

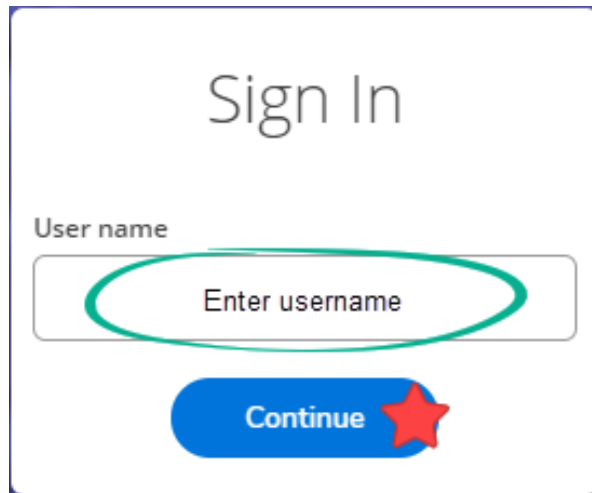
**RANGER PORTAL:
STUDENT FINANCE USER GUIDE**

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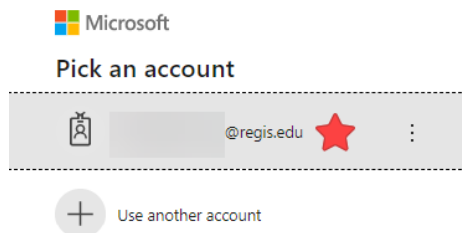
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Navigating to Ranger Portal

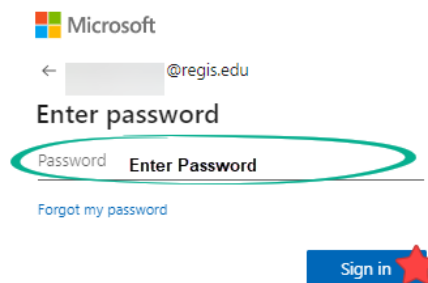
- Head to rangerportal.regis.edu; you will be prompted to enter your username (omitting "@domain.com"):



- You will then be taken to the Microsoft Single Sign On login page; select the appropriate account:



- Then, enter your password and click "Sign in":



- **Note:** The Proxy login process will be slightly different than the student login process. A user guide is available for Proxy users.

Ranger Portal Home Page

- From the home screen, you will be able to select between the following account management categories:



Student Finance

Here you can view your latest statement and make a payment online.



Tax Information

Here you can change your consent for e-delivery of tax information.



Financial Aid

Here you can access financial aid data, forms, etc.



Banking Information

Here you can view and update your banking information.

Student Finance

Account Summary

- After clicking on the “Student Finance” category, you will be directed to the Account Summary page. Here, you will see the current amount due on the account. Additionally, you can:
 - Select “Make a Payment” to go to the payment screen
 - Select “Account Activity” to view a detailed account statement of the current term.
 - You can also view the account activity for past or upcoming terms by clicking on the desired semester.

Account Summary

View a summary of your account

Account Overview

Current and Past Term Amounts Due	\$5,645.00	
<hr/>		
= Total Amount Due	\$5,645.00	★ Make a Payment
<hr/>		
Total Account Balance	\$5,645.00	★ Account Activity
<hr/>		
2020 Spring Semester	\$5,645.00	
2019 Fall Semester ★	\$0.00	
2019 Summer Semester	\$0.00	
2019 Spring Semester	\$0.00	
2018 Fall Semester	\$0.00	
2018 Summer Semester	\$0.00	
2018 Spring Semester	\$0.00	
2017 Fall Semester	\$0.00	
2017 Summer Semester	\$0.00	

- **Note:** Also notice the “Helpful Links” along the side, which will take you to the Academic Calendar, Cost of Attendance Page, Course Withdrawal Form, and other helpful resources available online!

Account Activity

- Firstly, on the “Account Activity” screen, you will see a yellow information box containing the tuition due dates for the upcoming term; you can click “Tuition Due Dates” to view more information on tuition due dates and payment plans:

Welcome to the Ranger Portal at Regis University!

If you encounter any issues or have questions regarding any details displayed, please do not hesitate to contact the Office of Student Accounts at stuacct@regis.edu.

Please see below or visit [Tuition Due Dates](#) for Fall 2020 tuition due dates.

