

HOW TO VIEW YOUR ACCOUNT INFORMATION

1. Log into **Self Service Carolina** at my.sc.edu.
2. Click on **Account Information**.
3. Click on **Account Summary by Period** to see detailed account information by period which includes charges and payments made on your account and your current account balance.
4. To view your account statement and payment history, click on the **Statement and Payment History** link at the bottom of the page. You will be informed if there are no account statements available for review. You can view the:
 - ◆ Date of payment
 - ◆ Term
 - ◆ Description
 - ◆ Amount paid
 - ◆ Unbilled charges at the bottom of the screen
5. Click on the **Account Detail by Term** link to see detailed descriptions of charges on your account, payments made and the account balance. You can see if charges on account are from a previous or future term.
6. Click on the **Select Term** link to see information on another term.
7. Click on the drop down menu to choose the term you would like to view.