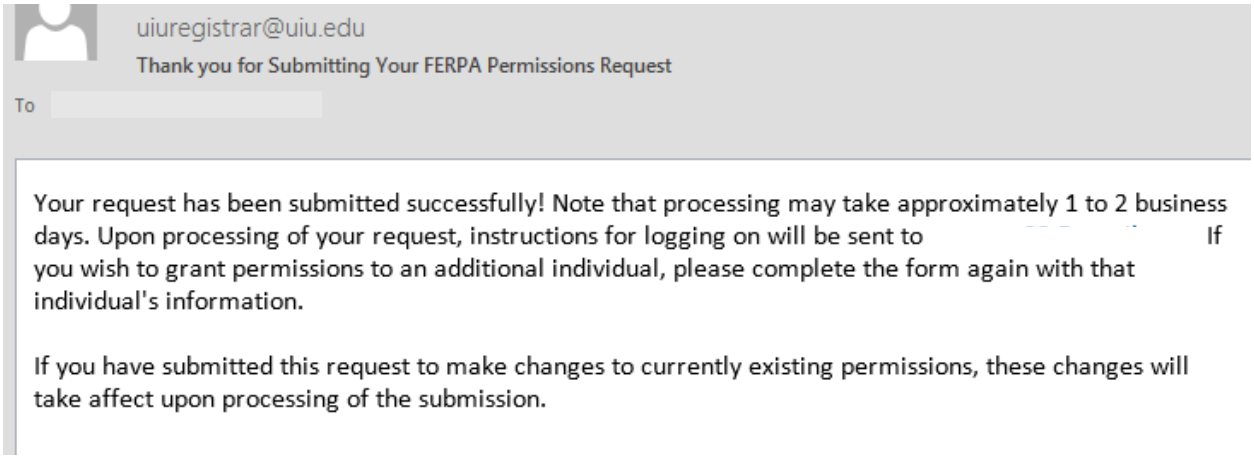
Making a payment via myUIU-Parent Portal

1. Once the student has granted permissions, they will receive an email from uiuregistrar@uiu.edu stating that the request has been submitted and will be processed. Below is a sample of the email the student will receive.



uiuregistrar@uiu.edu

Thank you for Submitting Your FERPA Permissions Request

To

Your request has been submitted successfully! Note that processing may take approximately 1 to 2 business days. Upon processing of your request, instructions for logging on will be sent to If you wish to grant permissions to an additional individual, please complete the form again with that individual's information.

If you have submitted this request to make changes to currently existing permissions, these changes will take affect upon processing of the submission.

2. Once processed, the individual whom was granted rights will receive an email with instructions on logging into myUIU. Below is a sample of the email.

has granted you online access to information from the following categories:

- Course Schedule Data
- Financial Data
- Grade and Academic Data
- Hold Data
- Residence Life Data

Upper Iowa University's online portal is myUIU. You will use this portal to view information. Your access to this information will remain in place until October 31, 2016 unless the student chooses to extend or rescind your permissions.

Below is your account information for logging on to the myUIU portal:
Username:
Password:

***To access the myUIU portal, go to https://my.uiu.edu/ics, and enter in the above logon information.

Please contact us if you have any questions.

Upper Iowa University Integrated Enrollment Center: 563-425-5200 or 1-800-553-4150

Information Technology Help Center Phone: 563-425-5876 or 1-800-553-4150 E-mail: helpdesk@uiu.edu

This electronic message, including any attachments, is intended only for the use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you received this electronic communication in error, please contact the sender immediately and destroy this electronic communication in its entirety. Email sent to or from Upper Iowa University may be retained as required by law or regulation. Thank you for your cooperation.

