

This quick reference guide will cover how to view account information including the transaction summary and due now details.

VIEW MY ACCOUNT

1. After logging into Workday, click the Menu in the upper left corner, then **Finances**.

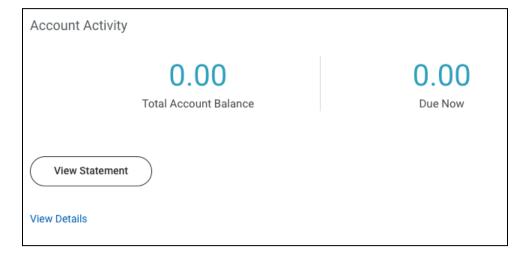


The Finances dashboard provides quick links to your

- Account Activity
- Make a Payment
- Payment Elections
- 1098T information
- Financial Aid

VIEW STATEMENT

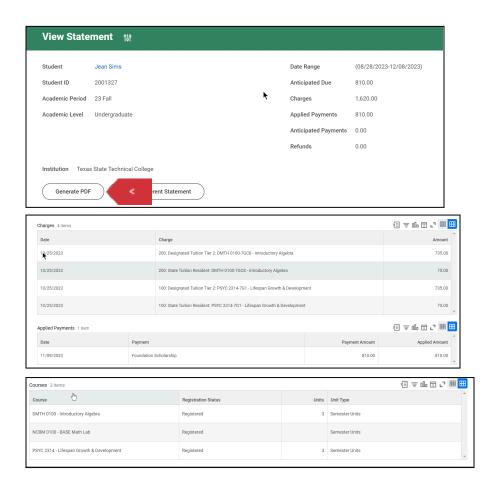
- 1. You can view any recent financial activity in the **Account Activity** section.
- 2. Click View Details to view all transactions through your history at TSTC.







3. To view a breakdown of charges and payments for a specific semester, click on the **View Statement** link. Select the appropriate semester and click **OK**. Here you will find information about any charges for that semester and payments applied. You can also view a list of specific courses you are enrolled in. You can download a PDF by clicking the **PDF** button.



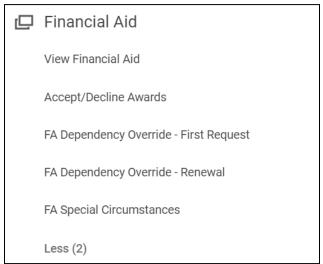




FINANCIAL AID

- 1. Any outstanding Financial Aid to-do items can be found in the **My Financial Aid Action Items** section.
- 2. You can view a breakdown of your financial aid, accept or decline awards, and more in the **Financial Aid** section.









TAX INFORMATION

1. Information for your 1098-T can be found in the Tax Information section.

