

Instruction for printing/saving your Registration Bill Summary (Ledger card)

1. Please go to MyNau student web portal.
2. After logging in, if needed, click on the tab that reads "My Finances" (**Arrow 1 on the image below**).
3. Then please click "Account Information" (**Arrow 2 on the image below**).
4. Now, please click on "Registration Bill" tab (**Arrow 3 on the image below**).
5. Then please check term box (**Arrow 4 on the image**).
6. After checking the term box, click search button to populate your summary (**Arrow 5 on the image below**). Your registration summary will be at the bottom of the page.
7. If you would like to print it or save it as pdf please click "Student's Registration Bill" (**Arrow 6 on the image below**).

If you encounter any issue please email sa@na.edu for further instruction.

The screenshot displays the 'Account Information' page on the MyNau student web portal. The page is titled 'Account Information' and includes a navigation menu on the left with categories like 'Campus Info', 'My Profile', 'Useful Links', 'Contact Manager', 'My Student', 'My Classes', 'My Academics', 'Transfer Credits', 'My Finances', and 'Library Services'. The 'My Finances' section is expanded, showing 'Account Information' as the selected option. The main content area displays 'Account Information' with a sub-section for 'Registration Bill Summary by Term'. The 'Registration Bill' tab is selected, and the '2015 NAU Fall' term is checked. A search button is visible, and the amount due is shown as \$1,175.00. Numbered arrows (1-6) point to specific elements: Arrow 1 points to 'My Finances', Arrow 2 points to 'Account Information', Arrow 3 points to the 'Registration Bill' tab, Arrow 4 points to the '2015 NAU Fall' term checkbox, Arrow 5 points to the 'Search' button, and Arrow 6 points to the 'Student's Registration Bill' link.

Online Registration Friday, September 18, 2015

Account Information
Contact the Accounting Department if you have any questions.

Select Enrollment 8/24/2015
Your balance for the selected enrollment is \$

Your next payment of is due on

Account Details | Payment Schedule | Make a Payment | My Statements | **Registration Bill**

Registration Bill Summary by Term
Enter Some text here to appear in registration billing
[Student's Registration Bill](#)

NOTE: Adobe Acrobat Reader is required to view your online PDF documents. You can download the most recent version of the free software. [Get Acrobat Reader now.](#)

Term 2015 NAU Fall

From M/D/YYYY
To M/D/YYYY

Search
Amount due or (due to Student) = \$1,175.00

Description	Amount	Date	Term	Description
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