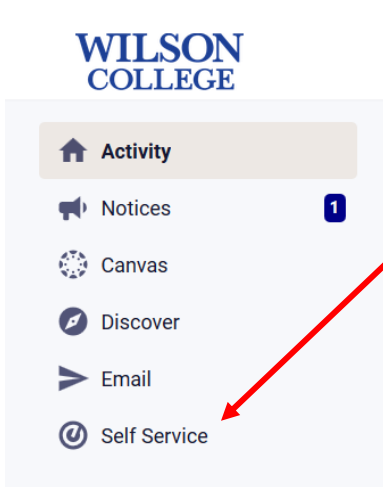


## Self-Service – Financial Disclosure Agreement

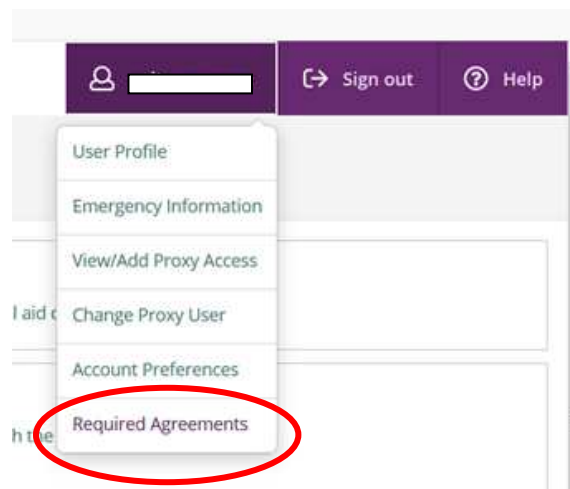
Before registering for courses, students must accept the 'Financial Disclosure' agreement in Colleague Self Service. To view and agree to the statement:

1. Log in to Colleague Self Service through the Wilson College Portal at <https://my.wilson.edu>
2. Select Self Service on the left hand side of the page



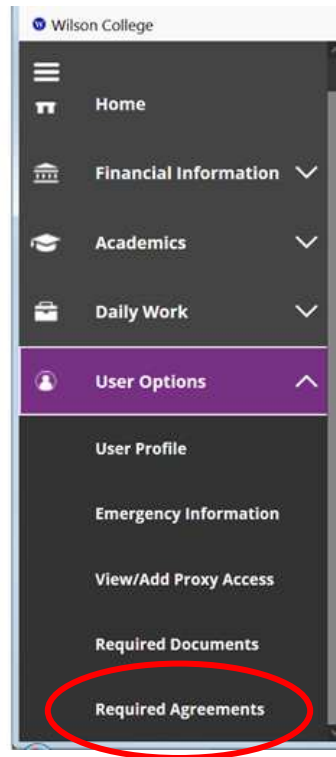
3. You can get to 'Required Agreements' in one of two ways
  - a. Option 1

In the upper right hand corner, click on your name and a drop down menu will appear as seen below



b. Option 2

Click on the 'User Options' icon on the left hand side menu (person in a circle icon). 'Required Agreements' will be in that menu.



4. Click on 'View' to read the terms and conditions of the 'Financial Disclosure' agreement

[User Options](#) · [Required Agreements](#)

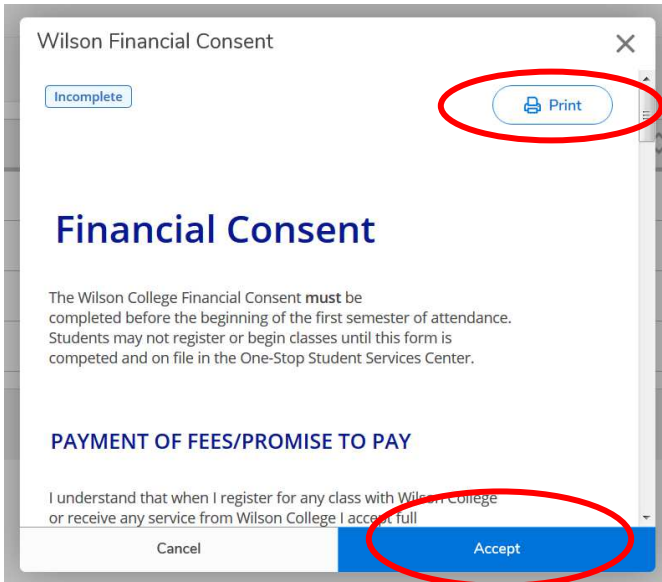
### Required Agreements

Title	Agreement Period	Due Date	Status	Action
Wilson Financial Consent	2020FA Fall Term	9/1/2020	Incomplete	<a href="#">View</a>

5. A pop up will appear with the agreement (make sure your pop up block is disabled)

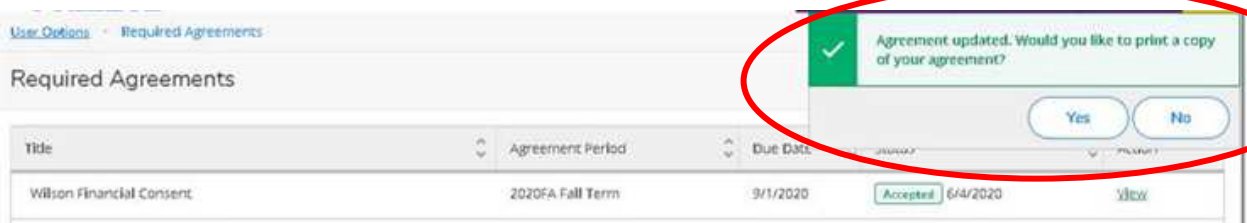
From this screen you can:

- a. Scroll through the agreement to read thoroughly of your financial obligation to Wilson College
- b. Print the agreement
- c. Accept the agreement
- d. Cancel out of the agreement



Please note that you cannot continue with the registration process until the agreement has been accepted

6. Once the agreement has been accepted, the following message will appear:



You can print from here if you like or click 'No' to exit

7. Once approved, the status of your agreement will change to 'Accepted' with the date of acceptance beside it

