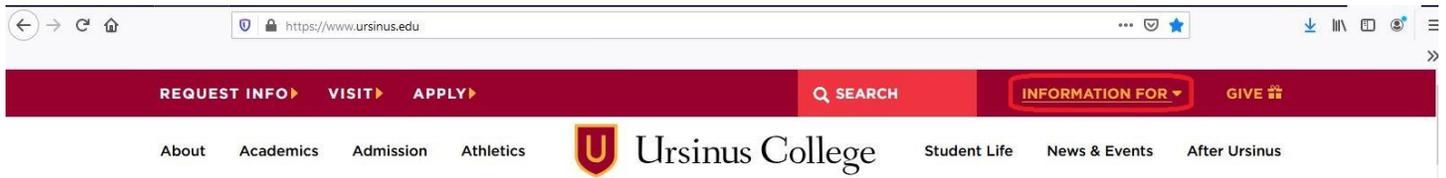


1. Go to www.ursinus.edu and click on the “INFORMATION FOR” drop-down to the upper right of the page

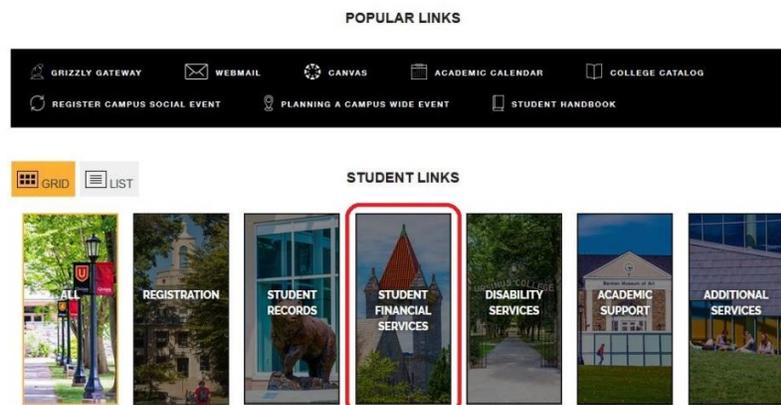


2. Click on “STUDENTS” on the “INFORMATION FOR” drop-down

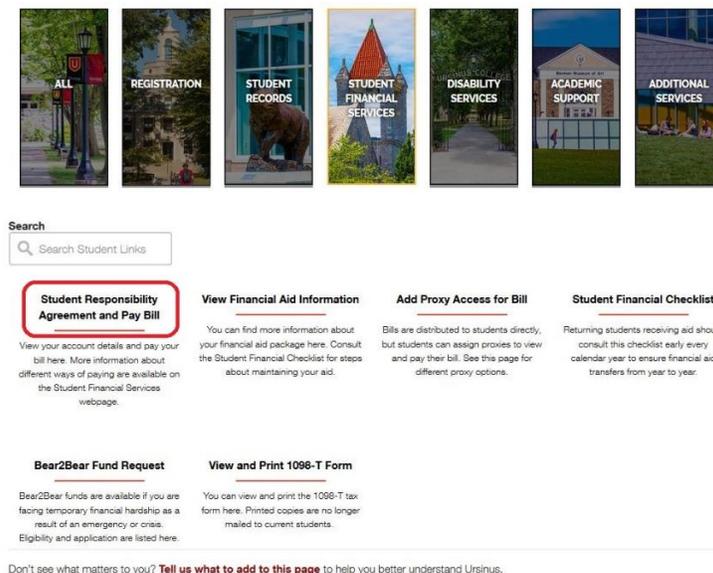


3. On the Students page, click on the “Student Financial Services” button

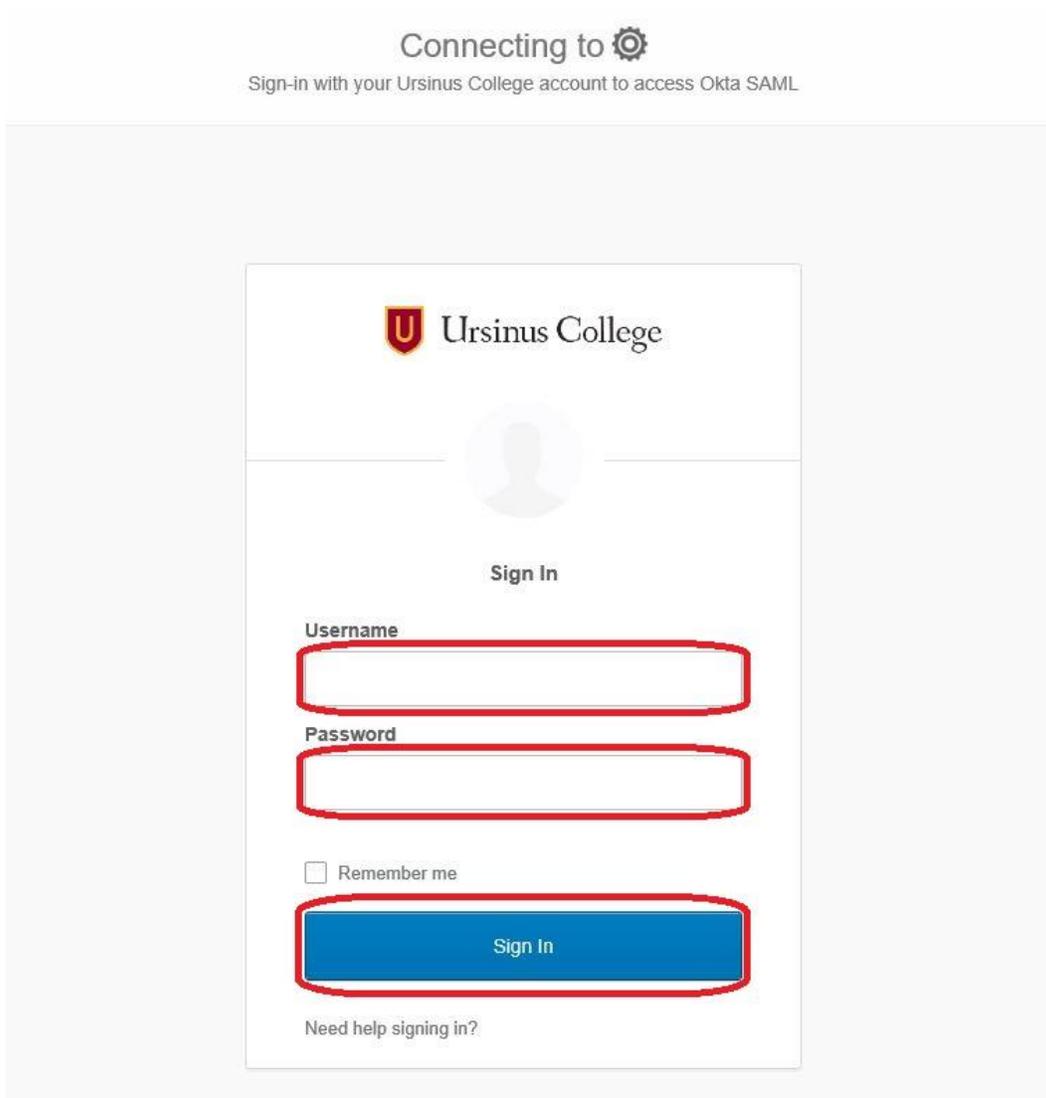
