

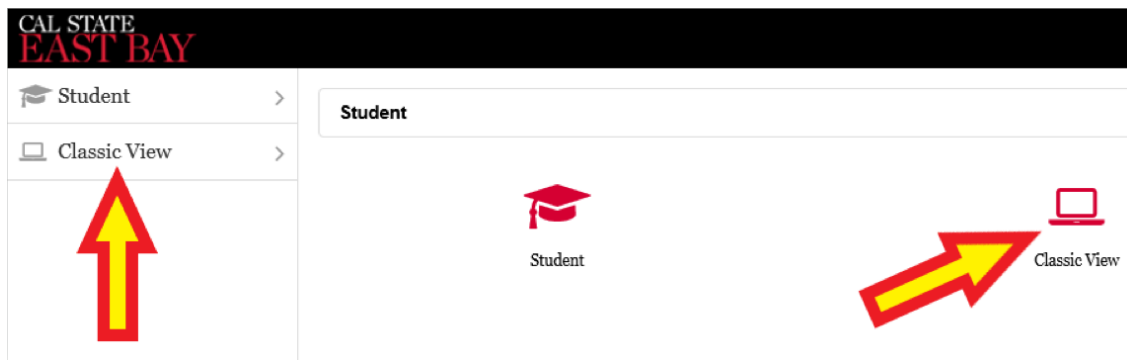
Student Instructions for Student Financial Agreement Tasks

Summary

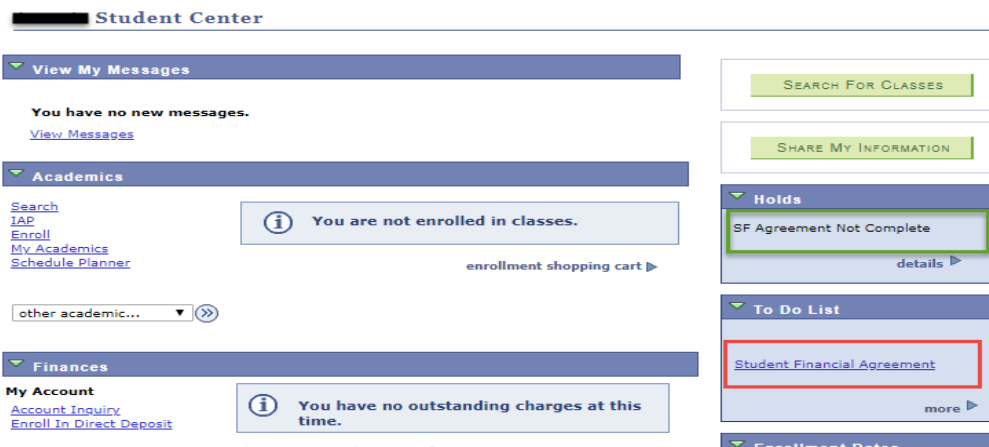
This document will provide staffs and students on how to complete the tasks.

Student Instructions for Student Financial Agreement

- 1) Student logs into MyCSUEB
- 2) Click on “Classic View” then access “Student Center”

