Viewing Your Account Statement

After successful login to myniu.niu.edu:

Step	Action
1.	Select **MyNIU Student Center** from the **MyNIU Quick Links** area. This link opens directly to the **Student Center** page.
2.	In the Finances area, click the **View Account Statements** link.
3.	Click the **View Statement** link. **Note:** If you are using an iPad to view your statement, hold the press on the View Statement. You may receive a message about Java Script, click Open and this will allow you to continue viewing your statement. View Statement
4.	**Note**: Depending on the setting on your omputer, you may receive a windows about **Reading Untagged Document.** If so, read the statement and make your selection. The default value should be 'Read the entire document.' Otherwise, continue to the next step. Click the **Cancel** button. Cancel
5.	Review your statement.
6.	Click the **X** on the Main Browser Window to close the PDF version of the statement.
7.	Click the **Student Center** list item from the dropdown area to return to the Student Center. Student Center
8.	Click the **GO!** button.
9.	You have completed the Viewing Your Account Statement topic. **End of Procedure.**