



## DEAC – Deacon Electronic Account Center

Instructions: System Access and Navigation for Students

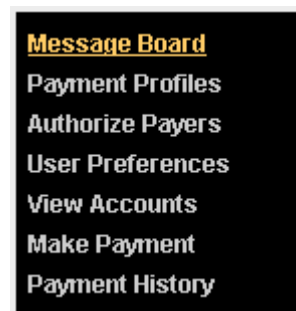
### How to Log In

Students must log into DEAC through WIN. Once in WIN click on the 'Personal' tab. Click on 'DEAC – Deacon Electronic Account Center', as shown below. A new window will open.



### Navigation Menu

Throughout the DEAC system the navigation menu will always be available on the left hand side of the screen. Your current location will be highlighted in old gold and underlined. Each of the menu options will be discussed in depth in the coming sections.



To move to a different menu option simply click on it.

# Message Board

You will be welcomed each time you log in with the DEAC Message Board. Student Financial Services will post relevant information here pertaining to student accounts. Be sure to read the message board for the most up-to-date information and instructions.

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**Message Board**

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## DEAC Message Board

**Welcome to DEAC -- your Deacon Electronic Account Center!**

Fall refunds will be available beginning Friday August 27th at 3:00 pm. Refunds will only be issued once all Financial Aid funds have been received.

DEAC is the place to view and pay your student account online. The system will allow you to:

- View your monthly statement
- View your account activity since your last monthly statement
- Pay online via a draft from your checking or savings account
- Pay online via your Deacon OneCard
- Grant access to parents or other authorized users to view and pay bills on your behalf

Should you need instructions on how to navigate and use DEAC, click [here](#)

For instructions on how to give parents and authorized payers access to DEAC click [here](#). Once you give them access to DEAC, please share their username and password with them. To log in, they need to navigate to <https://gp.campusoncall.com/wfutuition/authorized.do>

If you need to contact Student Financial Services, please feel free to contact us:  
Telephone: (336) 758-5234  
Email: [fas-ar@wfu.edu](mailto:fas-ar@wfu.edu)  
Please be sure to include the student's name and ID number when contacting Student Financial Services via email.

Student or parent borrowers of Federal Stafford or Federal Perkins Loans have the right to cancel all or a portion of the loan disbursement that has been credited to the student's account within the last thirty days, and that remains on the student's account, by requesting in writing to the Office of Student Financial Aid the cancellation or reduction of the disbursement within fourteen days of the date this notice was sent. Please be aware that canceling any aid, however, may result in unpaid charges and therefore may prevent enrollment.

# Payment Profiles

Users have the ability to store payment information. This will save you time from having to re-enter Deacon OneCard or banking information each time you make a payment.

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**Payment Profiles**

Your existing payment profiles are listed below.

- To add a new Deacon OneCard Profile, please click "Add Deacon OneCard Profile" button.
- To add a new eCheck Profile, please click "Add eCheck Profile" button.

**Add Deacon OneCard Profile**   **Add eCheck Profile**

Edit	Delete	Profile Name	Account
--No Profiles Saved--			

To add a new Payment Profile, click either 'Add Deacon OneCard Profile' or 'Add eCheck Profile.'

### Adding a Deacon OneCard Profile:

- Give your profile a name. This name will allow you to easily recognize the account (e.g. 'My Deacon OneCard'). You can have up to twenty characters in the name (punctuation, such as an apostrophe, is not allowed).
- Enter your name in the 'Cardholder's Name'.
- In the 'Deacon OneCard Number' field, enter your eight (8) digit student ID number. Do not enter the last digit found on your ID card.
- Enter your anticipated Graduation Date.

**Add Deacon OneCard Profile**

Please enter your Deacon OneCard information in the following fields and then click "Add" button.  
**NOTE:** All fields are required.

For help, please click on the question mark next to a field.

**Profile Information**

Profile Name:

**Deacon OneCard Information**

Cardholder's Name:

Card Type:

Deacon OneCard Number:

Graduation Date:  /

**Add**   **Cancel**

Press **Add** to confirm your changes.

Adding an eCheck Profile:

- Give your profile a name. This name will allow you to easily recognize the account (e.g. 'My checking account'). You can have up to twenty characters in the name (punctuation, such as an apostrophe, is not allowed).
- Enter your account information. The 'Holder's Name' should be the name on the bank account. Enter the routing (United States or Canadian banks only) and account numbers exactly how they appear your checking or savings account. Click on the ? for an explanation on where to find the routing and account numbers on your paper check.
- The address and contact information should be the account holder's information.

**Add eCheck Profile**

Please enter your check information in the following fields and then click "Add" button.  
**NOTE:** All fields are required.

For help, please click on the question mark next to a field.

