

HOW TO REQUEST PRINTED MONTHLY BILLING STATEMENTS

1. Student logs in to Web Advisor at: www.sacredheart.edu

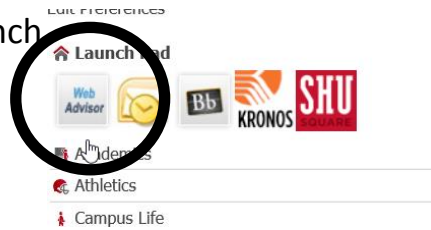
a. Click on mySHU



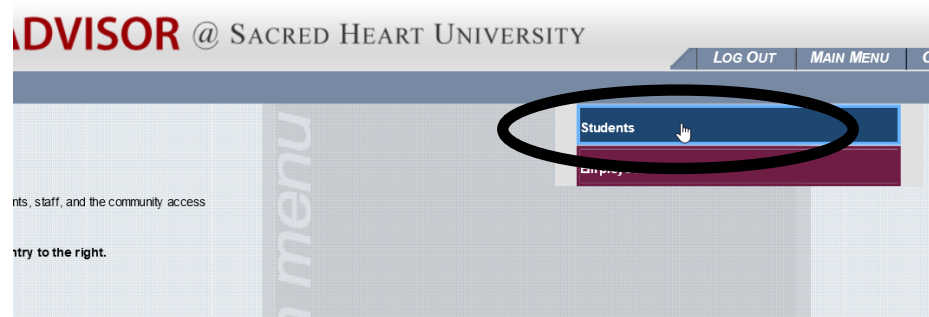
b. Login



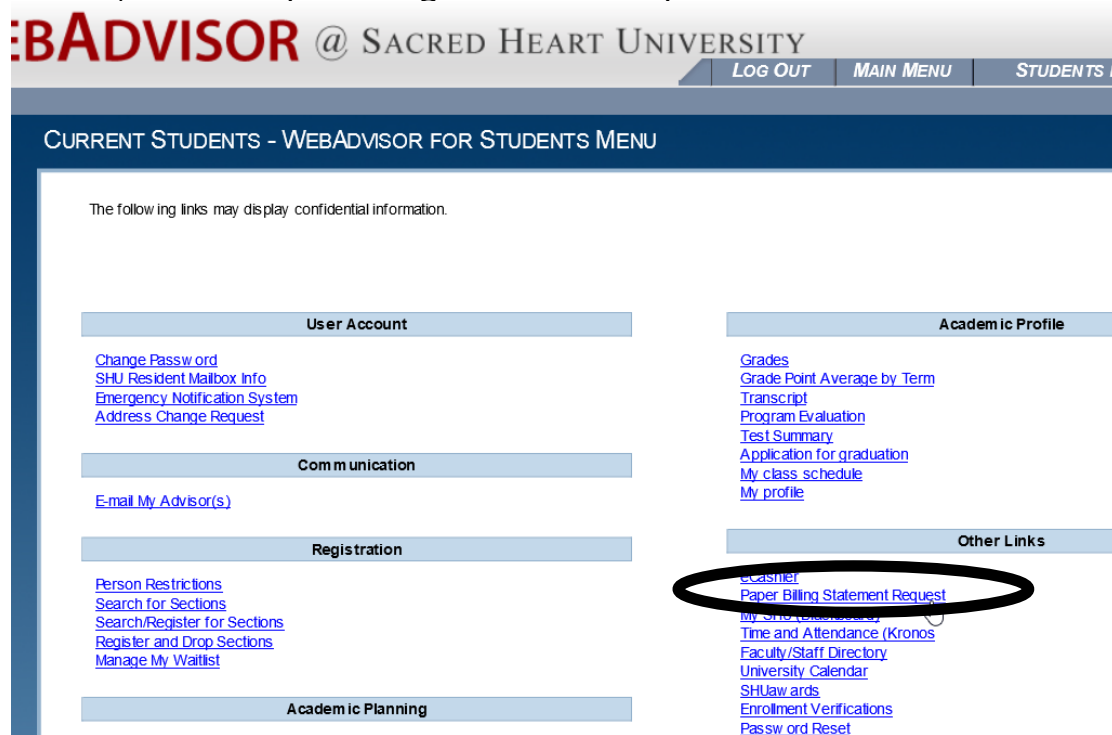
c. Select Web Advisor from the Launch



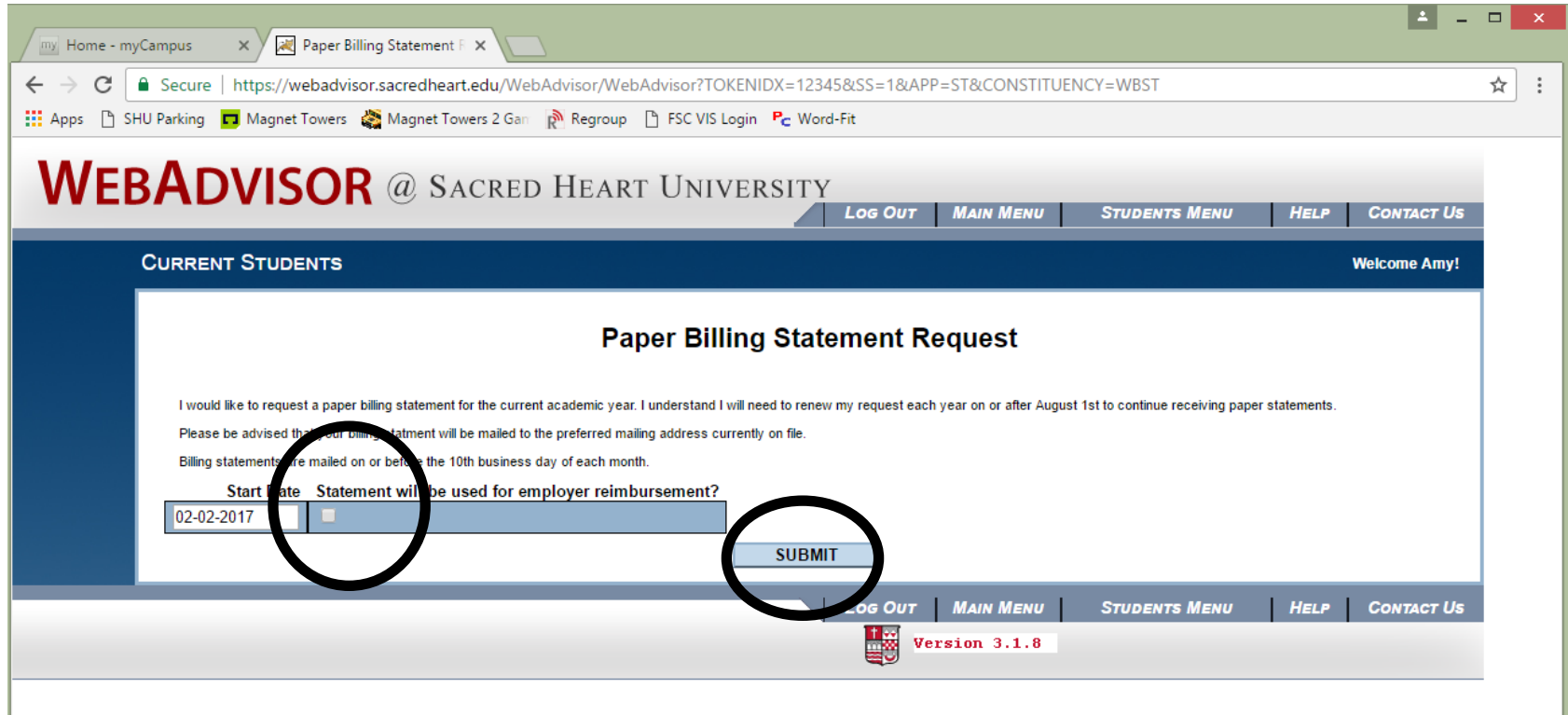
2. In Web Advisor, select "Students"



a. From "Other Links", select "Paper Billing Statement Request"



- b. To enroll in paper billing statements, review the screen as shown here, then click “Submit”
 - i. If an itemized statement is required for employer reimbursement, click on the box noted here before clicking submit:



For assistance, call Sacred Heart University Office of Student Accounts at (203) 371-7925.