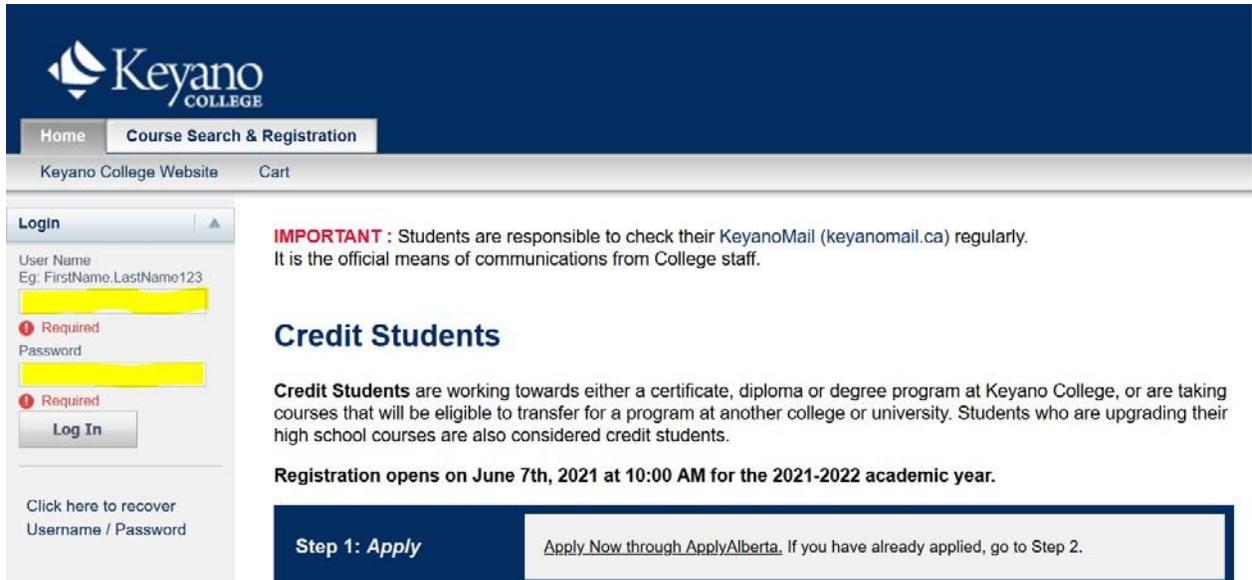


How to View Fee Statement

1. Login to Self Service.

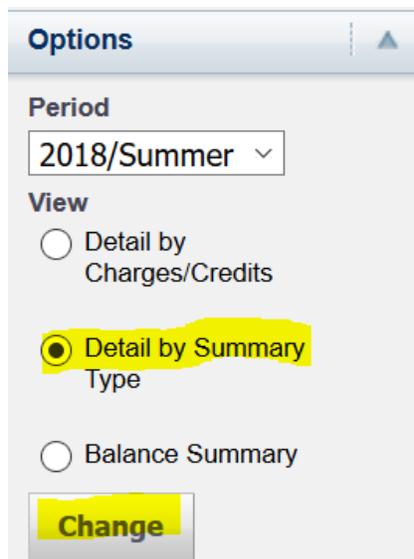
<https://selfservice.keyano.ca/SelfService/Home.aspx>



2. Select **My Finances**, then **Balance**.



3. Choose semester by selecting drop-down button under **Period**. Select **Detail by Summary Type**, then **Change**.



By default, the view of your Statement on Self Service shows you information from your entire history at Keyano College. Please make sure you complete the process of narrowing down your view to a specific semester by clicking the **CHANGE** button after you select the semester (Period in Self Service).

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