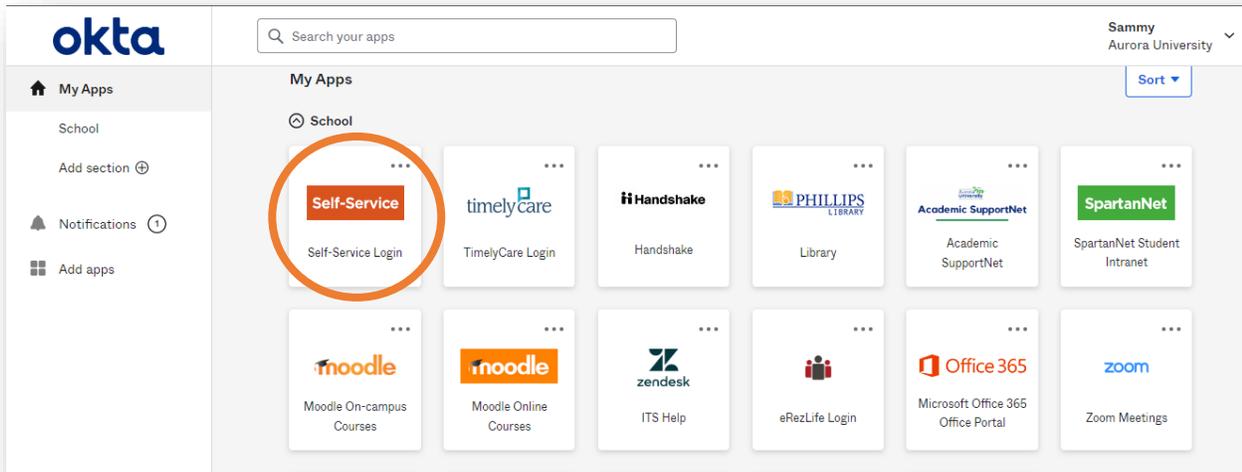
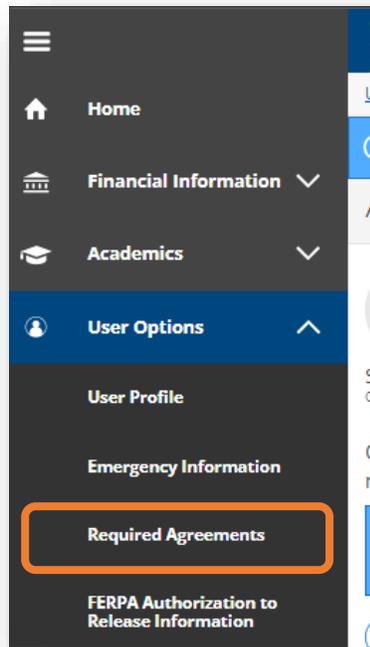


Viewing and Accepting Required Agreements in Self-Service

STEP 1: After logging into your Okta dashboard via aurorauniversity.okta.com, click on the **Self-Service** application.

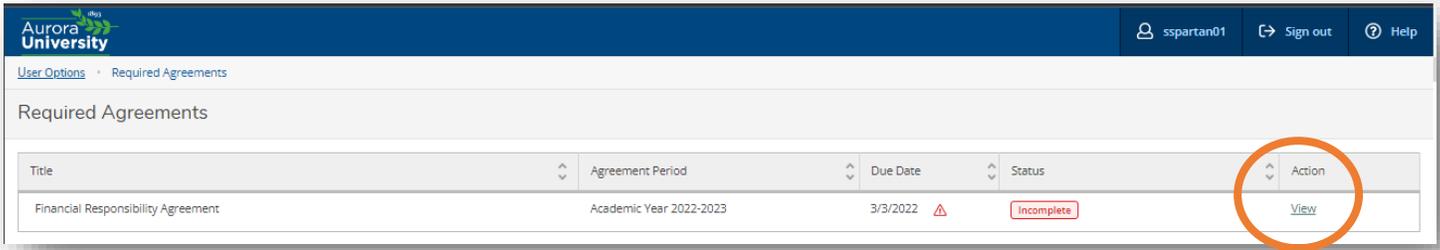


STEP 2: Access the **Required Agreements** sub-menu under **User Options** by clicking the three horizontal bars in the top left corner of your Self-Service page.



