Using the Financials Menu in Bear Tracks
In this topic you will learn how to use the items in the **Financials** menu in Bear Tracks.
Using the Financials Menu in Bear Tracks

Step 1

When you log in to Bear Tracks as a student, you will automatically land on the Student Center page as your home page.

In the left-hand navigation menu, the Academics menu item will be expanded by default.
Step 2

To access the **Financials** menu, Click the **Financials** link.
Using the Financials Menu in Bear Tracks

Step 3

Once you click the **Financials** menu item, the **Academics** menu will collapse and the **Financials** menu will expand.
Using the Financials Menu in Bear Tracks

Step 4

To view the **Account Details** page, which will give you a summary of your tuition and non-instructional fee information, Click the **Account Details** link.
Using the Financials Menu in Bear Tracks

Step 5

This is the **Account Details** page.

Use the **Account Details** page to view your tuition and non-instructional fee balance for all terms and a summary of these fees as assessed and paid for each term.

**Note:** The fee payment information that appears on this page applies to Undergraduate and Graduate students only. For Continuing Education students, fees are due upon registration in a class.
Using the Financials Menu in Bear Tracks

Step 6

To view a more detailed summary of fee assessment and payment information for the Continuing Education Winter 2011 term, Click the **CE Winter Term 2011** option.
Step 7

Once you select the **Update My Fees** button, a tuition calculation will be performed on your account to ensure that all information is up to date. This may result in it taking some time to open the **Account Detail for Term** page.

Click the **Update My Fees** button.
Using the Financials Menu in Bear Tracks

Step 8

This is the **Account Detail for Term** page.

Use the **Account Detail for Term** page to view fee assessment and payment information for a specific term.
Using the Financials Menu in Bear Tracks

Step 9

To view additional information, Click the **down** scrollbar.
Using the Financials Menu in Bear Tracks

Step 10

To generate and view a **Fee Assessment** for each class that you have registered in, Click the **Fee Assessment** link.
Using the Financials Menu in Bear Tracks

**Step 11**

This is the **Fee Assessment - Select Time Period** page.

Use the **Fee Assessment - Select Time Period** page to select which terms you would like to view class fee assessment information in.
Step 12

In this example, you would like to view fee assessment information for classes in the Fall 2010/Winter 2011 Continuing Education terms.

Click the Fall 2010/Winter 2011 option.
Using the Financials Menu in Bear Tracks

Step 13

Click the **Continue** button.
Using the Financials Menu in Bear Tracks

Step 14

This is the Fee Assessment - View Details page.

Use the Fee Assessment - View Details page to select a class for which you wish to view fee assessment information for.
Using the Financials Menu in Bear Tracks

Step 15

In this example, you wish to view fee assessment information for the EXOS 4629 (Noise and Hearing Conservation) class.

Click the **EXOS 4629** option.
Using the Financials Menu in Bear Tracks

Step 16

Click the **Continue** button.
Using the Financials Menu in Bear Tracks

Step 17

Once the process has completed, the fee assessment will open as a PDF file in the current browser window.

You can save or print the fee assessment using the icons at the top of the PDF window.

To return to other pages in Bear Tracks, use the left-hand navigation menu.

Note: Using the browser's Back function may result in errors, so it is best to use the left-hand navigation menu.
Step 18

To view the Financial Holds page, which will show you whether you have any outstanding accounts (e.g. for the library, parking or tuition fee payment),

Click the Financial Holds link.
Using the Financials Menu in Bear Tracks

Step 19

This is the Financial Holds page.

Use the Financial Holds page to view any outstanding balances that you have.
Using the Financials Menu in Bear Tracks

Step 20

To view department and contact information for each of the financial holds,
Click the right scrollbar.
Using the Financials Menu in Bear Tracks

Step 21

Select the **T2202A Tax Form** link to generate and view your Tuition, Education, and Textbook Amounts Certificate.

Click the **T2202A Tax Form** link.
Using the Financials Menu in Bear Tracks

Step 22

This is the **T2202A Tax Form** page.

Use the **T2202A Tax Form** page to generate and view your Tuition, Education, and Textbook Amounts Certificate for tax purposes.
Using the Financials Menu in Bear Tracks

Step 23

In this example, you will generate a tax form for the 2002 taxation year.

Click the 2002 option.
Using the Financials Menu in Bear Tracks

Step 24

Click the **Continue** button.
Using the Financials Menu in Bear Tracks

Step 25

Once the process has completed, the T2202A form will open as a PDF file in the current browser window.

You can save or print the T2202A form using the icons at the top of the PDF window.

To return to other pages in Bear Tracks, use the left-hand navigation menu.

**Note:** Using the browser's Back function may result in errors, so it is best to use the left-hand navigation menu.
Congratulations! You have now learned how to use the items in the **Financials** menu in Bear Tracks.

End of Procedure.