

How to Accept Your Charges if You Have No Balance Due

- 1) Sign in to your (the student's) myRedDragon account. For assistance with signing in, select one of the help links.



Sign in with netid@cortland.edu and your password.

Sign in

- [Forgot username/password?](#)
- [New to campus?](#)
- [I need help!](#)

For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!

Systems Status

17 0 0 0

All systems online. No issues reported.
[View all systems statuses](#)

2. Select the Student tab (your home page may look slightly different)

A screenshot of the SUNY Cortland myRedDragon website. The top navigation bar is red and contains the SUNY Cortland logo, the text "myRedDragon", and several menu items: "Home", "Tech Help", "Library", "Student", and "Campus Life". A black arrow points to the "Student" tab. To the right of the navigation bar, there is a welcome message "Welcome Jeb Kerman!" and links for "Home" and "Sign Out". Below the navigation bar, the page is divided into several sections: "Campus Announcements", "Campus Webcams", "Status Updates" (with a "Tweets" section showing messages from @mrdserverstatus), "myRedDragon Calendar" (showing "June 6, 2013" and navigation controls), "Google Mail" (with "Inbox (0)" and "Contacts" buttons), "Google Apps" (listing "Email", "Docs", "Calendar", "Chat", and "Sites"), "Google Apps Support" (with links to "Apps Learning Center", "The Basics", "Info for Mobile Users", "Apps Help Center", and "Video Tutorials"), "Cortland eMail", "Email Systems" (with a link to "Student WebMail"), and "Email Options" (with links for "What is my email address?" and "Change myRedDragon Password"). A vertical "myRedDragon Feedback" button is located on the right edge of the page.

3. Select "My Online Account" (your student tab may look slightly different)

The screenshot shows the SUNY Cortland myRedDragon website. The top navigation bar includes "Home", "Tech Help", "Library", "Student", and "Campus Life". The "Student" tab is active. The main content area is divided into several sections:

- Registrar**: Includes "Important Information" (Academic Calendar & Deadlines, Final Exam Schedule, Forms & Documents, Official Transcripts, Registration Help) and "Resources" (Check Registration Status, Register or Drop & Add Courses, Academic Transcript, CAPP, Course Schedule, Enrollment Verification, Final Grades, Graduation and Commencement, Holds on my Account, Mid-Semester Estimates, Records Menu, My Schedule, My Schedule Grid, My Schedule (With Books), Registration Menu, Who is my Advisor?).
- Cortland eLearning System**: Includes "Student eLearning" (Blackboard Courses, Blackboard Tutorials, Blackboard Help, Course Teacher Evaluations (CTE)).
- Residence Life and Housing**: Includes "Residence Life and Housing" (Home Page, Main Menu) and "Housing Forms for New Students" (Housing Preference Form, Obtain your Housing ID for Roommate Requests, Check that your Preference Form has been Received). It also includes "Housing Forms for Continuing/Returning Students" (Pay Room Deposit Online, Room Selection Process (RSP) Form, View Available Rooms on Campus, View Your Time Ticket/Choose Your Room, Check your Room Assignment).
- Student Accounts**: Includes "(Home Page)" and a list of links: My Online Account (Make a payment, Confirm Attendance, view online bill, view account activity.), Alumni Fee Waiver, Process Meal Plan Adjustment, Tuition & Fees, Student Accounts Forms, Set up 3rd Party Payment Authorization, View 1098T. A black arrow points to the "My Online Account" link.
- Financial Aid**: Includes "(Home Page)" and links: My Financial Aid, Financial Aid Important Dates and Deadlines, Scholarship Application, Forms, E-mail the Financial Aid Office.
- Academic Resources**: Includes links: College Catalog, Academic Calendar, Student Disability Services, Transfer Credit Services, Writing Resource Center.
- Parking**: Includes "University Police" and "Parking Management System".

A vertical "myRedDragon Feedback" button is located on the right side of the page.

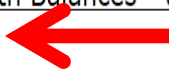
4) Select the relevant term from the list(s):

Account Information

- ✓ You must accept charges each semester, regardless of balance due
- ✓ You must make minimum payment(s) due to avoid late fees.
- ✓ Selection of a term on this page will pass you into QuikPAY with that term's current balance due defaulted in "Make Payment."
- ✓ If you have multiple term balances, displayed (i.e. fall/winter or spring/summer) handle each separately
- ✓ Payment amounts due may differ for each term you select. Return here to refresh amount(s) & term(s) for which you wish to "Make Payment."

