

## Spring 2024 Required Items list

Go to <https://www.mnu.edu/portal> Click **Self-Service Banner**

Click "Enter Secure Area" and log in. Your login is the beginning of your MNU email address.  
Your password is the last six digits of your social security number unless you have changed it.

<b>1</b>	<b>Choose whether you are waiving <b>or</b> keeping the MNU Student Health Insurance</b>		
	<table border="1"><tr><td><b>If you are <u>waiving</u> the MNU Student Insurance:</b><ul style="list-style-type: none"><li>➤ Click Personal Information</li><li>➤ Surveys</li><li>➤ <a href="#">Trad Undergrad Waive Spring '24 Student Insurance</a></li><li>➤ Click "I have other coverage" and Survey Complete</li></ul></td><td><b>If you are <u>keeping</u> the MNU Student Insurance:</b><ul style="list-style-type: none"><li>➤ Click Personal Information</li><li>➤ Surveys</li><li>➤ <a href="#">Trad Undergrad Keep Spring '24 Student Insurance</a></li><li>➤ Click "I agree" and Survey Complete</li></ul></td></tr></table>	<b>If you are <u>waiving</u> the MNU Student Insurance:</b> <ul style="list-style-type: none"><li>➤ Click Personal Information</li><li>➤ Surveys</li><li>➤ <a href="#">Trad Undergrad Waive Spring '24 Student Insurance</a></li><li>➤ Click "I have other coverage" and Survey Complete</li></ul>	<b>If you are <u>keeping</u> the MNU Student Insurance:</b> <ul style="list-style-type: none"><li>➤ Click Personal Information</li><li>➤ Surveys</li><li>➤ <a href="#">Trad Undergrad Keep Spring '24 Student Insurance</a></li><li>➤ Click "I agree" and Survey Complete</li></ul>
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<b>2</b>	<b>Accept the Financial Responsibility Agreement:</b> <ul style="list-style-type: none"><li>➤ Click Student Services</li><li>➤ Click Registration</li><li>➤ Click Add or Drop Classes</li><li>➤ Pick Spring 2024/<b>Undergraduate</b> – Submit</li><li>➤ Read and Accept the Financial Responsibility Agreement</li><li>➤ If you are asked for a PIN, you are done with this step</li></ul>		
<b>3</b>	<b>Authorize Financial Disclosure: (this gives Student Accounts permission to talk with those you put on this form)</b> <ul style="list-style-type: none"><li>➤ Click Student Services</li><li>➤ Student Account</li><li>➤ Authorize Financial Disclosure</li><li>➤ Name those you give permission for us to talk with about your student account.<ul style="list-style-type: none"><li>▪ <u>Put 0000 in the SSN box – this is not used but is a required field</u></li></ul></li></ul>		
<b>4</b>	<b>Look over your charges and aid:</b> <ul style="list-style-type: none"><li>➤ Click Student Services</li><li>➤ Student Account</li><li>➤ Account Detail for term, then Spring 2024/Undergraduate</li><li>➤ This will show your charges and pending aid<ul style="list-style-type: none"><li>▪ If aid is not showing that you are expecting, you may need to accept Financial Aid items and should have received instructions to do this</li><li>▪ If all your aid is showing and you have a balance due, click "Make a Payment" to make your one-time payment or set up a payment plan<ul style="list-style-type: none"><li>○ Payments made with a debit or credit card have a 2.85% processing fee.</li><li>ACH/checking account payments avoid the processing fee.</li></ul></li></ul></li></ul>		
<b>5</b>	<b>Complete the Confirmation form indicating how you are covering your balance for the semester:</b> <ul style="list-style-type: none"><li>➤ Click Personal Information</li><li>➤ Surveys</li><li>➤ <a href="#">Trad Undergrad Spring '24 Confirmation Form</a> – complete <b>all 5</b> questions before clicking Survey Complete</li></ul>		

The Cashier's Office will be checking to see when these items are complete and will "confirm" you.

Your status can be seen at Student Services, Registration, Am I Confirmed?

Questions – [studentaccounts@mnu.edu](mailto:studentaccounts@mnu.edu) or [finaid@mnu.edu](mailto:finaid@mnu.edu)