Viewing and Accepting Required Agreements in Self-Service

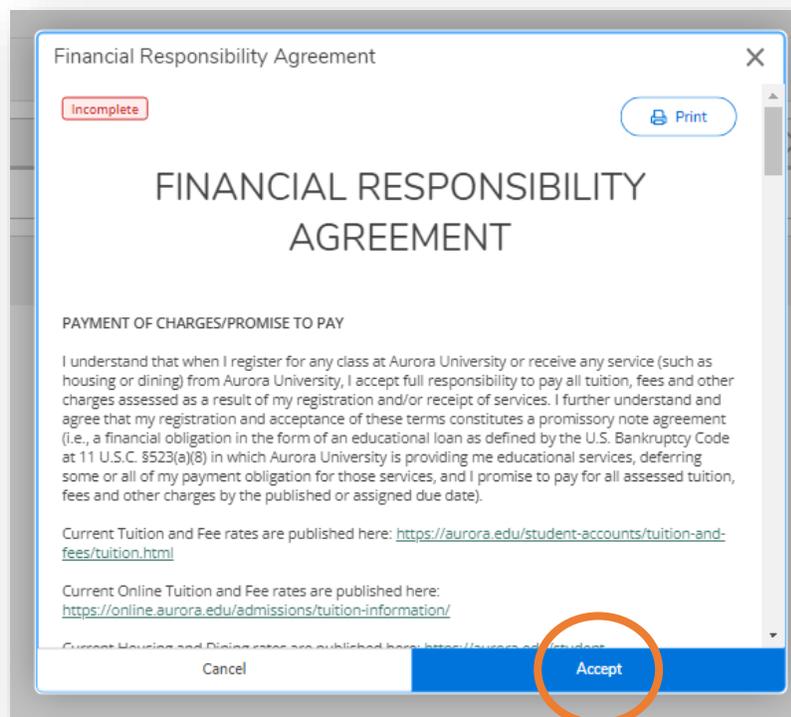
STEP 3: Click on the **View** link in the **Action** column to read the agreement.



The screenshot shows the Aurora University Self-Service portal. The user is logged in as 'sspartan01'. The page title is 'Required Agreements'. Below the title is a table with the following columns: Title, Agreement Period, Due Date, Status, and Action. The first row of the table contains the following data: Title: Financial Responsibility Agreement, Agreement Period: Academic Year 2022-2023, Due Date: 3/3/2022 (with a warning icon), Status: Incomplete, and Action: View (circled in orange).

Title	Agreement Period	Due Date	Status	Action
Financial Responsibility Agreement	Academic Year 2022-2023	3/3/2022	Incomplete	View

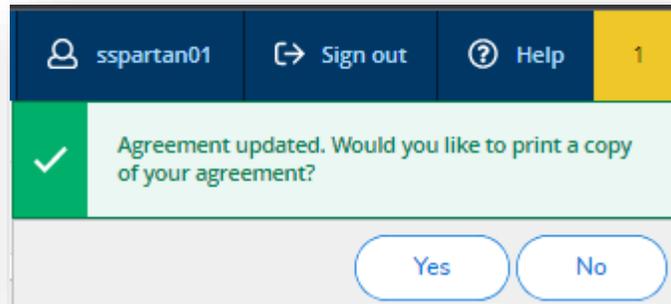
STEP 4: After reading the agreement, click **Accept** to accept the agreement, or **Cancel** to return to the previous screen.



The screenshot shows a dialog box titled 'Financial Responsibility Agreement'. The dialog box has a close button (X) in the top right corner. In the top left corner, there is a red 'Incomplete' status indicator. In the top right corner, there is a 'Print' button. The main content of the dialog box is the text of the agreement, which includes the title 'FINANCIAL RESPONSIBILITY AGREEMENT' and the section 'PAYMENT OF CHARGES/PROMISE TO PAY'. The text states: 'I understand that when I register for any class at Aurora University or receive any service (such as housing or dining) from Aurora University, I accept full responsibility to pay all tuition, fees and other charges assessed as a result of my registration and/or receipt of services. I further understand and agree that my registration and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8) in which Aurora University is providing me educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees and other charges by the published or assigned due date). Current Tuition and Fee rates are published here: <https://aurora.edu/student-accounts/tuition-and-fees/tuition.html> Current Online Tuition and Fee rates are published here: <https://online.aurora.edu/admissions/tuition-information/> Current Housing and Dining rates are published here: <https://www.aurora.edu/student-accounts/tuition-and-fees/tuition.html> At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Accept' (circled in orange).

STEP 5: If you accept the agreement, you should see a **notification** in the top right corner of your screen. You can choose to **print** a copy of the agreement.

Viewing and Accepting Required Agreements in Self-Service



STEP 6: If you accept the agreement, the **Status** column will update to show **Accepted** with the date the agreement was processed.



The screenshot shows the "Required Agreements" page in the Aurora University self-service system. The table below lists the agreements, with the "Status" column circled in orange to highlight the "Accepted" status and the date "7/18/2022".

Title	Agreement Period	Due Date	Status	Action
Financial Responsibility Agreement	Academic Year 2022-2023	3/3/2022	Accepted 7/18/2022	View