

UW-PARKSIDE BILL PRINTING DIRECTIONS

1. Log on to your SOLAR account.
2. Under “Finances” select “Account Activity” in the drop down box and click “>>”.

The screenshot shows the UW-Parkside Solar Home website in a Microsoft Internet Explorer browser. The address bar displays the URL: <https://solar.uwp.edu/solar/EMPLOYEE/HRMS/Tab=DEFAULT>. The page layout includes a navigation menu at the top with links like 'View Schedule of Classes', 'View My Weekly Schedule', and 'View My Assignments'. Below this is the 'Student Center' header with a promotional message: 'For a chance to win an iPod, complete the NSSE click -> [NSSE Survey Link](#)'. The main content area is divided into several sections: 'Academics' (with 'Enrollment' and 'Academic History' sub-sections), 'Finances' (with 'My Account' and 'Financial Aid' sub-sections), and 'Personal Information' (with 'Demographic Data' and 'Contact Information' sub-sections). A search box for classes is located on the right side. The 'Finances' section is expanded, showing a message: 'You have no outstanding charges.' Below this, there is a dropdown menu for 'Account Activity' which is circled in black, and a '>>' button next to it. Other visible elements include 'Academic Records', 'aid awards', 'record.', 'Holds', 'To Do List', 'Enrollment Dates', 'Advisor' (Daphne Pham), and 'UW-Parkside Links'.

3. Select the appropriate term and click on the "Printer Friendly Page" button at the bottom.

The screenshot shows the Solar account activity page. The browser window title is "Account Activity - Microsoft Internet Explorer". The address bar shows the URL: https://solar.uwp.edu/ppp/solar_1EMPLOYEE/HRMS/USA_LEARNER_SERVICES/SSS_STUDENT_CENTER.GBL. The page has a navigation menu on the left with categories like "My Favorites", "UWP Applications", "Self Service", "Enrollment", "Campus Finances", "Campus Personal Information", and "Academic Records". The main content area has a search bar and a "go to..." dropdown. Below that are tabs for "summary", "activity", "charges due", "payments", "pending financial aid", and "make a payment". The "Account Activity" section has a "View by" dropdown set to "All Terms" and a "go" button. A table of transactions is displayed with columns for "Posted Date", "Item", "Term", "Charge", "Payment", and "Refund". The table contains 12 rows of transaction data. At the bottom of the page, there are buttons for "PRINTER FRIENDLY PAGE" and "MAKE A PAYMENT".

Posted Date	Item	Term	Charge	Payment	Refund
12/14/2008	E-CHECK PAYMENT	Winterim 2008-09		4.00	
12/14/2008	PAYMENTS WEB CREDIT CARD	Winterim 2008-09		2.05	
12/14/2008	WEB PAYMENT CONVENIENCE FEE	Winterim 2008-09	3.00		
12/14/2008	WEB PAYMENT CONVENIENCE FEE	Winterim 2008-09	0.05		
09/24/2008	Refund	Fall 2008-09			1.00
09/22/2008	PAYMENTS WEB CREDIT CARD	Fall 2008-09		1.03	
09/22/2008	WEB PAYMENT CONVENIENCE FEE	Fall 2008-09	0.03		
08/13/2008	Refund	Summer 2007-08			3.00
08/03/2008	E-CHECK PAYMENT	Summer 2007-08		4.00	
08/03/2008	PAYMENTS WEB CREDIT CARD	Summer 2007-08		2.05	