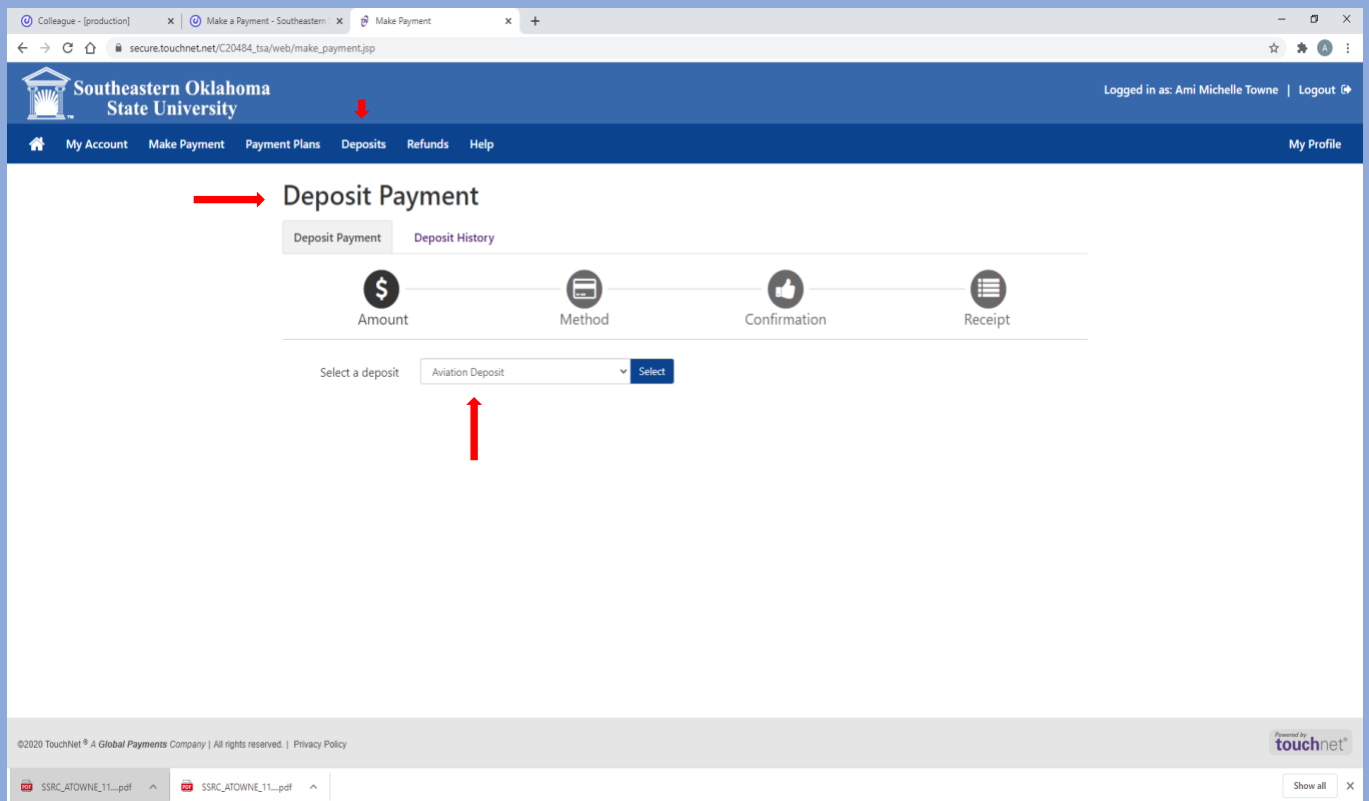
You can also set up authorized users to make payments on your account. They will be assigned a login for self service for making payments. Choose the Add Authorized User option to add a user.



You can also set up your personal profile on the screen show below.



Aviation Flight Deposits can be made in Self Service. The screen is shown below.



Self Service Student Finance will include the statement of student account, making payments, electronic refunds set up, making flight account deposits, etc. If you have any questions about the instructions provided, please email [businessoffice@se.edu](mailto:businessoffice@se.edu) or call 580-745-2851.