

1355 West Highway 10 Anoka, MN 55303 www.anokatech.edu

# **Online Student eServices Account**

Your Student eServices Account contains a wealth of information to get you connected to Anoka Technical College and all Minnesota State colleges and universities. All in one place. All on one dashboard. As a student at Anoka Technical College, you can log into your online student eServices account to access the following information and perform the following functions:

- 1. Register for classes and determine if you have met the financial requirements to remain registered after the tuition due date.
- 2. Drop classes and withdraw from classes.
- 3. View your grades for a specific term.
- 4. View your complete ATC academic record (i.e. grades for all classes taken at ATC).
- 5. View your Degree Audit Report (DARS) which shows graduation requirements completed and left to complete.
- 6. View the status of financial aid, including your award letter that shows the awards offered.
- 7. View your ATC financial account showing charges, payments, and any balance due.
- 8. Pay tuition and fees using a check or credit card.
- 9. Sign up for a payment plan.
- 10. Change your permanent address, email address, and telephone number.

# Logging In

Go to <a href="www.anokatech.edu">www.anokatech.edu</a>. Select <a href="eServices">eServices</a> at the top of the webpage. Proceed to login using your StarID and StarID password.

#### **Account Management**

- Allow someone else to view and pay your bill.
- View and change your address, demographic information, and email address.

### **Courses & Registration**

- Search for courses, making sure the semester indicator shows the correct semester.
  Click on the course name link to view important information on the course, such as the add/drop/withdrawal deadlines, cost, special messages, etc.
- Register for courses by adding them to your wish list, reviewing your plan, and confirming registration by entering your StarID password. You can also register through the "Quick Add (Register)" feature if your advisor has given you the course ID numbers.
- View/Modify Class Schedule to view and print your schedule. View and print your schedule after making changes to your registration to ensure the changes are accurate. To drop a course or withdraw from a course, ensure the semester indicator shows the correct semester. Click "View/Modify Schedule" and select the course you wish to drop or withdraw from. Enter your StarID password to confirm the action.

- Registration Holds will prevent future registration.
- Registration Access Code is not currently used by Anoka Technical College.
- Check your Registration Window to determine when you will be able to register for the selected semester.
- Check the Registration Log to view registration activity.

#### Academic Records

- Check Grades for a specific semester.
- View Unofficial Transcript for all courses taken at Anoka Technical College, grades received, and courses transferred in from other colleges.
- Degree Audit Report shows graduation requirements completed and left to complete.
- Degree Audit Portal shows when affect your coursework would have toward other programs ("what-if" audit).

#### Financial Aid

- Aid Application Status shows the status of your Financial Aid application.
- Awards show the Financial Aid awards for completed Financial Aid applications.
- Shopping Sheet compares costs and financial aid awards at different institutions.
- Awards by Credit Level shows the estimated awards based on the number of registered credits.
- Financial Aid Links bring you to the FSA ID, FAFSA, and other external sites.
- Direct Deposit Setup allows you to direct any overages of financial aid to a specific bank account.
- Loans is where you go to accept financial aid loans and complete the Master Promissory Note (MPN) and entrance counseling.

## **Bills and Payment**

- Account Detail to view charges and payments.
- Make Payments to make a payment on your student account.
- Prepayments to make a down payment for tuition and other fees that have not yet been posted to your student account.
- Payment Plan to enroll in an external payment plan.
- 1098-T Tax Form to see your tax form.

#### Student Employment (if applicable)

• Enter time worked, view earnings, set up direct deposit and view W-2 tax forms.

#### Contact Us

• Email links to offices on campus.

Be sure to log out when you are finished. Close the browser.