

7 THINGS YOU NEED TO KNOW

1 VIEW ACCOUNT ON THE PORTAL

- » Go to marywood.edu.
- » Sign on to the **MarywoodYOU Portal**.
- » Click on **Student Finance**.
- » Click on **Account Activity**.

2 SET UP A PAYMENT PLAN

- » Go to marywood.edu.
- » Sign on to the **MarywoodYOU Portal**.
- » Click on **Student Finance**.
- » Click on **Make a Payment**.
- » Click **Continue to Payment Center** to access the TouchNet payment page.
- » **Log in** through **Touchnet**.
- » Click Enroll in **Payment Plan**.

3 WAIVE OR ENROLL IN HEALTH INSURANCE FOR FULL TIME STUDENTS (NOT ENROLLED IN AN ONLINE PROGRAM)

- » Go to marywood.edu.
- » Click on **Forms** at the Top of the page.
- » Under **Student Health Services Forms** – Click **Health Insurance Waiver**.
- » You will be directed to **United Healthcare Student Resources** to Waive Coverage or Opt In. **You will need to take Action either way.**
 - Please note that it will take at least 10 additional business days for the fee to be dropped from the student's account, if the coverage is waived. **If the waiver process is not completed by the designated date, the student will automatically be enrolled by the First Risk Advisor Student Health Plan until the end of the academic year.**

4 MANAGE YOUR PACER POINTS

- » Go to marywood.edu.
- » Click on **Forms** on the top of the Page.
- » Under **Student Accounts Office Forms** – Click **Manage Pacer Points**.
- » Log in to **GET Funds** with the same credentials you use to log into MarywoodYOU.
- » Verify your email information and follow the instructions listed on the page.

5 GET YOUR REFUNDS DEPOSITED DIRECTLY INTO YOUR BANK ACCOUNT.

- » Go to marywood.edu.
- » Sign on to the **MarywoodYou portal**.
- » Click on **Student Finance**.
- » Select **Make A Payment**.
- » Log in through **Touchnet Payment Center**.
- » Click on **Refunds** on right-side bar or on top of the menu line.
 - **You will also need to fill out a refund request form to have your refund processed. This can be found by going to Marywood.edu and clicking on Forms on the top of the page. Under the Student Accounts Office forms, it is the Refund Request form.**

6 VIEW 1098T FORMS

- » Go to marywood.edu.
- » Sign on to the **MarywoodYOU Portal**.
- » Click on **Tax Information**.
 - **Please note that Marywood does not mail these forms. You will need to download and print the statement from the portal.**

7 AUTHORIZED USER FOR PAYMENTS

- » Go to marywood.edu.
- » In your **MarywoodYOU portal**, click on **Student Finance**.
- » Select **Make A Payment**.
- » Log in to continue to **Touchnet Payment Center**.
- » Click on **authorized users** on the right side bar.

Marywood
UNIVERSITY

STUDENT ACCOUNTS

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Student Accounts Office at Marywood University

has upcoming deadlines and pertinent information about your student account.