UAConnect Knowledge Center

Financial Agreement Activity Guide

You will receive an email indicating that a *Student Financials Agreement* item has been added to the To Do List in the Notifications tile on your Student Homepage. This must be completed before you enroll in future terms at the UA. An enrollment hold has been placed on your account to comply with this federal requirement. The hold will be removed once you complete this task.

- 1. Log in to your Student homepage and click the Notifications tile.
- 2. Click the To Do's link and select the Student Financials Agreement item.

🔇 Student Homepage	UA Notifications			∱ ₹
🚫 Holds	To Do's			
👔 To Do's				1 row
	Task	Due Date	Status	
	Student Financials Agreement		Assigned	>

Next >

3. Read the **Welcome** Introduction. Click **Next** to continue.

Exit	Student Financials Agreement 💦 👘 Next 🗲 📃				
1 Introduction Visited	Step 1 of 4: Introduction Welcome to your Financial Agreement				
2 Emergency Contacts Not Started	On the following pages you will be presented with the ability to add/edit your emergency contacts and complete your Financial Agreement.				
3 Financial Agreements Not Started	After you have completed your <i>Financial Agreement task</i> from your To Do List items, your <i>Pre-registration Hold</i> will be removed. Click the highlighted MARK AS COMPLETE and/or SUBMIT and NEXT buttons as needed.				
4 Complete Task Not Started					

Emergency Contacts

4. Complete the **Emergency Contact** section.

🗙 Exit	Exit Student Financials Agreement			
1 Introduction Visited	Step 2 of 4: Emerge	ncy Contacts		Confirm
2 Emergency Contacts In Progress	+			
3 Financial Agreements Not Started	Contact	Phone	Preferred	
4 Complete Task Not Started	Ray Zorback	479/521-5366	~	>



- a. To edit a contact, click the **Contact** name to make any modifications and click **Save**.
- b. To delete a contact, click the **Contact** name and click **Delete**.

Cincel	Edit Contact	Sav
*Name	Ray Zorback ×	
*Relationship	Friend	
	✓ Preferred	
Primary Phone Number		
Country Code		
*Phone Number	479/521-	
Extension		
Other Phone Numbers		
No other phone numbers defined.		
Add Phone		
	Delete	

c. To **add** a contact click the + button above the contact name line. Input all information and click **Save** when finished.

Cancel	Add Contact Save
*Name	Ray Zorback
*Relationship	Friend
	✓ Preferred
Primary Phone Number	
Country Code	
*Phone Number	
Extension	
Other Phone Numbers	
No other phone numbers defined.	
Add Phone	

- 5. Click **Save** to return to the Emergency Contacts page.
- 6. When all contact information is correct, click **Confirm** then click **Next** to continue.

<u>к</u>	Student Financials Agreement	۲	Previous	Next >
ep 2 of 4:	Emergency Contacts			Confirm
+ Contact	Phone	Preferred		
Ray Zorback	479/521-	~	>	

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Financial Agreements

7. Read the Financial Agreement section.



- 2. Click the Accept checkbox and Save.
- 3. Click **Submit** on the last page to complete the Student Financials Agreement Activity Guide.
- 4. Click the Menu icon to return to your homepage or exit UAConnect.

× Exit	Student Financials Agreement 💦 💦	< Previous	
1 Introduction Visited Image: Complete 2 Emergency Contacts Complete Image: Complete 3 Financial Agreements Complete Image: Complete	Step 4 of 4: Complete Task <u>Complete Task</u> Once you have completed each step please click the Submit button to complete. Click the Menu icon and click the return to home item.	e to exit the to d	lo
4 Complete Task Complete			