Students



4. On the Student Financial Services page, click on “Student Responsibility Agreement and Pay Bill”



5. Sign in using your Ursinus credentials (username and password) and click the blue “Sign In” button



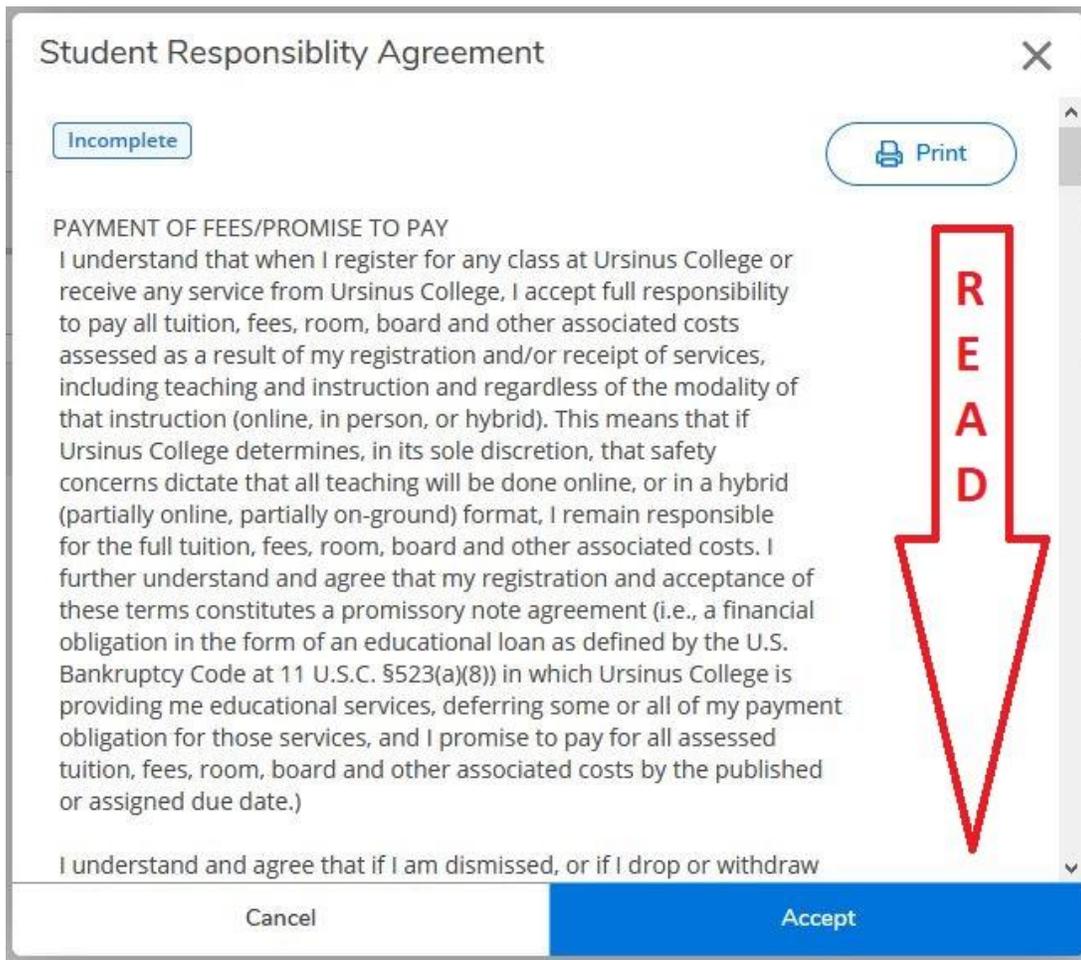
6. Click on your username in the upper-right section of the page and click “Required Agreements” on the drop-down menu



