Accessing your myUrsuline Account

All students have 24/7 access to their class schedule, grades, student account and financial aid information through their myUrsuline account. To access your account, click the link at the bottom of the Ursuline website page as shown below.
Logging On

When you click the link, the myUrsuline sign on page will open. To sign on, you need to use your Ursuline username and password. Your user name is firstname.lastname and the password are the initials of your first and last name with the first 5 digits of your social security number. Example:

Mary Smith, SSN 123-45-6789

Username: mary.smith
Password: ms12345

Student Ursuline e-mail address: mary.smith@ursuline.edu

For those students who enrolled at Ursuline before the Summer 2013 semester, your username and e-mail address are a bit different. It includes just your first initial and full last name:

Username: msmith
E-mail: msmith@ursuline.edu
Student Tab – Student Home page

Once signed in, you will be on the myUrsuline Home Tab, you will need to click on the Students Tab along the top of the screen (just under the logo and your name) to access most of the information that you will need. This tab will default to the Student Home information where you can view your schedule, grades and other academic information.
Course Information Page

Along the bar on the left hand side of the page, you will find links to other office information. The top link is Course Information. You will use this link when on-line registration is open to add and drop classes. You can also use this link to view the class offerings and descriptions for the semester. Registration is only open at certain times during the semester. You will meet with your advisor to review class options for the coming semester and be informed of when your assigned registration period will be at that time.
Financial Aid Page and Net Partner

The second link is Financial Aid – this page includes information on how to sign on to Net Partner to access your financial aid award. The Net Partner system includes your financial aid award for the year, all financial aid documents and forms, information on your student loan indebtedness, information needed to complete your file, and special messages about your aid award. Click the link labeled ‘Net Partner’ at the bottom of the page to access the system.
Student Accounts – Statements and Payments

You can view your account information, payment plans and statements through the Student Account Tab. To view just the balance for your account, click on the My Account Balances link. Full .pdf copies of your monthly statements are available through the ‘Go to CashNet’ link.
CashNet – Making Payments and Authorizing Payors

In order to make on-line payments, you need to click the link to CashNet. You can view account activity through this webpage as well as view and print copies of your monthly statements, see recent payments you have made, and set up a user account for parents and/or spouses to make payments. Please note that on-line credit card payments are assessed a 2.75% fee in addition to your payment, but electronic check payments have no additional fee.

Make payments and view account detail

Set up account for parents/spouse to make payments on-line for you

Review/print copies of your monthly statements

![CashNet Interface](image)