



How do I...?

Get set up for Text Alert



Why should I get signed up for Text Alerts?

- Text Alerts help Authorized Users, and others stay informed of billing activity on the student's account.
- It is a good idea to get a parent, or individual, who is an Authorized User set up on the text alerts, for the fastest most up to date information.
- Only one phone number can be enrolled for Text Alerts. It is suggested enrolling the person making the payments for this feature.
- This needs to be completed through the student's RavenZone access.

Click on the link
labeled **“RavenZone”** in
the upper right corner



BENEDICTINE COLLEGE: WHERE GREATNESS BEGINS

Learn how our mission launches students who are transforming the world through intellectual, personal, and spiritual greatness.



Enter your Benedictine Email as well as your password

The Self-Service Screen will appear. Click on the "Student Finance" tab, which will take you to the Payment Center.

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

 Student Finance Here you can view your latest statement and make a payment online.	 Financial Aid Here you can access financial aid data, forms, etc.
 Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.	 Course Catalog Here you can view and search the course catalog.
 Grades Here you can view your grades by term.	 Graduation Overview Here you can view and submit a graduation application.
 Academic Attendance Here you can view your attendances by term.	 National Clearinghouse Here you can view enrollment information, transcripts, loan information held by Clearinghouse.
 Financial Management Here you can view the financial health of your cost centers and your projects.	

Once you are in the "Student Finance" tab, you will have the option to make payments on your account. To do so, click on the "Make a Payment" link on the right-hand side.



The screenshot shows a web interface for a student finance account. A large red arrow originates from the left side of the page and points to the right, where the text "Make a Payment" is circled in red. The page content includes an account summary, an overview table, and a list of terms.

Account Summary		
View a summary of your account		
Account Overview		
Amount Overdue	\$0.00	
Total Amount Due		Make a Payment
Total Account Balance	\$0.00	Account Activity
2022 Fall	\$0.00	
2022 Summer Term	\$0.00	
2022 Spring	\$0.00	
2016 A.R. Data Migration	\$0.00	

Make a Payment

Use this page to make a payment on your account

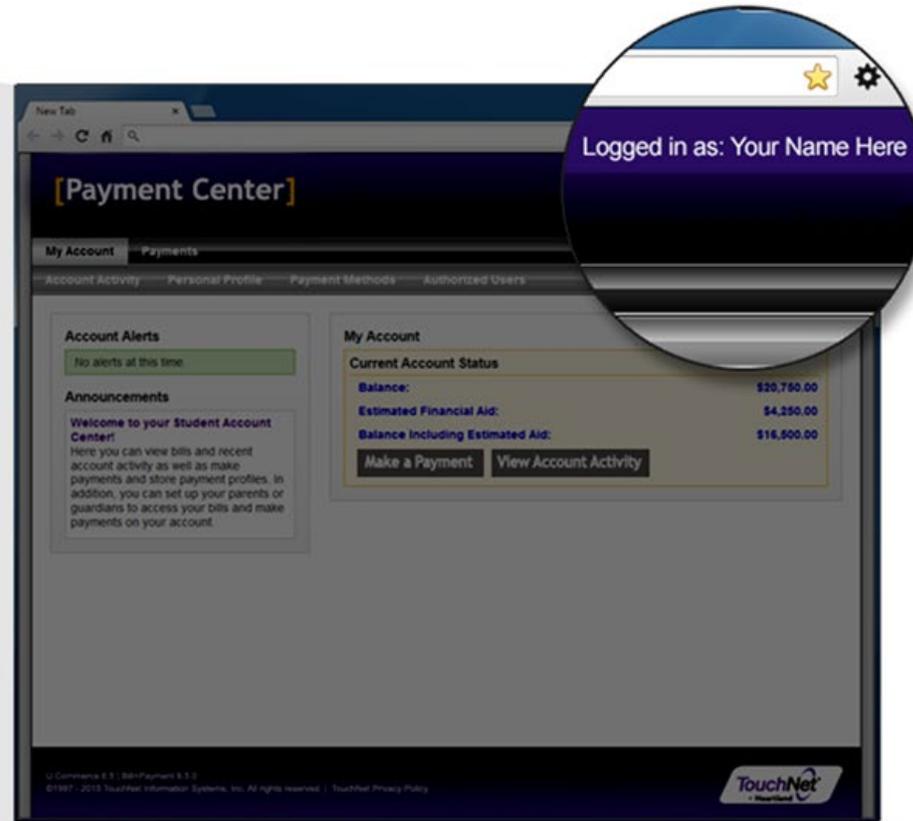
You are moving to the...

