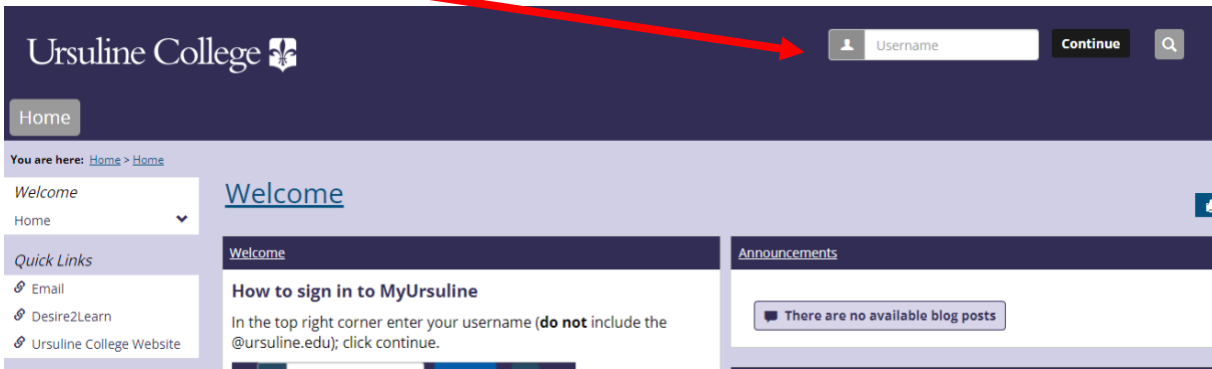
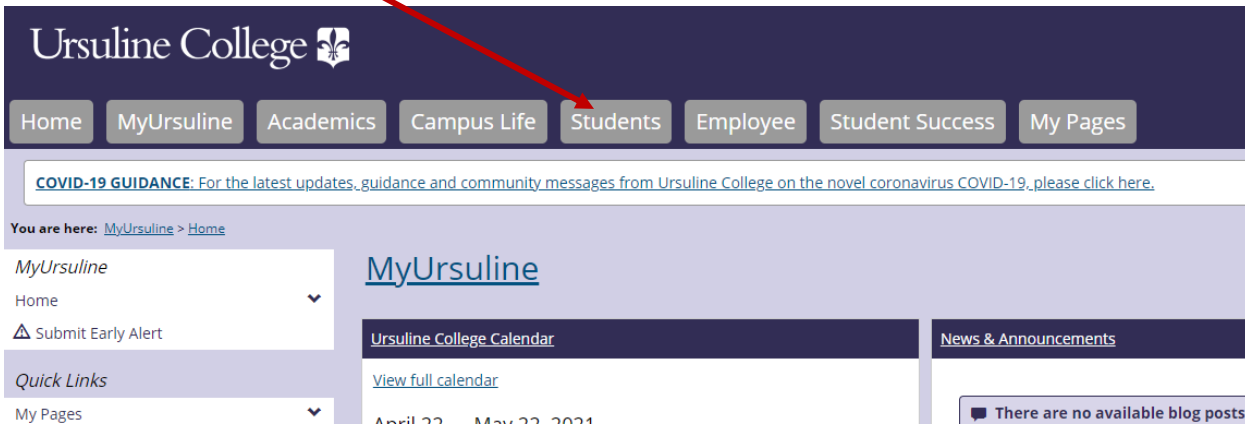


How view a student statement on CashNet

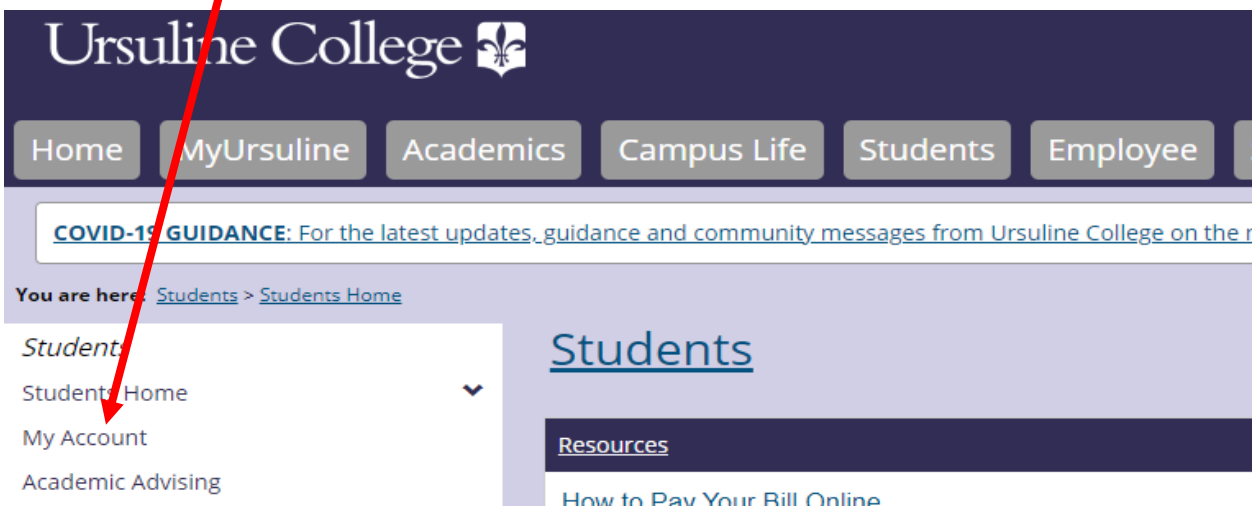
1. Go to My Ursuline at <https://my.ursuline.edu/ics>
2. Login on the upper right side of the screen.



3. Click on the Students tab.



Click on My Account.



4. Click on the link Go to CashNet to:

The screenshot shows the Ursuline College website navigation menu. The top navigation bar includes links for Home, MyUrsuline, Academics, Campus Life, Students, and Employee. Below this is a COVID-19 guidance banner. The main navigation area is titled 'My Account' and includes a sidebar with links such as Students Home, My Account, Academic Advising, Commencement, Course Information, Financial Aid, International Students, and Library Services. The 'My Account Info' section is expanded, showing a 'CashNet' section with a link 'Go to CashNet to:' and other options like 'View/print your statement', 'Make a payment', and 'Set up an authorized user'. A red arrow points from the 'Go to CashNet to:' link in the sidebar to the same link in the expanded 'My Account Info' section.

5. Click on Statements.

The screenshot shows the 'Overview' page in the My Account system. The top navigation bar includes the Ursuline College logo and the text 'VALUES-VOICE-VISION'. The main navigation area is titled 'Overview' and includes a sidebar with links for My Account, Overview, Activity Details, Make a Payment, Transactions, Statements, and Sign Out. The 'Overview' section displays the user's name 'Ann Britton' and the college name 'Ursuline College'. Below this is a 'Summary' section with the text 'Your account does not currently have any outstanding charges.' A red arrow points from the 'Statements' link in the sidebar to the 'Statements' link in the main navigation area.

End of instructions.