

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.

The screenshot shows the top navigation bar with 'Academics' selected. Below it, there are links for 'Search', 'Plan', 'Enroll', and 'My Academics'. A message box states 'You are not enrolled in classes.' with an information icon. To the right is an 'enrollment shopping cart' button. Below this is a search box containing 'other academic...' and a right-pointing chevron button. A red link below reads 'View Your Expected Graduation Term and Diploma Application Status'. The 'Finances' section is expanded, showing 'My Account' and 'Financial Aid' links. On the right, the 'Account Summary' box displays 'You owe 0.00.' and a note that the balance may not reflect recent changes to tuition and fees.

This close-up shows the 'other financial...' dropdown menu. The 'Account Activity' option is highlighted in blue. To the right of the dropdown is a circular button with a right-pointing chevron. Red arrows point from the 'Account Activity' option and the chevron button to the main screenshot above.

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.

The screenshot shows the left-hand navigation menu with 'Account Inquiry' selected under 'Campus Finances'. The main content area shows the 'Account Inquiry' page with two tabs: 'summary' and 'activity'. The 'activity' tab is highlighted in purple and circled in red. Below the tabs is the 'Account Summary' section with a sub-section 'What I Owe' that states 'You have no outstanding charges at this time.' Red arrows point from the 'Account Inquiry' menu item and the 'activity' tab to the main screenshot above.

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.

Account Activity

The screenshot shows the 'View by' section with 'From' date 01/01/1900, 'To' date 01/13/2014, and 'All Terms' selected in the dropdown. A green 'go' button is to the right. Below this is the 'Transactions' header with columns: Posted Date, Item, Term, Charge, Payment, Refund. The 'View All' link is circled in red.

Use the arrow buttons to move between pages.

Account Activity

This screenshot is identical to the previous one, but the left and right arrow buttons in the 'First 21-30 of 90' section are circled in red.

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.

Account Activity

The 'View by' section shows 'From' 01/01/2013 and 'To' 12/31/2013. The 'go' button is circled in red. Red arrows point to the date input fields.

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

Account Activity

The 'View by' section shows 'From' 01/01/1901 and 'To' 01/13/2014. The 'All Terms' dropdown menu is open, showing options: All Terms, Fall 2011, Fall 2012, Fall 2013 (highlighted), Spring 2012, Spring 2013, Summer 2013. The 'go' button is circled in red. A red arrow points to the dropdown menu.