# One.IU- On-Line Instructions - Student Accounts

## Direct Deposit Sign Up (students only)
1. Click [one.iu.edu](http://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.

## To View and Print a Bill - Student
1. Go to: [one.iu.edu](http://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.

## How to Make a Payment On-line - Student
1. Go to: [one.iu.edu](http://one.iu.edu)
2. Login with your username and passphrase.
3. Select "Pay" under amount due or select "More Payment Options" for the personal deferement (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.

## To View and Print a Bill - 3rd Party User
1. Go to: [one.iu.edu](http://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.

## How to Make a Payment On-line - 3rd Party User
1. Go to: [one.iu.edu](http://one.iu.edu)
2. In the search box type "3rd Party User Access".
3. Select "Pay" under amount due or select "More Payment Options" for the personal deferement (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.

## Setting Up a 3rd Party User (students only)
1. Go to: [one.iu.edu](http://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 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.

## Title IV Authorization (students only)
1. Go to: [one.iu.edu](http://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](http://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](http://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

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For additional instructions, please visit the bursar's website at [www.iun.edu/bursar](http://www.iun.edu/bursar)