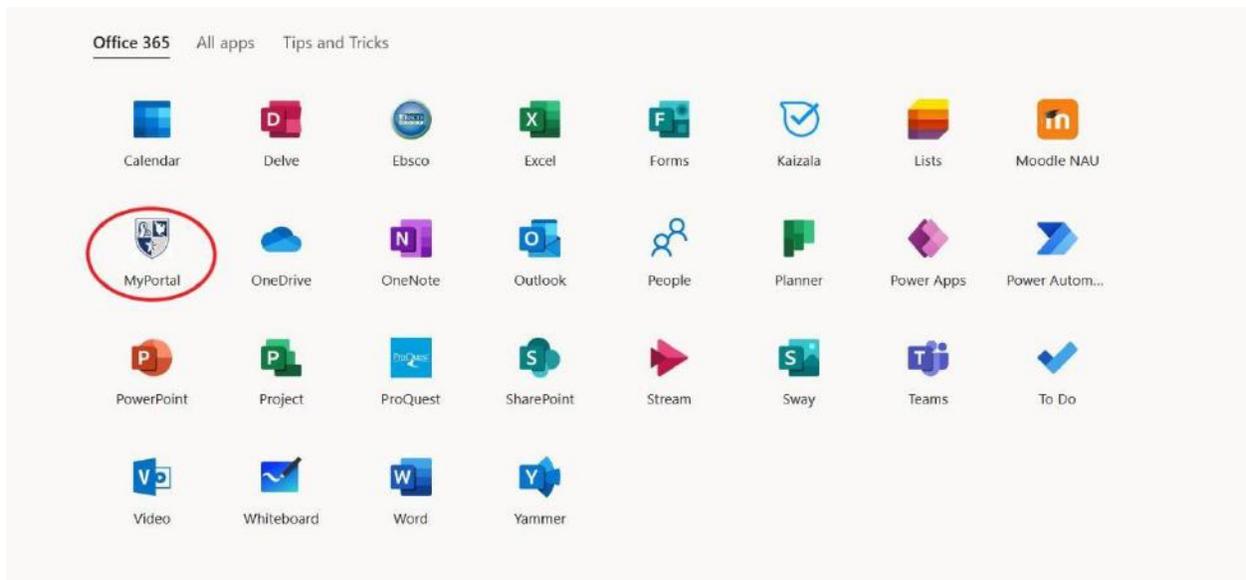


INSTRUCTIONS FOR PRINTING/SAVING YOUR REGISTRATION BILL SUMMARY (SCHOOL STATEMENT)

1. Please go to Office 365 web.



2. Login to your 'MyPortal' student portal.



3. Click 'Students' tab on the top of the page.

The screenshot shows the top navigation bar of the North American University website. The 'Students' tab is circled in red. The navigation bar includes the university logo, search and user icons, and a menu with items: Home, Campus Life, Academics, Students, Admissions, Alumni, and My Pages. Below the navigation bar, the breadcrumb trail reads 'You are here: Home > Home'. On the left, there is a 'Portal' dropdown menu and a 'Quick Links' section with items: My Pages, Financial Aid Student Portal, and NAU Library. The main content area features a 'Welcome To North American University' banner with a photograph of a large university building and the text 'NORTH AMERICAN' overlaid.

4. Then, on the left side bar menu select 'Student Accounts' tab.

The screenshot shows the 'Students' page on the North American University website. The 'Student Accounts' tab in the left sidebar menu is circled in red. The navigation bar at the top includes the university logo, search and user icons, and a menu with items: Home, Campus Life, Academics, Students, Admissions, Alumni, and My Pages. The breadcrumb trail reads 'You are here: Students > Home > Student Home Page'. The left sidebar menu lists various options: Home, NAU Academic Calendar, Advising, Student Accounts, Forms, Grades, Housing, Registration, Major Exploration, My Residence Information, and Student Forms. The main content area is titled 'Students' and features a 'Registration' section. The registration section shows the academic year '2019-2020 Academic Year - Fall' and a red warning message: 'There are holds on your account.' Below this, a 'Registration' card displays a clock icon and the text '0 hrs planned | 9 hrs registered'. The 'Academics' section is partially visible at the bottom.

- After, you should see your Financial Account page. Please refer to red arrows, which show the tabs 'Account Statement' and 'View account details & history' on which you will be able to click to retrieve a school statement.

The screenshot shows the North American University website's 'Student Accounts' page. The 'Financial Account' section is active, displaying a 'Balances Due' card for the 2020-2021 Academic Year - Fall. A red box highlights a '1 Account Related Hold' with a 'Read more' link. Below the balance card, there are two red arrows pointing to the links 'Account statement' and 'View account details & history'.

- If you click on 'View account details & history' tab, you will see your posted charges and payments. Please refer to the red arrow, it shows where you can choose desired academic term, or to retrieve your account history since day one.

The screenshot shows the 'Account Details and History' page. A red arrow points to the 'Amount Due For' dropdown menu, which is currently set to '2020-2021 Academic Year - Fall'. Below this, there is a 'Make payment' button and a 'Total Balance Due' field. The main content is a table titled '2020-2021 Academic Year - Fall Account Details'.

Description	Date	Amount
Tuition	08/06/2020	3,159.96
Computer & Internet Fee	08/06/2020	110.00
Student Service Fee	08/06/2020	55.00
Departmental Fee	08/06/2020	50.00
Library Fee	08/06/2020	35.00
Student Payment	08/19/2020	
Online Credit Card Payment	12/01/2020	

If you would like to print it or save it, you will be able to retrieve it as PDF file. If you encounter any issue, please email sa@na.edu for further instructions.