

## Step 1: Login into my.longwood.edu

You should see the screen below

The screenshot shows the My LONGWOOD website home page. At the top left is the My LONGWOOD logo. At the top right is the Longwood University logo. Below the logo is a search bar. To the right of the search bar are four utility links: Accessibility, Help, Site Map, and Sign Out. Below these is a navigation menu with tabs for Home, Personal Information, Student, Faculty, Financial Aid, and Employee. The main content area is titled "Main Menu" and contains six boxes: Personal Information (View/update contact information or marital status; review name or social security number change information; View your Longwood ID Number and PIN.), Student and Account Summary (Apply for Admission, Register, View your academic records and view your student accounts), Financial Aid (Apply for Financial Aid, review Financial Aid status, review award history and loan application history.), Faculty and Advisors (Enter Grades and Registration, View Class Lists and Student Information), Employee (Leave reports, benefits and deductions, automobile registration system.), and Office of Professional Services.

## Step 2: Click on Student tab

The screenshot shows the Student and Account Summary page. The navigation menu at the top has the Student tab selected. The page title is "Student and Account Summary". There are four main sections: My Student Account (Account balance, billing history, payment plans, alternate email addresses, payment profiles and payment options), My Financial Aid Account (Financial Aid Awards, Financial Aid Requirements, Financial Aid Academic Progress Status, Financial Aid menu...), Registration Tools (Add or Drop Classes, Degree Evaluation (catalog prior to 2014-2015), Degree Works (2014-2015 catalog forward), Look Up Classes, Order Your Textbooks, Registration Status), and Student Shortcuts (Academic Transcript (unofficial), Order Official Transcript - eParchment, Midterm (Estimate) Grades, Final Grades).

### Step 3: Click on My Student Account

Home   Personal Information   **Student**   Faculty   Financial Aid   Employee

[PLEASE READ & SCROLL to the end to view your account information](#)

**Due Date for Summer II 2018 Semester:** Student accounts must be secured by payment, third-party contract, or Financial Aid by **July 2, 2018**. Charges incurred after this date are due as incurred.

**Billing:** Beginning on Friday, May 18, 2018, eBills generate on a weekly basis for the Summer II 2018 term. You may view your new billing statement or review your charges and payments by logging into your student account through the [MyLongwood Portal](#). You can designate parents or other responsible parties as "Authorized Users" on your account by logging into My Student Account in the Longwood Portal and choosing the Authorized User option.

**International Payments through Flywire:** If you are an international student coming to Longwood University, you can now pay with Flywire! Longwood University has partnered with Flywire so that you can pay in your local currency. With Flywire, you can track your payment through the whole process and take advantage of their 24/7 Customer Support Team. To begin your payment, go to [Longwood's Flywire page](#).

**Online Payment Methods:** Visa, MasterCard, Discover, Diners Club, China Union Pay, JCB, BCCard, Dinacard, American Express or bank draft\* (Electronic ACH drafts). A convenience fee of 2.85% will be charged on all credit or debit card payments.

**\*Important Information for setting up Bank Drafts (ACH Payments):** It is very important to obtain the correct information and format of your bank routing number and bank account number; your bank can provide you with correct formatting and verify that the account is approved for electronic draft. There is no convenience fee associated with this payment option. Please see the information on the [Cashiering & Student Accounts](#) webpage for important information regarding online payment methods.

**Payment Methods Accepted in the Cashier's Office:** ONLY paper checks, cash, cashier's checks, traveler's checks, and money orders are accepted in the cashier's office. You may mail payments to:  
Longwood University  
Office of Cashiering  
Lancaster Hall, Office 201A  
201 High Street  
Farmville, VA 23909

**Refunds:** Longwood University Policy requires that all private loans and federal student loan refunds must be processed via direct deposit. Please set up your Direct Deposit bank information by using the [MyLongwood Portal](#), choosing *My Student Account*, then choosing *eRefunds*. For more information, see the [Refunds/Direct Deposit](#) page.

**Returned payments will incur a \$50 returned item fee.**

Financial Aid recipients should review the [Federal Financial Aid Release Form](#).

Students with past due balances will have hold flags placed to prevent adding or dropping classes and will block transcript requests. If you need to drop a course and have a hold, please visit the [Registrar's Page](#), choose the "Add or Drop a Class" option and read the information carefully.

Our system is offline nightly from 11:45 PM to 12:15 AM to accommodate accounting processes.

Please see the [FAQ](#) portion of the Cashiering & Student Accounts webpage to find answers to commonly asked questions and review the [Statement of Student Responsibilities](#).

CLICK HERE TO VIEW YOUR ACCOUNT INFORMATION

### Step 4: Click on button at bottom of page to view account information

CLICK HERE TO VIEW YOUR ACCOUNT INFORMATION

### Step 5: Make payment

<b>Student Account</b>	ID: xxxxx0504
<b>Student Web Payment</b> There is no activity on this account at this time.	
<a href="#">View Activity</a>	<a href="#">Make Payment</a>