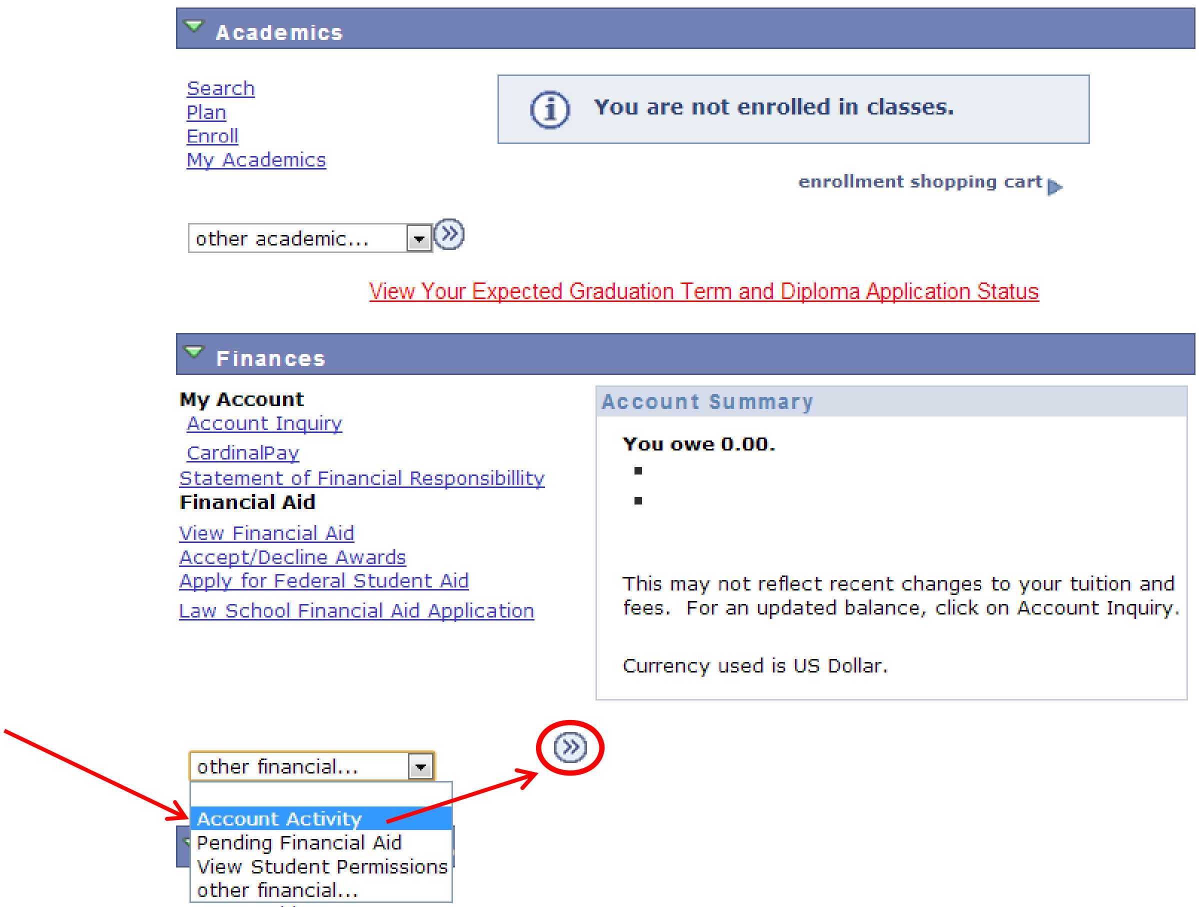
Viewing Account Activity

Follow the below steps to generate a line-item summary of your student account activity for a given date range and/or term. **This tool can be useful at tax time, as it enables students to determine the payments made on their account within a given calendar year.**

Note: Current and Former students will access the Account Activity page differently.

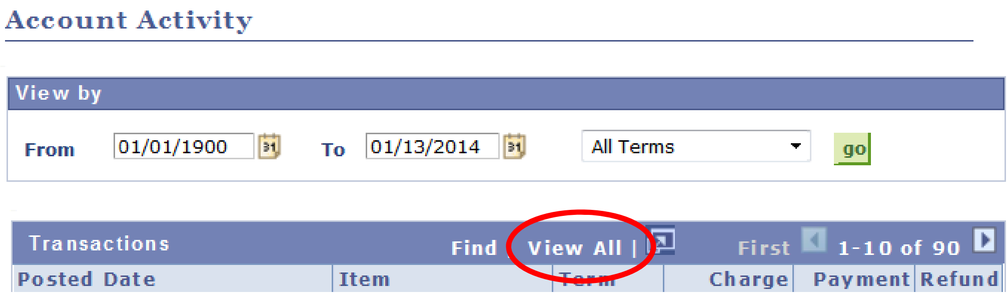
Current Students: Log into Cardinal Station and select the Account Activity option from the drop-down menu in the Finances section of the Student Center. To advance to the Account Activity page, select the round chevron button to the right of the drop-down menu.



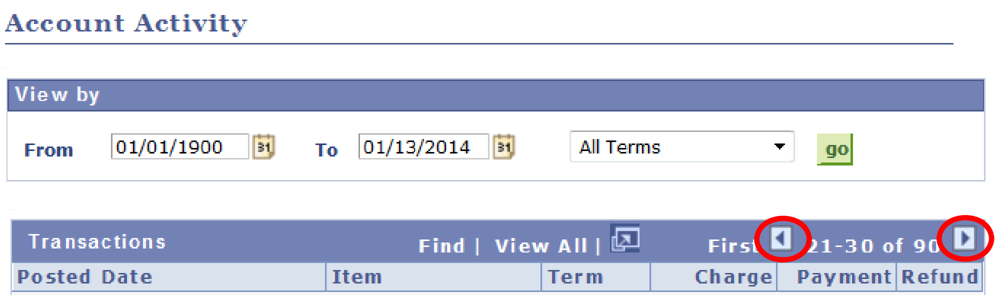
Former Students: Log into Cardinal Station and select the following options from the left-hand menu: Self-Service → Campus Finances → Account Inquiry. On the Account Inquiry page, select the purple "activity" tab.

A complete line-item summary of your student account activity will display on the Account Activity page. Transactions will be displayed in reverse chronological order.

The default view will display 10 line-items per page. You can select the “View 100” hyperlink to change the view to display up to 100 items per page.



Use the arrow buttons to move between pages.



To view information for a specific date range, enter the start date and end date of the period for which you wish to view account activity and then select the green “go” button.

To view information for a specific term, select the term from the drop-down menu and then select the green “go” button.