

# How to View your Transactional Data (Charges and Payments)

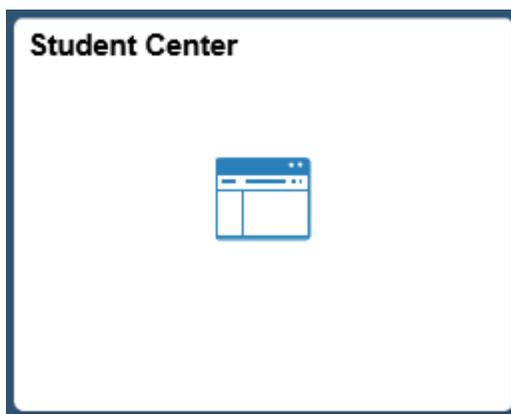
1. Sign In to **MyWITC** at [www.witc.edu/mywitc](http://www.witc.edu/mywitc) using your **Student ID** and **Password**



2. The **Student Homepage** will display. If the **Student Homepage** does not display, click the drop-down on the **MyWITC** bar and select **Student Homepage**.



- a) From the **Student Center** tile, follow Steps 3 - 7  
-or-
- b) From the **Financial Account** tile, follow Steps 8 - 13



3. Click on the **Student Center** tile. In the **Finances** section, click on the drop-down for **other financial...**

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**Finances**  
**My Account** Make a Payment ►  
 Account Inquiry  
 eAccount Management  
**Financial Aid**  
 View Financial Aid  
 Accept/Decline Awards  
 View Student Permissions  
 other financial... »

4. Select **Account Activity** and click the » button

»  
 Account Activity  
 Payments  
 Pending Financial Aid  
 View 1098-T  
 View Student Permissions  
 other financial...

5. Under **Account Activity** in the **View by** section, enter the **From** and **To** dates covered within the tax year 01/01/xxxx to 12/31/xxxx. Leave **All Terms** alone and click **go**.

## Account Activity

**View by**  
 From 01/01/2017 » To 12/31/2017 » All Terms » go

6. Click on **View All** to view all data for the selected date range

**Transactions** Personalize | Find | **View All** | » First » 1 of 1

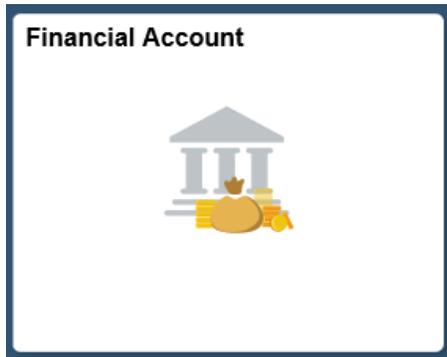
Posted Date	Item	Term	Charge	Payment	Refund
			0.00	0.00	0.00

Currency used is US Dollar Make a Payment

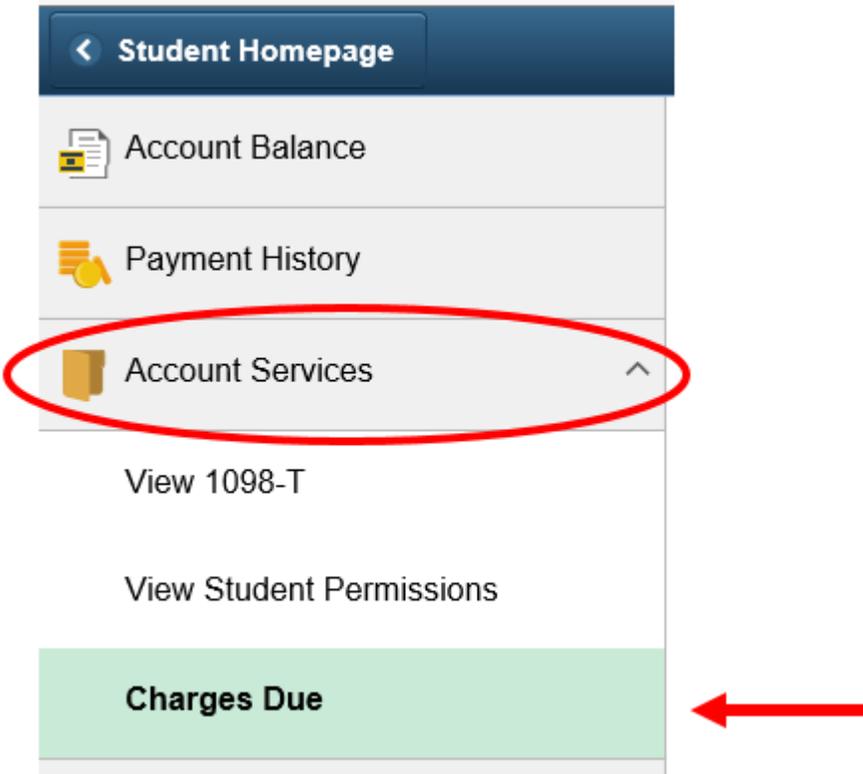
7. Print this page by pressing **Ctrl P** on your keyboard

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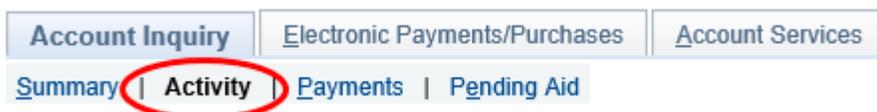
- Click on the **Financial Account** tile



- Click on **Account Services** to expand the section and select **Charges Due**



- Click on the **Activity** tab



## How to View your Transactional Data (Charges and Payments)

11. Under **Account Activity** in the **View by** section, enter the **From** and **To** dates covered within the tax year 01/01/xxxx to 12/31/xxxx. Leave **All Terms** alone and click **go**.

### Account Activity

**View by**

From   To

12. Click on **View All** to view all data for the selected date range

**Transactions** Personalize | Find | **View All** |  First  1 of 1

Posted Date	Item	Term	Charge	Payment	Refund
			0.00	0.00	0.00

Currency used is US Dollar

13. Print this page by pressing **Ctrl P** on your keyboard