

One.IU- On-Line Instructions - Student Accounts

Direct Deposit Sign Up (students only)

1. Click one.iu.edu
2. In the search box type "Direct Deposit of Bursar Refunds".
3. Login with your username and passphrase.
4. Follow prompts to add or update your direct deposit account info.

How to Make a Payment On-line - Student

1. Go to: one.iu.edu
2. Login with your username and passphrase.
3. Select "Pay" under amount due or select "More Payment Options" for the personal deferemet (payment plan) if eligible.
4. If you need to view a current bill, click on the Statement tab
 5. Activity that has not been billed will show under the New Activity tab

How to Make a Payment On-line - 3rd Party User

1. Go to: one.iu.edu
2. In the search box type "3rd Party User Access".
3. Click start and login with the student's ID Number and the username and password that was assigned by the student.
4. Select "Pay" under amount due or select "More Payment Options" for the personal deferemet (payment plan) if eligible.
5. If you need to view a current bill, click on the Statement tab
 6. Activity that has not been billed will show under the New Activity tab

Setting Up a 3rd Party User (students only)

1. Go to: one.iu.edu
2. In the search box type "Set Up 3rd Party Users".
3. Click start and login with your username and passphrase.
4. Follow prompts to add or delete a 3rd Party User.
5. Read and Accept the FERPA disclosure agreement, if required.
6. Provide a username, password, first and last names for your user.

Password must be at least 8 characters, contain 1# is case sensitive.
7. Click the "Bursar Balances and Bills" box.
8. Enter the 3rd Party User's email address; confirm by entering again.
9. Click Save User.
10. You must provide the password to the user so s/he can use the unique login to access your account. An e-mail message will be sent to the 3rd Party User containing the username you created.

To Find Your University ID Number (students only)

1. Go to: one.iu.edu
2. In the search box type "University ID".
3. Click start and login with your username and passphrase.
4. Your ID number should be listed under the Demographic info.

To View and Print a Bill - Student

1. Go to: one.iu.edu
2. In the search box type "IU Bursar Pay".
3. Click start and login with your username and passphrase.
4. Click Statement Tab, click PDF to view/print statement
5. Activity that has not been billed will show under the New Activity tab.

To View and Print a Bill - 3rd Party User

1. Go to: one.iu.edu
2. In the search box type "3rd Party User Access".
3. Click start and login with the student's ID Number, the username and password that was assigned by the student.
4. Click Statement Tab, click PDF to view/print statement
5. Activity that has not been billed will show under the New Activity tab.

To Cancel or Reduce Your Loan (students only)

1. Go to: <http://www.iun.edu/bursar/>
2. Click on Money Matters and click link Loan Reduction or Cancelation under forms and complete form.
3. Bring copy of confirmation email sent to your IUN email account if you wish to return funds already received along with guaranteed funds to the Office of the Bursar

Title IV Authorization (students only)

1. Go to: one.iu.edu
2. In search type "Financial Aid Student Authorization"
3. Click start and login with your username and passphrase.
4. Click Grant Authorization, select Northwest.
5. Click next and check the Yes box, click submit.

Request 1098-T - Students

1. Go to: one.iu.edu
2. In the search box type "1098T Tax Form".
3. Click start and login with your username and passphrase.
4. Select appropriate tax year to print PDF

Request 1098-T - 3rd Party Users

Note: Student must grant access to 3rd Party User first

1. Go to: one.iu.edu
2. In the search box type "3rd Party User Access".
3. Click start and login with the student's ID Number, the username and password that was assigned by the student.
4. Select View and Download 1098T
5. Select appropriate tax year to print PDF