

EWU SCHOOL OF EDUCATION

registering & bills at-a-glance

We want to set you up for success with the tools you need to be successful. This at-a-glance guide provides steps for running a degree audit, registering, and paying your bills. **Important Deadlines:** <https://inside.ewu.edu/records-and-registration/calendar/calendar-online-accelerated/>

How to Run a Degree Audit and Register

1. Go to the [Degree Works Audit your Degree website](#). (Learn more about Degree Works with this Resource [Video](#)).
2. Scroll down to where the form reads the name of your degree, e.g., "Health and Physical Education Graduation Certificate."
3. Find the classes that have an open red circle ○ next to them, that means you still need to take those classes in order to complete your degree.
4. Register for Classes: Log on to [InsideEWU](#) and click on Eaglenet under Quick Links on the left-side of the page. Under the Student Tab, a. Select Registration, b. Add or Drop Classes Select the term. If your registration window is open, you will ask you to REGISTER FOR CLASSES.
5. You can use the Subject/Course Number field from your Degreeworks Audit to search for courses that are offered for the session you are hoping to register for.
6. Final Step - register for your classes

How to View/Pay your Account

1. Login to your account at Inside EWU <https://inside.ewu.edu/>.
2. Select MY ACCOUNT at the top of the page. This will bring up a menu. Select Make A Payment under the STUDENT FINANCIAL SERVICES tab.
3. You may be prompted to select a term. Select the most recent term, then click Pay Now. Again, you will be prompted to select a term. Select the most recent term, then select Pay Now. This action will take you to our payment portal. *Note: if the page does not appear, you may need to allow popups on your browser.
4. Select View Activity to see specific information about the balance due. Select Make Payment to pay your balance or sign up for a payment plan. (Note: you must sign up for a payment plan before the tuition deadline. If the payment deadline has passed, you will not have an option to set up a payment plan.
5. Add charges to your cart, then select continue.
6. Select your payment method, then follow the prompts. NOTE: We recommend paying via electronic check. Paying with a credit or debit card will result in a 2.85% convenience fee. The minimum fee is \$3.00.
7. *Taking 2 credits only with Financial Aid
8. *Paying balance first session

Instructions for viewing your statement

1. Login to your account at Inside EWU <https://inside.ewu.edu/>.
2. Select MY ACCOUNT at the top of the page. This will bring up a menu. Select MyStatement under the STUDENT FINANCIAL SERVICES tab.
3. The next page will bring up your most recent statement. PLEASE NOTE: The statement you see is a snapshot of what you owed on the date the statement was released. Your actual balance may be different if payments or charges were added after the statement date.
4. Select "Unbilled" to view charges added after the invoice date.
5. Select "Payment History" to view recent payments made on your account.