

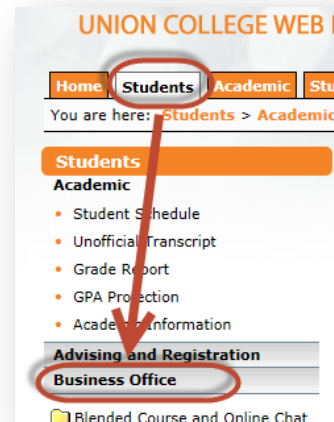
How to Obtain an Account Balance

Go to MyUnion at <https://my.unionky.edu/>

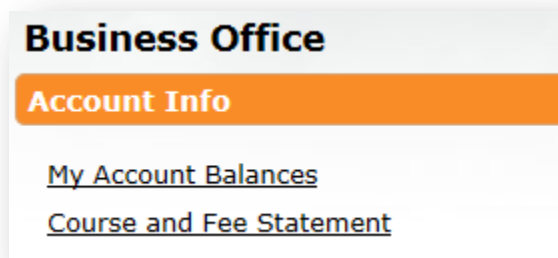
Log in.

Go to the “**Students**” tab.

Select the “**Business Office**” page as shown to the right.

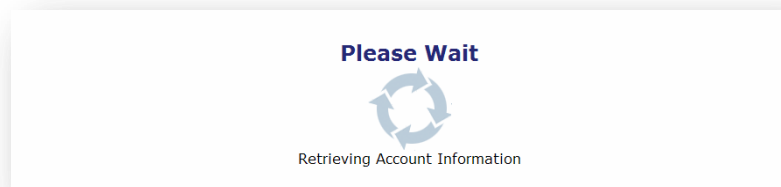


Once you are on the *Business Office* page, find the “**Account Info**” portlet as shown below.



- To view just your account balance, then select “**My Account Balances.**”
- To view a copy of your most recent billing statement, then select “**Course and Fee Statement.**”

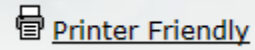
Once you have made a selection, then you will see the below message as your request is processed by the system:



The system will then display your information on the screen.

UNION COLLEGE
Department of Administrative Systems
How to Obtain an Account Balance on MyUnion

For a printable version, simply click the “**Printer Friendly**” icon just above the portlet and to the right.



If you have technical issues with this process, please submit a ticket to the [Help Desk](#) or call the Technology Support Desk at (606) 546-1626.

If you have questions concerning your student account, then contact the Business Office at (606) 546-1345, 546-1695, or 546-1264.