Secure Payment Center

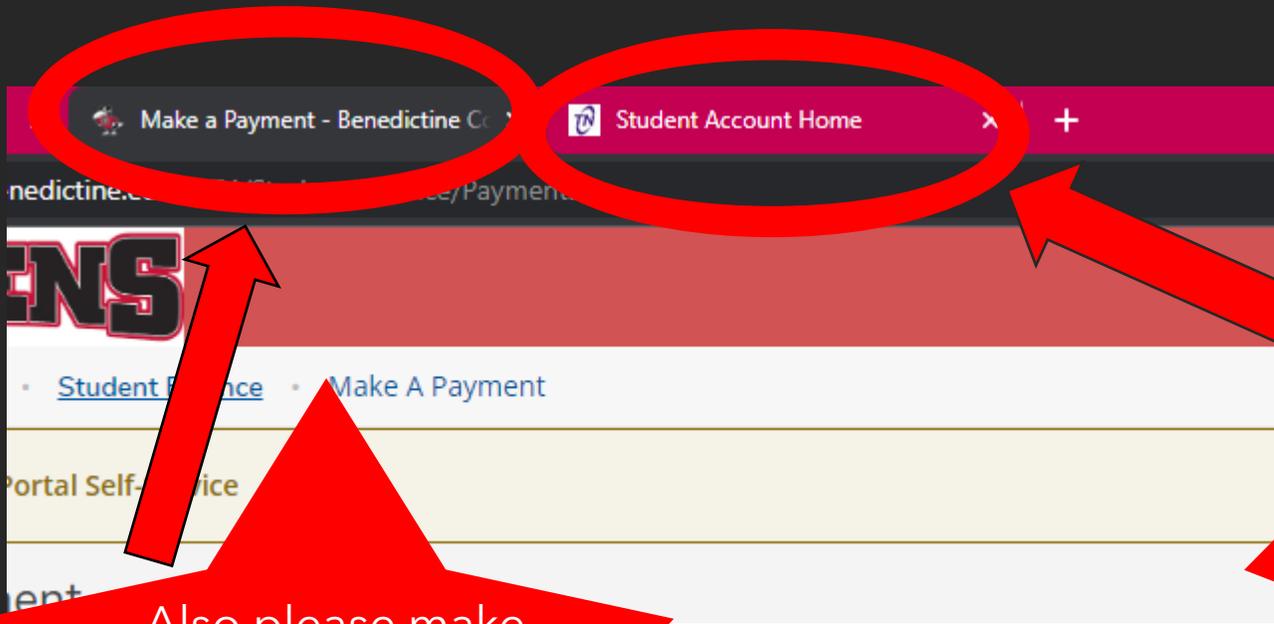
To ensure you are making a secure payment, you will be identified and your name will be added in the right corner of the Payment Center.

This helps you CONFIRM a safe payment transaction.

[Continue to Payment Center](#)

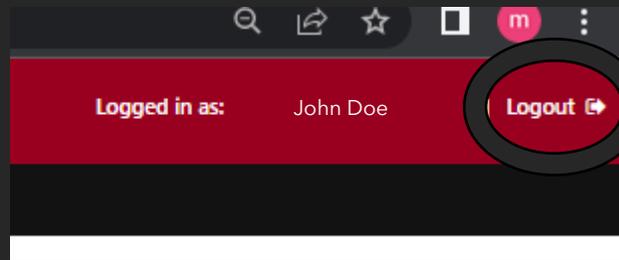


Once you click make a payment, you will be informed of a new Secure Payment Center Page that will be opening up. Click "Continue to Payment Center" to continue.



Once the "Continue to Payment Center" button is clicked on previous screen, a new internet browser tab will be created. -
NOTE- Please make sure that once you are done with your payment in this tab, that you go to upper right-hand corner and log out.

Also please make sure to log out of your "Make a Payment-Benedictine" Tab as well



Step one:

Inside your RavenZone, on the right-hand side Select "Personal Profile."

The screenshot shows the RavenZone student payment center interface. At the top, there is a navigation bar with links for My Account, Make Payment, Payment Plans, Deposits, Refunds, and Help. The main content area is divided into several sections:

- Announcement:** A welcome message for the Benedictine College Student Payment Center, stating that users can view account activity, make payments, and allow authorized users to access account information.
- Refund Setup:** A yellow banner with a bank icon and text: "To sign up for direct deposit of your refunds, complete your setup in the Refund Account Setup page." Below this is a "View Account:" section with a dropdown menu showing "Student Account: \$215.00" and a "View" button.
- Student Account:** A section showing the account ID (partially obscured as "----"), the current balance of \$215.00, and buttons for "View Activity", "Enroll in Payment Plan", and "Make Payment".
- Statements:** A section with an information icon and text: "Click the button to view your current account balance and details." It includes a "View Real Time Statement" button and a "View Statements" button. Below this, it displays "Your latest eBill Statement (1/12/22) Statement : \$190.00".
- My Profile Setup:** A sidebar menu with the following options: "Authorized Users", "Personal Profile" (highlighted with a red box), "Payment Profile", "Security Settings", "Consents and Agreements", and "Electronic Refunds".
- Term Balances:** A table showing the balance for Spring 2022 as \$215.00.