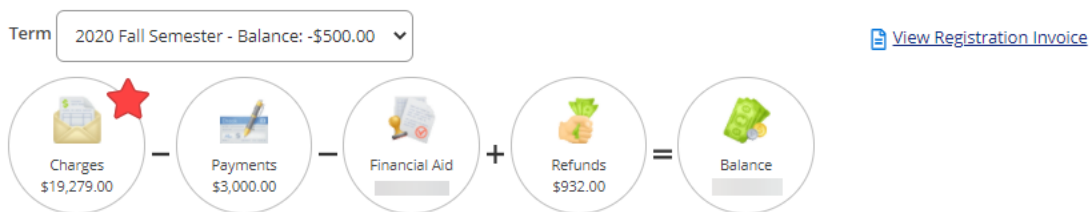
Fall 2020 Tuition Due Dates:

Undergraduate Students within Traditional Programs:
Fall 2020 = 8/1/2020

Graduate Students & Undergraduate Students within Online and Accelerated Programs:
Fall 2020, Semester = 8/17/2020
Fall 2020, 5-Week-1 = 8/24/2020
Fall 2020, 7-Week-1 = 8/24/2020
Fall 2020, 8-Week-1 = 8/24/2020
Fall 2020, 5-Week-2 = 9/28/2020
Fall 2020, 7-Week-2 = 10/19/2020
Fall 2020, 8-Week-2 = 10/19/2020
Fall 2020, 5-Week-3 = 11/2/2020
Fall 2020, Variable = First Day of Course Term

Graduate Students and Undergraduate Students in Online and Accelerated Programs: The tuition due date for each course is due by the first day of the course term. Please see above, visit [Tuition Due Dates](#) or access your Registration Invoice course schedule, found on the Account Activity page under the View Registration Invoice link, to view your specific Course Term dates.

- Below, you will see a link on the right, “[View Registration Invoice](#),” which will generate a comprehensive breakdown of the term charges, credits, and schedule on University letterhead. You will also see bubbles which show a breakdown of the charges and credits applied to the account within a given term:



- Click the bubble to expand each section to see a more detailed view of what constitutes the balance.
- **Note:** You can download payment receipts by clicking the respective receipt number listed under “Payments.” Additionally, you can use these dropdowns to monitor the status of your financial aid disbursement and refunds, if applicable.

Expand All

Charges		▼
Payments		★ ▼
Financial Aid		★ ▼
Refunds	\$932.00	★ ▼
Balance		

Make a Payment

- On the make a payment screen, you will see a breakdown of the charges on the account. From here, you select the items which you'd like to pay toward (partial or full), or you can create a payment plan:

Total Payment : \$2,885.00 E-Commerce Visa

Proceed to Payment
Create Payment Plan

- To pay a portion or the entirety of a due item, select your payment method (all major credit/debit or e-check), the amount you'd like to pay, and select "Proceed to Payment":

Total Payment : \$2,885.00 E-Commerce Visa

Proceed to Payment
Create Payment Plan

Collapse All

Select	Item	Amount Due	Amount to Pay
Other \$19,545.00 <input type="button" value="^"/>			
<input checked="" type="checkbox"/>	Select the item which you would like to pay toward	\$25.00	\$ <input type="text" value="Enter desired payment amount up to the amount due"/>
<input type="checkbox"/>		\$500.00	\$ <input type="text" value="You can pay on multiple items at one time"/>
<input type="checkbox"/>		\$19,020.00	\$ <input type="text"/>
Total Amount Due			\$19,545.00

- You will be directed to confirm your payment amount; if correct, select "Pay Now" to enter your payment information:

Payment Review

Review your Payment Information below

Payment Review

Payment Information	
Item	Amount
Student Receivables	\$2,885.00
Service Fee	\$20.00
Total Payment Amount	\$2,905.00

Payment Method: E-Commerce Visa

Pay Now

***Note:** A 1% service fee (up to \$20) is applied to any online payment

Create a Payment Plan

- To create a payment plan, select “Create Payment Plan” from the option bar:

Total Payment : \$2,885.00 Choose a Payment Method ▼ Proceed to Payment Create Payment Plan

- You will select the due balance you would like to install in a payment plan, then click “Continue”:

Select an item for a Payment Plan (you can only choose one)

2018 Fall Semester			
Item	Payment Group	Date Due	Amount Due
Student Receivables	WEBGL	8/27/2018	\$3,080.00

Cancel
Continue

- You will now see a total breakdown of the payment plan, including the total amount of the payment plan, the due date of each payment, and the amount due for each payment:

Review these payment plan terms and check the box at the bottom to continue.

Payment Plan Summary		Payment Plan Schedule	
Student		7/15/2018	\$565.00
Term	2018 Fall Semester	8/15/2018	\$513.00
Original Plan Amount	\$3,080.00	9/15/2018	\$513.00
Number of Payments	6	10/15/2018	\$513.00
Frequency	Monthly	11/15/2018	\$513.00
Flat Late Fee	\$15.00	12/15/2018	\$513.00
Setup Charge	\$50.00		
Total Plan Amount	\$3,130.00		

Payment Plan Terms and Conditions

REGIS PAYMENT OPTION PAYMENT PLAN TERMS & CONDITIONS:
Payments are due the 1st or 15th day of the month, determined by

agree to the terms and conditions outlined above.

