

Illinois Institute of Technology/TouchNet Pay Path User Guide

Access the online system through the myIIT portal. Log in to the portal, and click the “Manage Student Account” link in the “Manage Account” box on the Finances tab.

The screenshot shows the myIIT portal interface. At the top, there are navigation tabs: Welcome, Academics, Student Life, **Finances**, Work, Banner Finance, Library, Research, My Stuff, and Training and Support. The date is December 2, 2010. The main content area is divided into three columns. The left column is titled 'Financial Aid - Main Campus' and contains contact information and announcements. The middle column is titled 'Financial Aid Awards' and contains sections for 'Financial Aid Requirements', 'Manage Account', and 'Manage My Student Account'. A red arrow points to the 'Manage My Student Account' link. The right column is titled 'Financial Aid - Downtown Campus' and contains contact information and quick links.

Click the Manage My Account button. This will open the secure online system in a new window.

The screenshot shows the myIIT portal interface with the 'Personal Information' tab selected. The navigation tabs are: Personal Information, Student, Financial Aid, Employee, and Finance. There is a search bar and a 'Go' button. Below the search bar, there is a 'Manage My Account' button highlighted with a red arrow. The footer contains 'RELEASE: 7.5' and 'IIT.edu home'.

Press Manage My Account to: View account, Enroll in payment plan, Make a payment, and Elect automatic refund deposits.

Refund profiles are created from the Quick View menu by clicking **Create a Refund Profile** tab.

The screenshot shows the Student Account Home page. The navigation menu includes: File, Edit, View, Favorites, Tools, Help. The main content area has an 'Announcements' section and a 'Quick View' section. The 'Quick View' section has buttons for: Current Account Status, eBills, Recent Payments and Credits, Enroll in a Payment Plan, and Create a Refund Profile. The 'Create a Refund Profile' button is highlighted with a red arrow. Below the 'Quick View' section, there is a 'Current Account Status' section with a red arrow pointing to the 'recent account activity' link.

Click **Payment Profile** button to create your profile. Select **Electronic Check** and press **Go**.

Complete the **Bank Account Information** screen and check the **Refund Option** box authorizing refunds to be deposited into this account. Press the **Save** button.