Step Two:

From here try and Click on the box where it says Mobile Number on the bottom left, if it will not let you, click the “Edit” button on the bottom right-hand side.

BENEDICTINE COLLEGE Logged in

[Home](#) [My Account](#) [Make Payment](#) [Payment Plans](#) [Deposits](#) [Refunds](#) [Help](#)

My Profile

[Personal Profile](#) [Payment Profile](#) [Security Settings](#)

Student ID

Full name

To get text messages about selected account events, enter your mobile phone number and carrier.

Messages may be sent during overnight hours and your carrier may charge a fee to receive text messages.
Refer to the Terms and Conditions of your mobile wireless data plan provided by your carrier for documentation on any charges.

Mobile Number

Send me additional text message notifications about my account events (such as new bills or upcoming payments)

Step Three:

Once you click the “Edit” button, the screen will change, and tell you that you need to sign up for **Two-Step Verification**. You will want to click on the purple link labeled “Security Settings” in My Profile to get enrolled in **Two-Step Verification**.



Two-Step Verification is a process that involves two authentication methods, performed one after the other, to verify that whoever is requesting the update is who they say they are. Meaning: you, the student, are using two verification methods to confirm you are the person who is actually attempting to update your refund method.



BENEDICTINE COLLEGE Logged

My Account Make Payment Payment Plans Deposits Refunds Help

My Profile

Personal Profile Payment **Security Settings**

Student ID 1197069

Full name Megan Suzanne Crowley

To get text messages about selected account events, enter your mobile phone number and carrier.

Messages may be sent during overnight hours and your carrier may charge a fee to receive text messages.
Refer to the Terms and Conditions of your mobile wireless data plan provided by your carrier for documentation on any charges.

Mobile Number Edit

You must enroll in Two-Step Verification to make changes to your User Profile. Please proceed to Security Settings in My Profile to enroll.

Send me additional text message notifications about my account events (such as new bills or upcoming payments)

Step Four:

After clicking on the “Security Settings” link you will be able to set up your Two-Step Verification methods.

BENEDICTINE COLLEGE

My Account Make Payment Payment Plans Deposits Refunds Help

My Profile

Personal Profile Payment Profile **Security Settings**

Two-Step Verification Enrollment

Primary Method

Please select how you would like to receive a passcode.

- Text message to existing or new mobile number
- Email message to existing or new email address
- Google Authenticator (Download Google's Authenticator app from the App Store (IOS) or GooglePlay (Android))

Backup Method (optional)

Adding a backup method allows a passcode to be sent to an additional mobile number or email address.

Setup Method

By Choosing Text Message, you are allowing that person to receive updated Text Alerts about the payment plan even if they are not the one that set up the plan.

Two-Step Verification protects your refund information, you will be sent a passcode (using whatever method you set up up here) that you must type in to complete the update. The next three slides describe each option.

Step Five:

Once the Two-Step Verification process is complete, you can add a phone number.

BENEDICTINE COLLEGE Logged in

My Account Make Payment Payment Plans Deposits Refunds Help

My Profile

Personal Profile Payment Profile **Security Settings**

Two-Step Verification Enrollment

Primary Method

Passcode communications will be sent to 913 XXX-XXXX

Edit

Backup Method (optional)

Adding a backup method allows a passcode to be sent to an additional mobile number or email address.

Setup Method

Phone number of the person who did not set up the Payment Plan

If you have already signed yourself up, as a student, for the alerts, and you want to change it to another user, click the “Edit” button. You will be directed to this screen. A text message will be sent to the phone number on file, asking for the “Passcode.” You will put that passcode sent to you, in to verify it was you, before you switch the number to another, unfortunately, you can only add one number.

The screenshot shows the Benedictine College website interface. At the top left is the Benedictine College logo. At the top right, it says "Logged in". Below the logo is a navigation bar with links: Home, My Account, Make Payment, Payment Plans, Deposits, Refunds, and Help. The main content area is titled "My Profile" and has three tabs: Personal Profile, Payment Profile, and Security Settings. The Security Settings tab is active. It contains a form for updating the mobile number. The form includes fields for Student ID and Full name. Below these is a section for text messages with a yellow warning box stating: "Messages may be sent during overnight hours and your carrier may charge a fee to receive text messages. Refer to the Terms and Conditions of your mobile wireless data plan provided by your carrier for documentation on any charges." The Mobile Number field is followed by an "Edit" button. Below that, a message says: "A passcode was sent to you for Two-Step Verification. Please enter the passcode to edit this mobile number." There is an input field for the passcode, and buttons for "Cancel", "Resend Code", and "Verify". At the bottom, there is a checkbox labeled "Send me additional text message notifications about my account events (such as new bills or upcoming payments)".

Benedictine College Business Office

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8:30 a.m.- 4:30 p.m.

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