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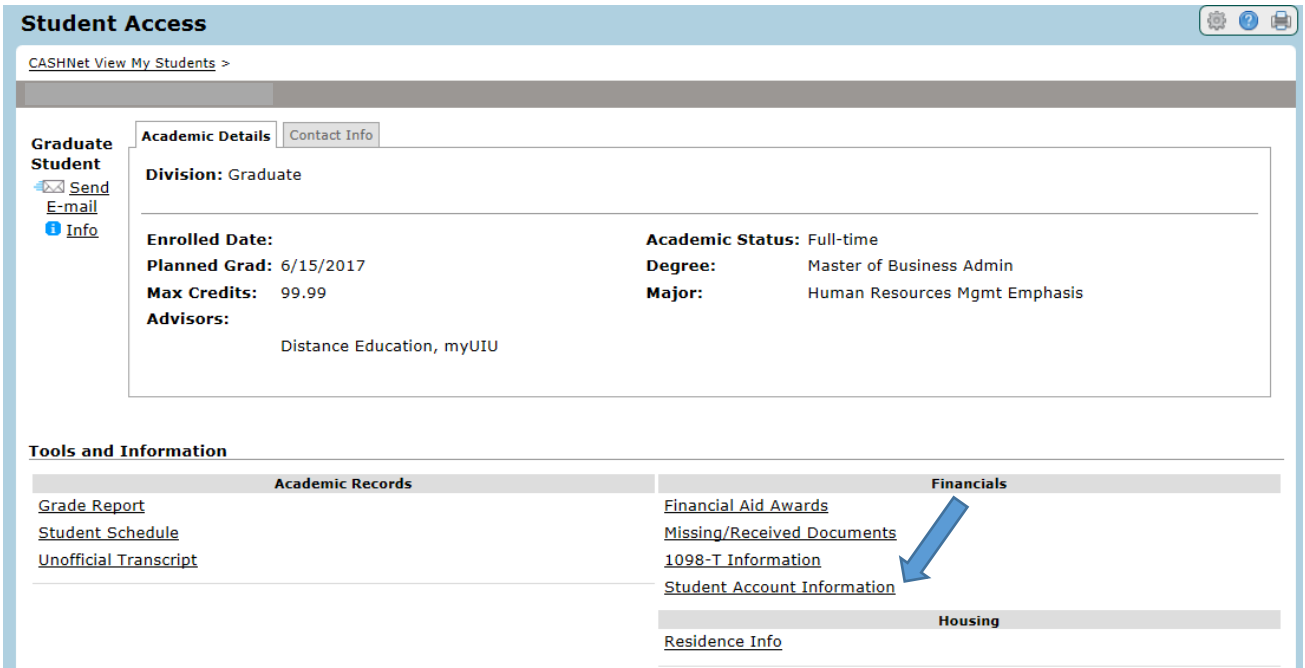
3. Once you have logged in, you will click on the 'Student Access' tab

4. From there it will bring you to a screen that will list all students you have access to view their student records. Click on the name of which you wish to proceed with.
5. Depending on what rights were granted you will be able to access various different kinds of information.



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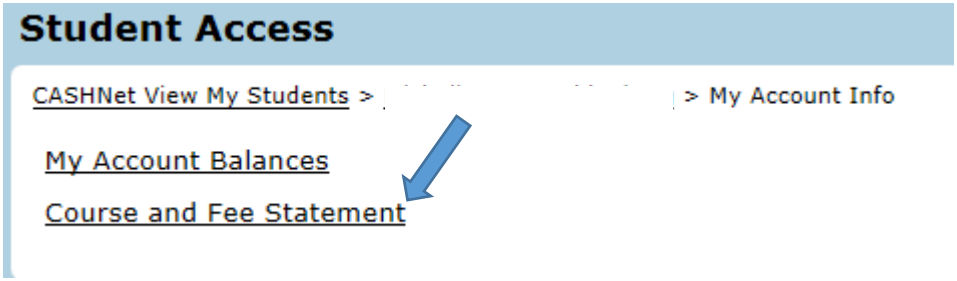
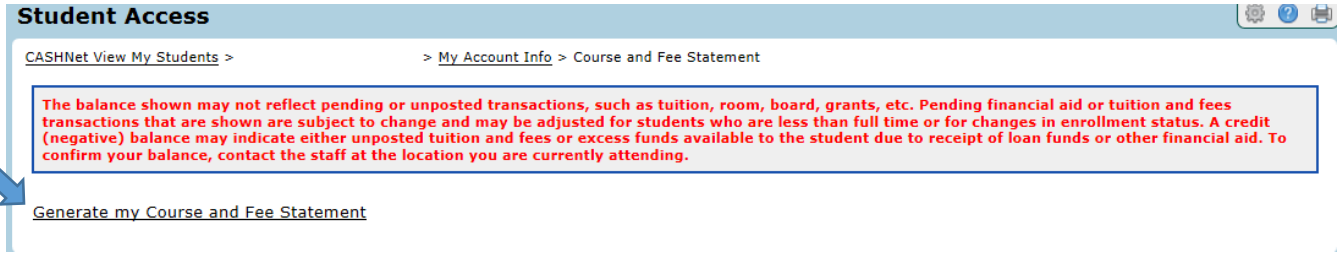
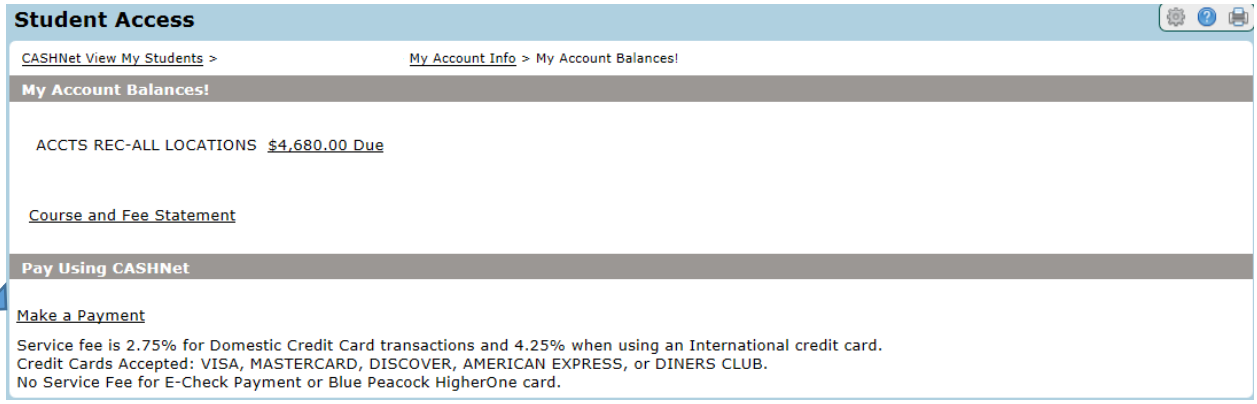
6. To make a payment on the students account you will select 'Student Account Information' from under the Financial rights, and it will bring you to the following screen:



