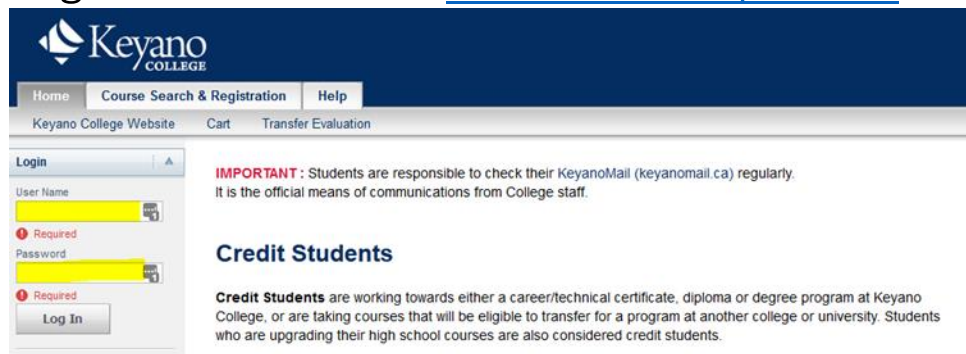


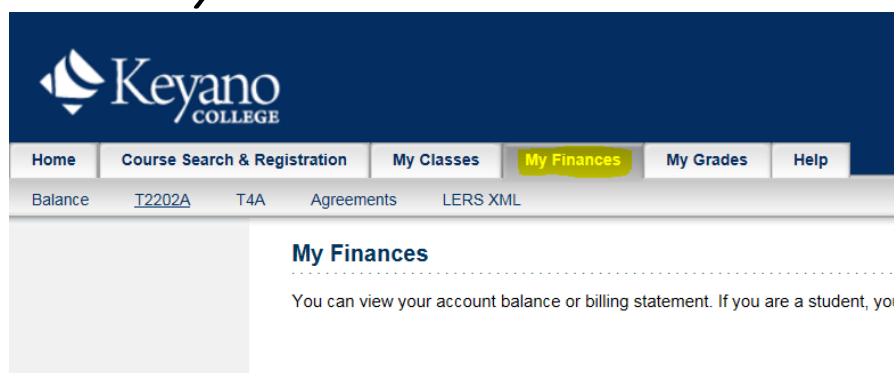
How to View Fee Statement

1. Login to self-service selfservice.keyano.ca



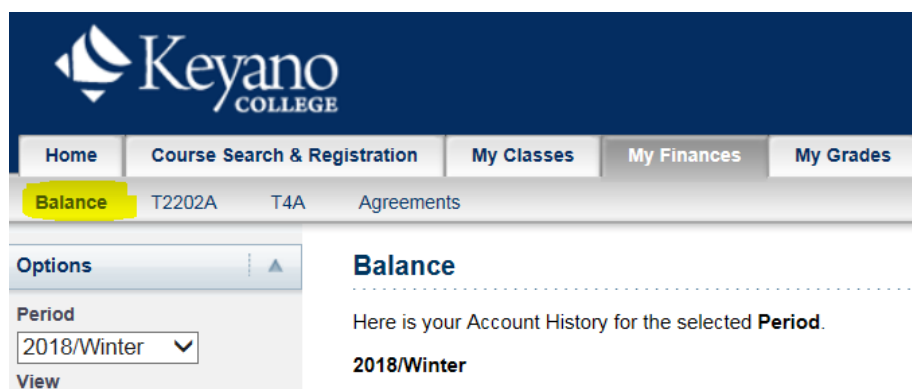
The screenshot shows the Keyano College self-service login page. At the top, there is a navigation bar with 'Home', 'Course Search & Registration', and 'Help'. Below this, there is a 'Login' section with fields for 'User Name' and 'Password', both marked as 'Required'. A 'Log In' button is located below the password field. To the right of the login fields, there is an 'IMPORTANT' notice: 'Students are responsible to check their KeyanoMail (keyanomail.ca) regularly. It is the official means of communications from College staff.' Below the notice, there is a section titled 'Credit Students' with a brief description: 'Credit Students are working towards either a career/technical certificate, diploma or degree program at Keyano College, or are taking courses that will be eligible to transfer for a program at another college or university. Students who are upgrading their high school courses are also considered credit students.'