- Note:** The number of payments in a payment plan and the payment due date will depend on when the payment plan is initiated. We suggest initiating your payment plan at the beginning of each semester for the maximum amount of payments!
 - The \$50 setup fee will automatically be applied to the first payment due for *each* payment plan. We suggest registering for *all* courses for a semester prior to creating a payment plan.
- A \$15 late fee will not be applied unless a payment becomes past due. A late fee will be applied once for each late payment.

Paying on a Payment Plan

- There is little difference when paying on a payment plan, however, instead of an itemized list of charges, you will see a payment plan schedule:

2018 Fall Semester					\$3,130.00
Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	Payment Plan 99722 - Student Receivables	WEBGL	7/15/2018	\$565.00	\$ 565.00
<input type="checkbox"/>	Payment Plan 99722 - Student Receivables	WEBGL	8/15/2018	\$513.00	\$
<input type="checkbox"/>	Payment Plan 99722 - Student Receivables	WEBGL	9/15/2018	\$513.00	\$
<input type="checkbox"/>	Payment Plan 99722 - Student Receivables	WEBGL	10/15/2018	\$513.00	\$
<input type="checkbox"/>	Payment Plan 99722 - Student Receivables	WEBGL	11/15/2018	\$513.00	\$
<input type="checkbox"/>	Payment Plan 99722 - Student Receivables	WEBGL	12/15/2018	\$513.00	\$

- Each payment installment will specify the amount due and the due date. Again, you are able to make a portion of the payment at any time, but cannot specify an amount greater than the amount due for a particular item. You can still optionally pay more than one item at once.
- To better protect your sensitive information, automatic payments are not available for payment plans.

Banking Information

- Use the “Banking Information” tab on Ranger Portal to securely link your bank account for direct deposit of refunds or reimbursements in lieu of a mailed paper check.
 - To add a new account, select “+Add an Account”

- On the next page, make sure the “Refund, Reimbursement, & Payment Deposit” is set to “Activate”
- You will need to specify the date you would like this account activated. All refunds, reimbursements, or payment deposits will be direct deposited following this date

- You will then be prompted to enter your bank account information (country, routing number, and account number) and identify the account type (checking or savings).

OFFICE OF ENROLLMENT SERVICES

- Be sure to thoroughly read the terms and conditions. If you accept, click “I Accept” and then “Submit”:

Edit Bank Account Details

Country of Bank

Routing Number *
 ?
[View sample check image](#)

Bank Account Number *
 ?
[View sample check image](#)

Re-enter Bank Account Number *
 ?
[View sample check image](#)

Account Type
 ▼

Terms and Conditions

Students I hereby authorize Regis University to (1) transfer the full amount of the credit balance on my student account, as a result of a Financial Aid Reimbursement after deductions for tuition, fees, housing, and other charges, to the financial institution and account number provided ("Account"), and (2) if necessary initiate debit entries and adjustments for any credit entries made in error against the Account. This authorization will remain in effect until canceled in writing, or upon graduation. A new authorization must be completed if I change my Account, close my Account, or change financial institutions. Failure to do so will cause a delay in receiving my deposit. I understand that: The credit balance on my student account resulting from a Financial Aid disbursement will be deposited directly to my Account. Prior to writing any checks or attempting to withdraw deposited funds from the Account, I should verify with my financial institution receipt of funds. If, during subsequent evaluations, the Financial Aid office or any Third Party sponsor determines my financial aid need or eligibility has changed, I may be required to repay all or a portion of awards credited to my Account. Failure to repay these funds could result in financial holds being placed on all my academic records and/or referral of my student account for collection or litigation. In the event of an error, I understand that Regis University assumes no responsibility for processing a replacement transaction until the funds are returned to Regis University by my financial institution. I agree to notify Regis University immediately by contacting Regis University Accounts Payable Department via WebAdvisor or directly of any changes to information pertaining to Account, errors, fraudulent activity or to terminate this authorization. I also understand that I should ensure that my address information is current by accessing my WebAdvisor account. Please direct questions to the Accounts Payable Office at 303-458-4130.

I agree to the terms and conditions

By clicking "I agree" you are agreeing to the above terms and conditions. Once complete, click "Submit"

Back Submit

- Now, from the “Banking Information” screen, you will see your new account has been added, and is listed as “Not Verified.” Your account will verify within 2 banking days:

REGIS UNIVERSITY

👤
↶ Sign out
? Help

[Financial Information](#) · [Banking Information](#)

⚠️ [WebAdvisor](#) access has been redirected. Please click the link to proceed to [WebAdvisor](#).