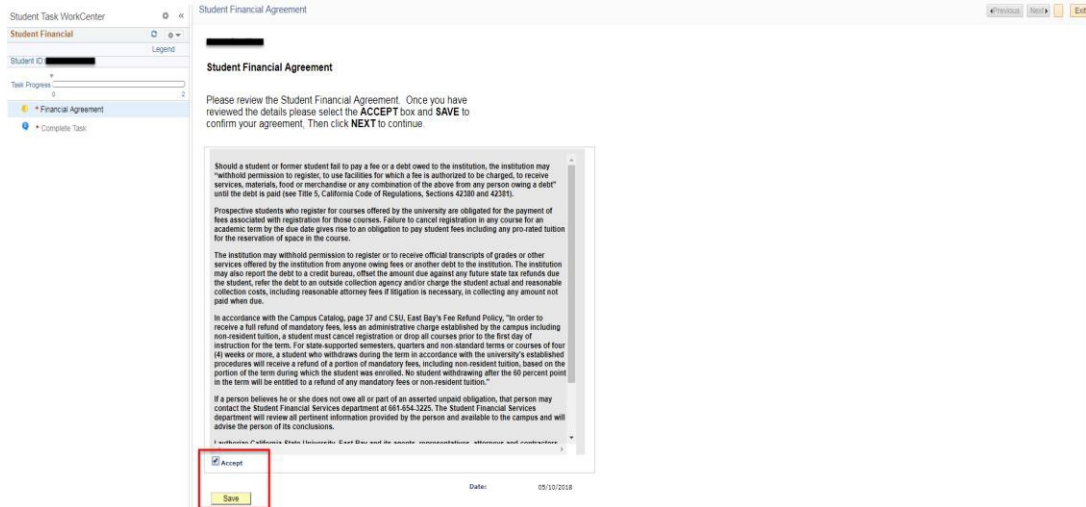


- 3) Student Center will display the hold and task to consent to Student Financial Agreement under the Holds and To Do List sections.
- 4) Student clicks into “Student Financial Agreement” under the To Do List section (red box).

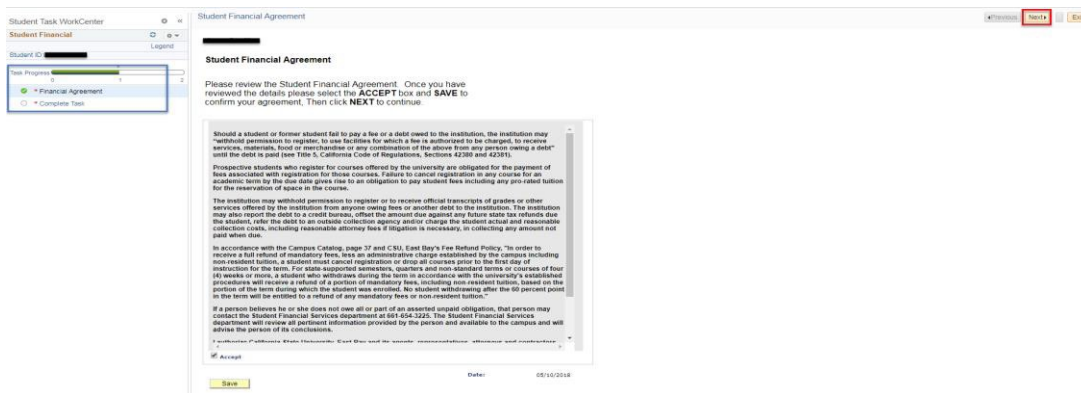


- 5) Student reads the Financial Agreement entirely, clicks on the checkbox next to “Accept” and click on SAVE to submit the acceptance (red box).

Note: An acceptance date will be displayed once they click on the checkbox next to “Accept”.

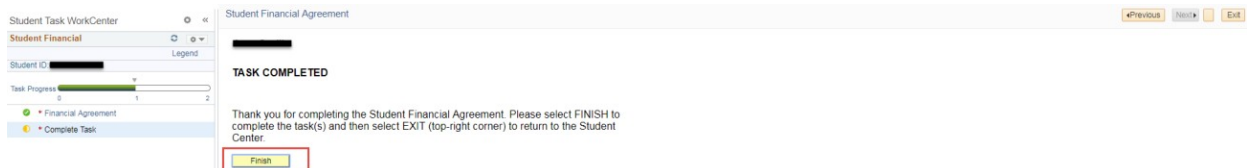


6) Student clicks on NEXT button (red box) and it will redirect them to the Task Completed page.

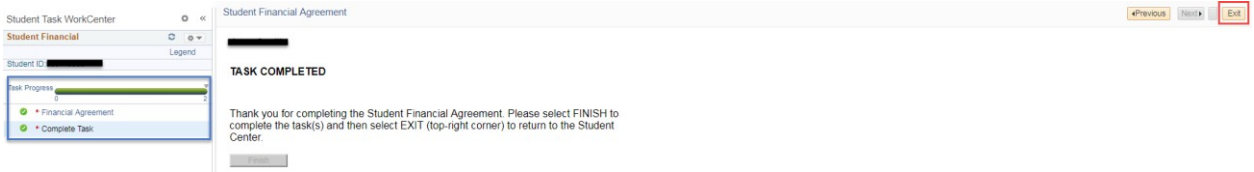


7) Student clicks on the FINISH button (red box) to complete the 1098T Consent task.

Note: This is required to finalize the tasks and to trigger the removal process of the enrollment's block service indicator on their account. If the student does not do so, the task will be not be considered completed and will still exist on their account and hold will not be removed.



8) Student clicks on EXIT (red box) to return to Student Center.



9) Student Financial Agreement's hold and task will be automatically removed from their account.



This completes the task to accept Student Financial Agreement for the academic year or once in a lifetime, depending on SF dept requirement.