Office of Financial Aid & Scholarships
How to View Your Student Account Summary by term via BannerWeb

1. Go to www.morehouse.edu
   a. Scroll down to the bottom of the page
   b. Select “My Portal”

2. Provide appropriate login credentials.
   a. Click “Next”
3. An Okta Verify push notification will be sent to you.
   a. Click “Send Push”
   b. Once notification has been received, approve access request

5. Provide the same credentials used to log into MyPortal.
   a. Click “Sign In”

6. Select “Student Services & Financial Aid”
7. Select “Student Account”

8. Select “View/Pay Student Account”
9. Review summary of Student Account
   a. Few things to note:
      i. IF there is a (-) in the balance section, this means there is a credit on your account and a refund is due. Please contact the Morehouse Office of Student Accounts for refund schedule.
      ii. If there is NOT a (-) in the balance section, this means that you currently OWE A BALANCE to the college.
      iii. For a more detailed analysis of your account summary by term, select the “View Activity Details”
10. Review your detailed student account summary by term.

   a. **Detailed account activity**
      i. This section provides an overall snapshot of your charges and aid applied to determine your credit balance to be refunded or balance due to the college.
         1. Hint: For Total Amount Due: (-) means all tuition and fees are paid in full and a refund is due.
         2. If a (-) does NOT appear in this section, this means a balance is due to the college and must be paid in full.

   b. **Current Term Activity**
      i. This section provides a full breakdown of charges and aid that has been applied.

   c. **Current Term Pending Financial Aid Credits**
      i. This section provides the amounts of any pending Financial Aid.

   d. **Future Term Activity**
      i. This section provides a listing of any future Financial Aid that you may be receiving.

   e. **Other Credits**
      i. This section provides a detail list of any additional.

   f. **Prior Term Activity**
      i. This section provides a detail listing of previous term activity on your account.
Questions?

Email: studentfinancialservices@morehouse.edu

Phone Appointment: Click HERE to schedule an appointment

In-Person Walk-ins: To speak with an Advisor during office hours, click HERE to get in line OR text “MOREHOUSE” to 470-428-7843.

Office Hours:

- Monday – Thursday: 10:00am – 5:00pm
- Friday: 1:00pm – 5:00pm