Profile Information	
Profile Name:	<input type="text"/>
Account Information	
Holder's Name:	<input type="text"/>
Account Type:	<input type="text" value="CHECKING"/>
Routing Number:	<input type="text"/> ?
Account Number:	<input type="text"/> ?
Address Information	
Address 1:	<input type="text"/>
(optional) Address 2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text" value="-- US STATE --"/>
Zip:	<input type="text"/>
Contact Information	
Daytime Phone:	<input type="text"/> (555) 555-1212
Evening Phone:	<input type="text"/> (555) 555-1212

Press **Add** to confirm your changes.

Viewing all of your Payment Profiles

After entering each profile, the Payment Profiles screen will update and list each profile you have stored.

Edit	Delete	Profile Name	Account
		My Deacon OneCard	Deacon OneCard ****5678
		My checking account	CHECKING ****1111

You may edit or delete each profile whenever it is necessary by clicking on the associated icon.

# Authorized Payers

Students have the ability to grant access in DEAC for parents and authorized users to view monthly statements and current account activity and pay on the student's behalf. Students can have up to five (5) authorized payers.

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**Authorized Payers**

Through *QuikPAY™*, you are able to authorize others to make payments to your personal accounts.

- To create a new authorized payer, please click "Add New" button.
- To modify a currently authorized payer, please click "Edit" icon.
- To delete a currently authorized payer, please click "Delete" icon.

**Add New**

Edit	Delete	Name	Login Name
--No Authorized Payers Saved--			

Click **Add New**.

The 'Add Authorized Payer' screen contains several items to be populated:

- Enter the name of the person you are authorizing to access your account
- Enter the login name. It must be a unique name.
- Enter a password for the authorized payer.

*Note that the Password and Login Name must be at least six (6) characters long and can only use letters and digits.*

**Add Authorized Payer**

In compliance with the Family Educational Rights and Privacy Act of 1974 (as amended), your educational records and your student account information may not be released to a third party (e.g. your spouse, parents, sponsor, etc.) without your written permission. By creating an authorized payer, you are giving written consent for that individual to view your account information and to make payments towards your account.

Name:

Create Login Name:

Password:

Confirm Password:



**Add** **Cancel**

**NOTE:** Password and Login Name must be at least six(6) characters long and can only use letters and digits.

It is the student's responsibility to communicate the login information to the Authorized Payer.

Viewing all of your Authorized Payers

After entering each authorized payers, the Payment Profiles screen will update and list each user that you have granted DEAC access to.

Edit	Delete	Name	Login Name
		Nathan Anderson	Deac99

## User Preferences

The User Preferences screen is user configurable. You have the option to receive email notifications whenever an event occurs on your account, such as a new monthly bill is posted or payment is made.

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**User Preferences**

Notification of your statements via email defaults to your primary WFU email address. If you would like your email to go to an additional email address, please populate the 'Secondary' email address field.

*Note: If you plan to set up an Authorized Payer (typically a parent) you should not set that person up as the secondary email address. The Authorized Payer will be able to configure their own email preferences under their login.*

**Email Addresses**

Primary: student@wfu.edu  
Secondary:

**Notification**

Email me when a bill arrives.  
 Email me a copy of my payment confirmation.  
 Email me when an authorized payer has made a payment.  
 Send me a paper bill.

DEAC will default your Wake Forest email address into the 'Primary' email address. If you would like your email to go to an additional email address, populate the 'Secondary' email address field.

*Note: If you plan to set up an Authorized Payer (typically a parent) you should not set that person up as the secondary email address. The Authorized Payer will be able to configure their own email preferences under their login.*

Select any email notifications that you would like to receive.

You can decide whether or not to receive a paper bill in the mail. Within DEAC you are able to view and save the prior twelve (12) monthly billing statements. WFU encourages you to uncheck the 'Send me a paper bill'.

Press **Save** to make confirm your changes.

# View Accounts

The 'View Accounts' screen defaults to show your up-to-date student account activity since your last monthly statement. This information is updated nightly.

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## Account Status

Below is your recent account status.

Aid that this anticipated, that does not have a date next to it, is not eligible to be refunded.

Anticipated credits are not eligible to pay current balances.

Account: **Student Account Statement** Account Actions:

**Student ID:** 012345678 **Current Balance:** \$58.00  
**Student Name:** Andrea Bohn **This information is accurate up to Tue, Oct 12, 2004**

Current Activities					
Date	Term	Description	Charges	Credits(CR)	Total Due
10/01/2004		Previous Balance	58.00	0.00	58.00
			<b>58.00</b>	<b>0.00</b>	<b>58.00</b>

To look at your current monthly statement, prior statements or make a payment, use the drop down box.

Account Actions:

- Select Action
- Current Statement
- Statement History
- Make Payment

## Current Statement

The 'Current Statement' screen shows your most recent monthly statement. The first table shows what is currently due; the second table shows anticipated future activity. To see a PDF version of your paper bill, click on 'Printable Statement.'