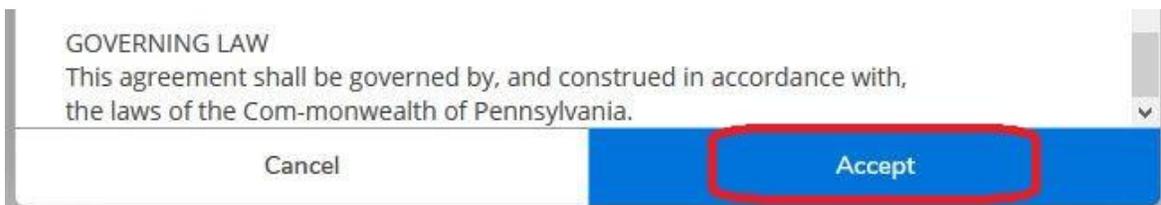
- At this point, you will see the Student Responsibility Agreement with the Status of “Incomplete” – click the “View” link under Action



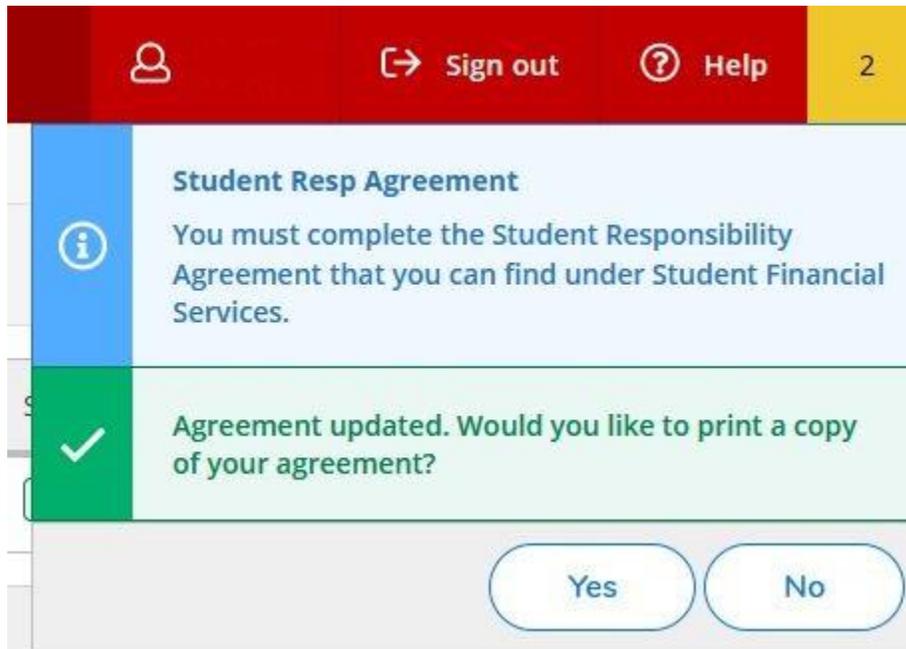
- The Student Responsibility Agreement will pop up into a separate window – read and scroll through the document



- Once you have reached the bottom of the page and read and understood the entire agreement, click the blue Accept button



10. You will be presented with the option to print a copy of your agreement
 - a. If you click the Yes button, the full agreement will open in a page on your web browser
 - b. If you click the No button, this pop-up should disappear



11. Your agreement will now show an "Accepted" Status with the date you completed it
 - a. You should be able to view and print this signed agreement at any time after completing it

Title	Agreement Period	Due Date	Status	Action
Student Responsibility Agreement	2020-21	8/3/2020	Accepted 7/31/2020	View

NOTE: To ensure that there is no hold on your account that will delay your check-in process, please complete this prior to the date that you are scheduled to check-in