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	r	Due Date	h P	Status	`	ction
Wilson Financial Consent		2020FA Fall Term		9/1/2020		Incomplete		<u>View</u>

5. A pop up wll 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

Wilson Financial Consent	×
Incomplete	Print
Financial Conse	nt
The Wilson College Financial Consent must completed before the beginning of the first Students may not register or begin classes competed and on file in the One-Stop Stud	: be semester of attendance. until this form is ent Services Center.
PAYMENT OF FEES/PROMISE	ΤΟ ΡΑΥ
l understand that when I register for any cl or receive any service from Wilson College	ass with Wilcon conege
Cancel	Accept

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:

User Ordions · Required Agreements				Agreement updated.	Agreement updated. Would you like to print a copy			
equired Agreements				(🗖	or your agreement?	C 44		
Tide	C	Agreement Period	÷	Due Data	- sunos	Yes	Picaner)	
Wilson Financial Consent		2020FA Fall Term		9/1/2020	Accepted 6/4/2020		View	

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

Required Agreements						
Tide	C	Agreement Period	\$ Due Date	2	¢	Action
Wilson Financial Consent		2020FA Fall Term	9/1/2020	Accepted 6/4/2020)	View
and the second second second		120-202-1129/22211111111	SCHOLING			240