



# HOFSTRA


## UNIVERSITY®

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prideandpurpose

### How to View Your Payment History

#### Students

- ✓ Visit: **my.hofstra.edu**
- ✓ Log in with your **Student Network ID** and **password**
- ✓ Select the **Menu Icon** 
- ✓ Select **Student Services** from the left menu
- ✓ Select **Student Payment Center**
- ✓ Click on the grey rectangle: **My Payment Center**
- ✓ Click **My Accounts** and select **Payment History**
- ✓ Under **All Payments** tab click on **drop down menu** arrow
- ✓ Select **Date Range** and enter **From** and **To** dates or select **Full Payment History**
- ✓ Click **View Report**
- ✓ Select **Show All Entries**
- ✓ Click **Print** to print or save as PDF

#### Authorized Users

- ✓ Visit: **my.hofstra.edu**
- ✓ Select **View Parent Services**
- ✓ Under **Family Resources**, click **Online Payment Center**
- ✓ Log in with email address and password
- ✓ Follow above prompts from **“Click My Accounts”**