2. Select *My Finances*



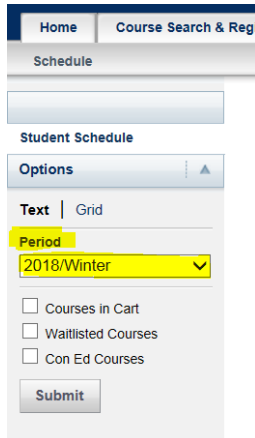
The screenshot shows the 'My Finances' page in the Keyano College self-service system. The navigation bar includes 'Home', 'Course Search & Registration', 'My Classes', 'My Finances' (highlighted), 'My Grades', and 'Help'. Below the navigation bar, there are links for 'Balance', 'T2202A', 'T4A', 'Agreements', and 'LERS XML'. The main content area is titled 'My Finances' and contains the text: 'You can view your account balance or billing statement. If you are a student, you'.

3. Select *Balance* on left

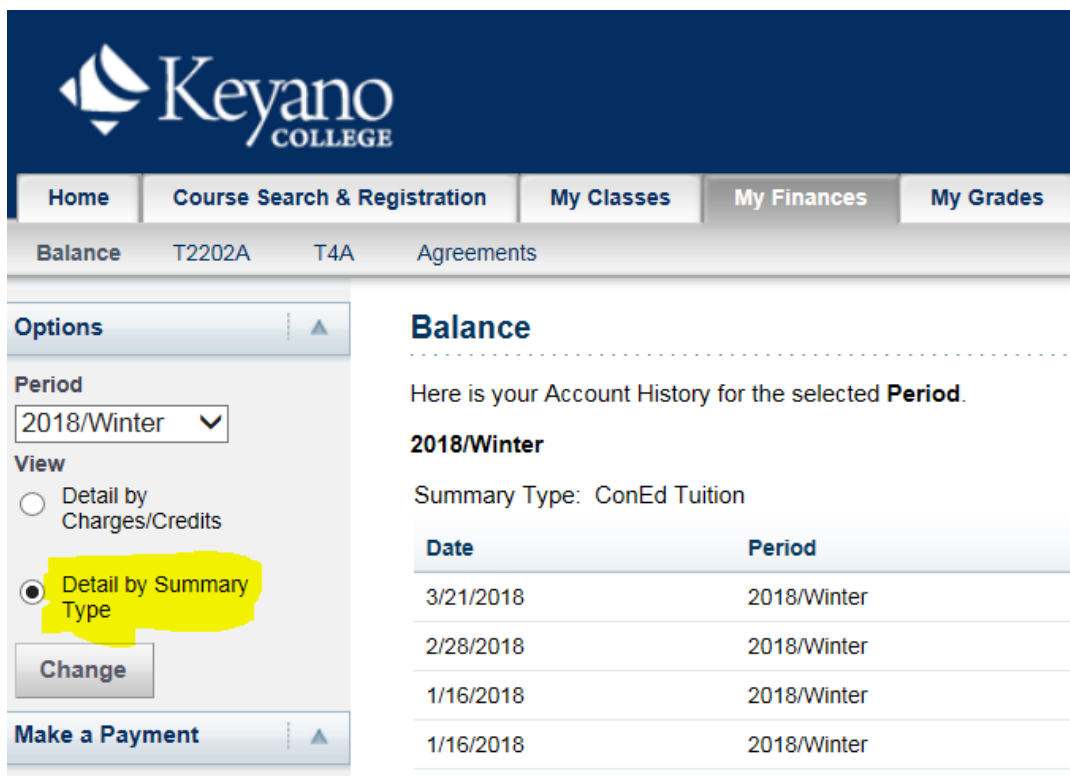


The screenshot shows the 'Balance' page in the Keyano College self-service system. The navigation bar includes 'Home', 'Course Search & Registration', 'My Classes', 'My Finances' (highlighted), and 'My Grades'. Below the navigation bar, there are links for 'Balance' (highlighted), 'T2202A', 'T4A', and 'Agreements'. On the left side, there is an 'Options' section with a 'Period' dropdown menu set to '2018/Winter' and a 'View' button. The main content area is titled 'Balance' and contains the text: 'Here is your Account History for the selected Period.' Below this, there is a section for '2018/Winter'.

4. Choose semester by selecting drop-down button under **Period**, then **Submit**



5. Select **Detail by Summary Type**, then **Change**



Balance

Here is your Account History for the selected **Period**.

2018/Winter

Summary Type: ConEd Tuition

Date	Period
3/21/2018	2018/Winter
2/28/2018	2018/Winter
1/16/2018	2018/Winter
1/16/2018	2018/Winter

6. Remember to log out of Self-Service and close the browser when you are finished.