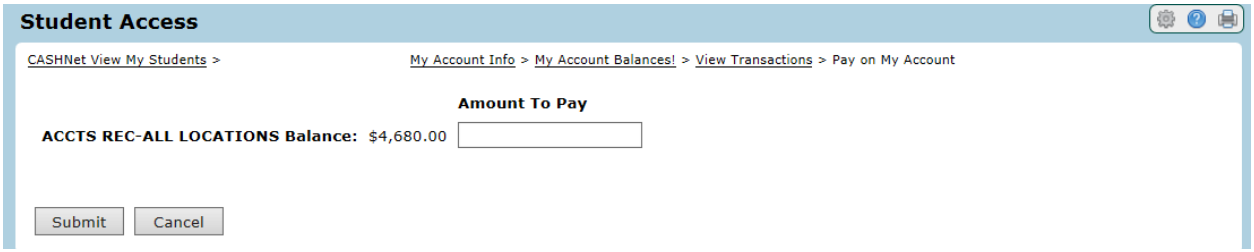
   a. From this screen, by selecting 'Generate my Course and Fee Statement" you can view all charges, financial aid, and payments on the students account. Also it will provided you with the amount outstanding



   b. By selecting "My Account Balances" you can view the amount due and make a payment. From this screen you would also be able to generate the course and fees statement.
      i. To make a payment you will select 'Make a Payment'



7. From the next screen you can enter in the amount you wish to pay. The total amount due will be listed, but if you wish to pay a lesser amount you can enter in the dollar amount you will be paying in the "Amount to Pay" box.



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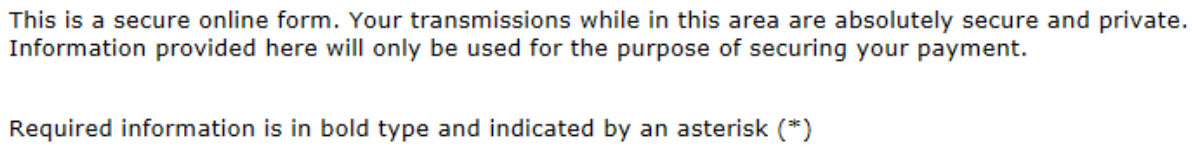
8. After selecting the payment method, eCheck or credit card, you will follow the steps and complete the online transaction.
    a. Before submitting the payment you can enter an e-mail address and a receipt will be automatically sent via email after the payment has gone through.



Important information to remember:

- UIU does not send paper bills. All students are billed electronically. Those responsible for making the payment must log into the portal to view the outstanding balance and make any necessary payments.
- All payments made using a credit card will be assessed a service fee
    - There will be no additional service fees if you make a payment using an e-Check