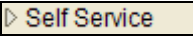
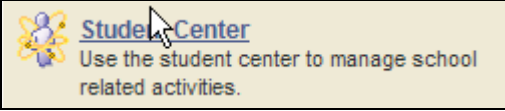
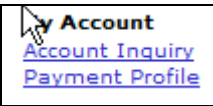










Print a Hard Copy of Your Bursar Account Activity with the NIU Logo Information.

1.	Login to your MyNIU account at http://myniu.niu.edu
2.	Navigate to Self Service > Student Center Click the Self Service link.  Click the Student Center link. 
3.	Click the Account Inquiry link within the Finance section. 
4.	Click the Charges Due tab. 
5.	If you have multiple lines of data, you may have to select the  button to display all charges.
6.	Click the Collapse Menu button (minus sign) in the upper left hand corner of the account screen. 
7.	Click the File menu at the top of your screen. 
8.	Click the Print Preview menu option. 
9.	 *Notice that this view of your Bursar account includes the Official NIU Logo at the top of the page.
10.	Click the Print Button from the Print Preview screen in the upper left hand corner of the window. 
11.	To close out of the Print Preview option, select the Close Button . 
12.	Repeat the above steps (5 – 11) to print from the Payments Tab which lists all payments. In addition, the Payments Tab will list the charges that were paid.