Overview
This student guide demonstrates how to view your account balance and payment history.

The MySJSU homepage displays.

1. Go to MySJSU (http://my.sjsu.edu/).
2. Click the MySJSU Sign In button.

The Login page displays.

3. Enter your SJSU ID and Password.
4. Click the Sign In button.

Note: If you have difficulty logging in, contact the CMS Help Desk by email (cmshelp@sjsu.edu) with your full name and SJSU ID.
The Student Center page displays.

5. Click Account Inquiry or View Due Date.
The SJSU Account Summary page displays.

6. Click the **Charges Due** link to review the breakdown of charges.

You may also click the **Charges Due** tab to access this information.

---

### Spartan Vu

#### Account Inquiry

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Account Services

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

### Account Summary

You owe $3,422.00. For the breakdown, access **Charges Due**

<table>
<thead>
<tr>
<th>Campus</th>
<th>Term</th>
<th>Outstanding Charges &amp; Deposits</th>
<th>Total Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>San José State Business Office</td>
<td>Spring 2012</td>
<td>3,422.00</td>
<td>3,422.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>3,422.00</td>
</tr>
</tbody>
</table>

---

### Financial Aid

---

* The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by The Board of Trustees.*
The Charges Due page displays.

7. View your detailed charges under Summary of Charges by Due Date.

8. Click Find to search for a particular date or amount.

9. To view the details of multiple charges on a particular date, click the arrow by the heading to expand the Details by Due Date section.

10. You can also display charges by term. To do this, select the term to view from the dropdown menu, and click the go button.

11. To view transactions, click the activity tab.
The Account Activity page displays.

12. Use View by parameters to filter transactions by date range or term. Click the go button to refresh the Transaction grid.

13. Note that only the first 10 transactions will display in the Transaction grid. To see all transactions, click View All.