Banking Information

- **Tools once your account is activated:**

- Once you see that your account has been verified, you will be able to click on the account to view more detailed information:

The screenshot shows the 'Banking Information' page. At the top, there is a navigation bar with 'REGIS UNIVERSITY' and 'Sign out' and 'Help' buttons. Below this is a breadcrumb trail: 'Financial Information > Banking Information'. A warning message states: 'WebAdvisor access has been redirected. Please click the link to proceed to WebAdvisor.' The main heading is 'Banking Information'. Underneath, there is a section for 'Active Accounts' with a '+ Add an Account' button. A table lists accounts with columns for 'Refunds, Reimbursements & Payments', 'Verification', and 'View All'. One account is listed as 'New Account' with a 'Verified' status. A red callout box with an arrow points to a star icon next to the 'Verified' status, with the text 'Click to view more detailed account information'.

- From this page, you are able to deactivate the account, or select “View Bank Account Details”:

The screenshot shows the 'View Bank Account Details' page. At the top, there is a navigation bar with 'REGIS UNIVERSITY' and 'Sign out' and 'Help' buttons. Below this is a breadcrumb trail: 'Financial Information > Banking Information'. A warning message states: 'WebAdvisor access has been redirected. Please click the link to proceed to WebAdvisor.' The main heading is 'Banking Information'. Underneath, there is a section for 'New Account' with a 'Back' link. A red callout box with an arrow points to a toggle switch labeled 'Activate' with the text 'Use the toggle to activate or deactivate direct deposit into this account'. Below the toggle, there is a 'View Bank Account Details' button with a star icon. At the bottom, there is a 'Save' button and a 'Cancel' button. A red callout box with an arrow points to the 'Save' button with the text 'Be sure to "Save" if you modify this screen!'. The footer contains the copyright notice: '© 2000-2020 Ellucian Comp'.

- In “View Bank Account Details,” you will have the option to rename your account and view limited account information:

Edit Bank Account Details

Regi's Checking Account

Account # ...

Account Nickname

Tax Information

- The “Tax Information” feature allows you to view and download any previous 1098-T tax document received while attending Regis.
 - In order to access your 1098-T statement(s) electronically, you will first need to set preferences for receiving the document:

[1098 Information](#)

Select an option below to set your preferences for receiving your electronic 1098:

Receive my 1098 only in electronic format

i By selecting this option, I agree to receive my official 1098-E and/or 1098-T only in electronic format by accessing the web and viewing/printing. I understand that by consenting to receive my 1098 tax forms in electronic format, I will not receive a paper 1098 statement. I understand that I have the ability at any time to return to this form and remove my consent.

Withhold my consent

! I choose to withhold my consent and understand by doing so that I will receive my official 1098-E and/or 1098-T in paper format. I understand that I have the ability at any time to return to this form and consent to receiving my official 1098-E and/or 1098-T in electronic format only.

Cancel
Save


- If you choose to receive your 1098-T forms electronically, you will not receive a hard-copy by mail. You are able to update your preferences at any time.
- Once preferences are updated, you can now see the 1098-T statement(s) you’ve received while attending Regis University:

1098 Statements

Tax Year	Notation
2019	2019 1098T Statement
2018	2018 1098T Statement
2017	2017 1098T Statement
2016	2016 1098T Statement
2015	2015 1098T Statement
2014	2014 1098T Statement
2013	2013 1098T Statement
2012	2012 1098T Statement

- If, at any time, you would like to withhold your consent to receive your 1098-T statement electronically, select “Change Preferences” at the top of the page:

You have opted to receive your 1098 in electronic format.


[Change Preferences](#) 


 **Receive my 1098 only in electronic format**


- Then, select “Withhold my consent”:

Select an option below to set your preferences for receiving your electronic 1098:

- Receive my 1098 only in electronic format

 By selecting this option, I agree to receive my official 1098-E and/or 1098-T only in electronic format by accessing the web and viewing/printing. I understand that by consenting to receive my 1098 tax forms in electronic format, I will not receive a paper 1098 statement. I understand that I have the ability at any time to return to this form and remove my consent.

-  Withhold my consent

 I choose to withhold my consent and understand by doing so that I will receive my official 1098-E and/or 1098-T in paper format. I understand that I have the ability at any time to return to this form and consent to receiving my official 1098-E and/or 1098-T in electronic format only.

[Cancel](#)

[Save](#) 

- Follow the same steps outlined above if you ever choose to re-grant consent to receive your 1098-T statement electronically.