Semesters With Balances - use to accept charges and/or make payments in QuikPay

▲ [Fall Term 2017](#)
Accept Charges is required



Note the yellow triangle. Once you have successfully accepted your charges the triangle will no longer appear

Semesters Without Balances - use to accept charges on a semester where you have enough aid to cover your bill or to view the named semester account summary only


[Spring Term 2017 - Review Account Summary](#)
[Fall Term 2016 - Review Account Summary](#)

Access QuikPay for Billing and Other Information - use to set up authorized payers or for view access to QuikPay functions

[Access QuikPay \(Do NOT use this link to make payments\)](#)

5) Review your account summary and select "Accept/Pay or Decline." As changes are made to your account throughout the semester they will appear here in real time.


Fall 2017 Account Summary

Fall Term 2017 

 You have not accepted your charges for Fall Term 2017. Acceptance of charges is required by Tuesday, August 15, 2017 to keep your class schedule. Failure to accept charges may result in the loss of your Fall Term 2017 class schedule. See [Payment /Acceptance Options](#) below for details.

Permanent Address

Sample T. Student
1 Main Street
Hometown, NY 12345

 The address above is what we have on record for your permanent address. If this is incorrect, please contact the Registrar's Office as soon as possible.

Charges & Adjustments

Alumni Assoc Fees	15.00
M-900817 Vehicle Parking Fee	25.00
Activity Fees	110.00
Room Charges	3,950.00
Semester Tuition	3,335.00
Transportation Fee	77.00
Athletic Fee	202.00
College Fee	12.50
Student Life Center Fee	48.00
Monthly Payment Plan Charge	45.00
Technology Fee	199.50
Meal Plan	2,255.00
Health Fee	161.00
A/R Transcript Fee	5.00
Charges:	\$10,440.00

Refunds Issued

Plus: Refunds: \$0.00

Payments, Financial Aid Received

Deposit Payment - Housing	150.00
Deposit Payment - Tuition	50.00
Mastercard/Visa Web Pmt	6,681.50
Less: Payments Received:	\$6,881.50


Anticipated Financial Aid

Federal Direct Staf Sub Loan *	2,721.00
Federal Direct Staf Unsub Loan *	990.00
NYS TAP Grant *	250.00
SUNY Tuition Credit *	72.50
Less: Anticipated Financial Aid:	\$4,033.50
Current Anticipated Credit Balance:	-\$475.00

Note: The "negative" balance in green numbers means you do not currently owe money, but you must still accept your charges.

Payment/Acceptance Options

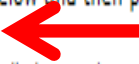
In order to accept financial responsibility or decline your attendance you must do **one** of the following:

- Print (from Quikpay), sign and return the acceptance/remittance portion of your bill with either full payment or payment plan amount/minimum amount due (check payments only by mail)
- -OR- you may Accept/Pay or Decline on-line 

6) Review the verbiage, click "Accept," then click "Continue:"

Accept Charges

Make your selection from the options below and then press 'Continue'.

ACCEPT - I agree to the following: 

- ✓ **If I have an outstanding balance** I will also need to make a payment at this time to complete my acceptance.
 - ✓ **I accept financial liability** resulting from my course registration.
 - ✓ **I plan to attend SUNY Cortland** during the semester indicated and want SUNY Cortland to hold and reserve seats in any class for which I am registered.
 - ✓ **I acknowledge** that any change to my course registration(s) must be done according to published procedures and deadlines. Failure to do so may result in a balance due that I am required to pay.
 - ✓ **I authorize** SUNY Cortland to use my financial aid to pay any balance due for tuition, fees, room and board, as well as residence hall damages, and parking or library fines for all terms. I understand I can rescind this authorization by submitting a written request to the Student Accounts Office. Revocation may result in a balance due that I'm required to pay.
- If you have a balance due, you should be prepared, at this time, to start a monthly payment plan or pay the remaining balance. Please do not continue if you are not prepared to make a payment at this time. You may return here at any time, without penalty, prior to the semester bill due date to accept your charges and make a payment. Payment of "minimum amount due now" on an invoice by an authorized payer will be construed as your desire to join a monthly payment plan and the Monthly Payment Plan Application Fee of \$45 (non-refundable) will be added to your account. Failure to pay anything may result in loss of classes and/or application of late fees. Please contact Student Accounts at 607-753-2313 if you have questions.

DECLINE - I am NOT attending for Fall Term 2017 - I agree to the following:

- ✓ SUNY Cortland will **de-register me from ALL of my courses**.
- ✓ All my housing and meal assignments will be **DELETED**.
- ✓ Tuition and/or housing deposits will be forfeited as a result of my action.



7) The online payment process will recognize you do not currently have a balance due and will not require payment. Your schedule for the semester has now been saved.

Accept Charges

Amount due: \$0.00

- You have no outstanding balance.
 - Your class schedule for Fall Term 2017 is saved.
 - Please print and retain this screen for your records.
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