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## Current Statement

Below is your current statement.

- To view your statement history, please select "Statement History" from the dropdown list.
- To make a payment, please select "Make Payment" from the dropdown list.

Account: **Student Account Statement** Account Actions:

 [Printable Statement](#)

**Student ID:** 1234567890 **Statement Date:** April 30, 2004  
**Student Name:** Wendy Logan **Due Upon Receipt**

Statement Details					
Date	Term	Description	Charges	Credits(CR)	Total Due
04/01/2004		Previous Balance	20.00	0.00	20.00
04/15/2004	Spring 04	Park/Veh Violation 04/13/2004	50.00	0.00	70.00
04/30/2004	Spring 04	Payment	0.00	(20.00)	50.00
04/26/2004	Summ 1 04	TUITION	1,880.00	0.00	1,930.00
			<b>1,950.00</b>	<b>(20.00)</b>	<b>1,930.00</b>

If you have received notification of a financial aid award, please enter that amount on the statement as a credit and apply it toward your balance due. If you have questions regarding your financial aid award, please contact your aid office at the number listed below:  
Undergraduate Office of Student Financial Aid - (336) 758-5154  
Athletic Compliance and Financial Aid - (336) 758-4277

If you plan to live in campus housing for the summer, please add to your payment \$360 for double room rent and \$540 for single room rent for each session that you plan to live in campus housing.

Preliminary Activity for the Upcoming Semester(s)					
Date	Term	Description	Charges	Credits(CR)	Total Due
02/18/2004	Fall 04	Payment	0.00	(500.00)	(500.00)
			<b>0.00</b>	<b>(500.00)</b>	<b>(500.00)</b>

\*\*\* Fall balances are due by August 01,2004

## Statement History

The 'Statement History' screen shows a listing of your previous twelve (12) monthly statements. To view the detail of a particular statement, click on the magnifying glass in the 'Detail' column.

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## Statement History

To view a specific statement, please click the appropriate "Detail" icon.

Account: **Student Account Statement** Account Actions:

Detail	Billing Date	Balance	Due Date	Amount Due
	09/30/2004	\$58.00	Not Available	\$58.00
	08/31/2004	CR \$19.00	Not Available	CR \$19.00
	07/31/2004	CR \$20.00	Not Available	CR \$20.00
	06/30/2004	\$13,655.00	Not Available	\$13,655.00
	05/31/2004	\$20.00	Not Available	\$20.00
	04/30/2004	\$1,930.00	Not Available	\$1,930.00
	03/31/2004	\$20.00	Not Available	\$20.00
	02/29/2004	\$50.00	Not Available	\$50.00
	01/31/2004	\$505.00	Not Available	\$505.00
	12/31/2003	CR \$50.00	Not Available	CR \$50.00
	12/31/2003	CR \$50.00	Not Available	CR \$50.00
	11/30/2003	\$15,625.00	Not Available	\$15,625.00

# Make Payment

Users can use DEAC to pay their University bills. You can pay your student accounts, recharge your Deacon OneCard or pay automobile registration fees.

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**Enter Payment Amounts**

Please enter in the amount you want to pay for each account and click "Pay" button.

Account		
Student Account Statement	Amount Due	\$58.00
	Payment Amount	<input type="text"/>
Deacon OneCard Recharge	Payment Amount	<input type="text"/>
Automobile Registration	Payment Amount	<input type="text"/>

-- Deacon OneCard --

Indicate the amount that you want to pay in the 'Payment Amount' fields. If you do not want to pay a particular charge just leave the field blank.

Once you have entered the appropriate amounts, choose the payment profile from the drop down box. You can choose a profile that you have already set up (e.g. 'My Deacon OneCard') or if you want to do a one-time payment choose either '-- Deacon OneCard --' or '-- eCheck --'.

Deacon OneCard Recharges may only be paid by selecting eCheck as your payment method.

-- Deacon OneCard --  
My Deacon OneCard  
-- eCheck --  
My checking account

Click **Pay**.

# Payment History

The 'Payment History' screen will show all the payments that have been made toward your account.

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### Online Payment History

Listed below are all online payments made to your account. To view transaction details, click the appropriate "Detail" icon.

**NOTE:** Invalid transactions are identified by the "Invalid Transaction" icon next to the confirmation number.

Detail	Confirmation Number	Date	Amount	Account	Payment Method	Payer
	1117	12/01/03	\$250.00	Student Account Statement	Deacon OneCard	Wendy Logan

For details about a particular transaction, click on the magnifying glass icon under the 'Detail' column.

## Contact Information

If you experience any technical issues within the DEAC system or have questions regarding the information contained within it, please contact Student Financial Services:

Telephone: (336) 758-5234  
Email: fas-ar@wfu.edu