



HOW TO SELECT OTHERS FOR BILL ACCESS

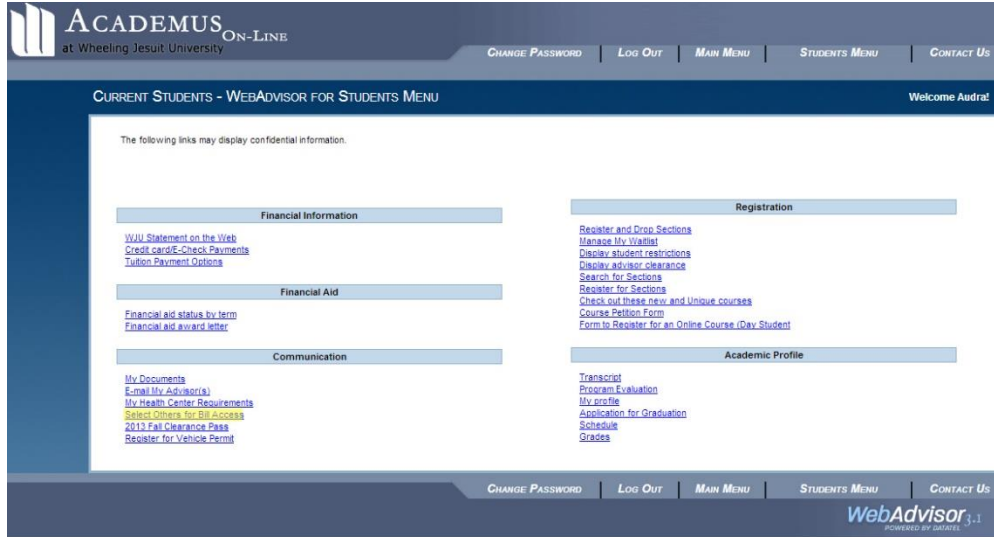
1. Go to www.wju.edu/cardinal and access Academus Online

The screenshot shows the 'CARDINAL ON-LINE' website interface. At the top, there is a navigation menu with links for 'About WJU', 'Admissions', 'Academics', 'Campus Life', 'Athletics', 'Alumni & Friends', and 'Prof. & Grad. Studies'. A search bar and 'Quick Links' dropdown are also present. The main content area is divided into several sections: 'Quick Links' with various login and service links; 'Upcoming Events' listing 'GPS Easter Egg Hunt', 'Special Olympics', and 'Final Exams'; 'Campus News' and 'Cardinal News' sections with recent articles; and a 'FOLLOW WJU SOCIAL MEDIA' section with icons for Facebook, Twitter, YouTube, and LinkedIn. A large banner for 'Special Olympics' is featured, with details for a May 4, 2014 event at the McDonough Center, including volunteer registration at 12:30 PM and an opening ceremony at 1:00 PM. The footer contains contact information and a copyright notice for 2014.

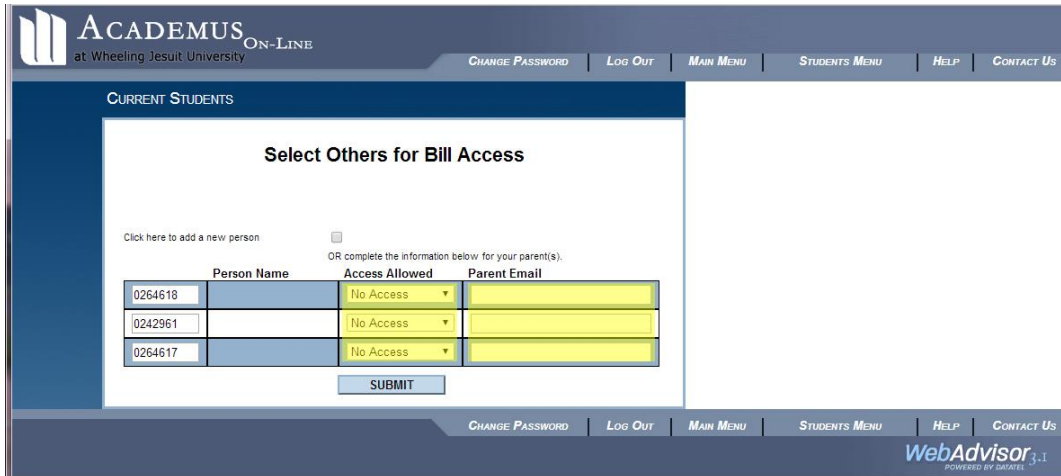
2. Log Into Your Academus Account

The screenshot shows the 'ACADEMUS ON-LINE' login page. The header includes the 'ACADEMUS ON-LINE' logo and navigation links for 'Log In', 'Main Menu', and 'CONTACT US'. The main content area features a 'Welcome Guest!' message and a 'main menu' sidebar with buttons for 'Students', 'Faculty', 'Employees', and 'Parents'. The footer contains links for 'Account Information', 'I'm New to Academus On-Line', and 'What's My Password?', along with another set of 'Log In', 'Main Menu', and 'CONTACT US' links. The 'WebAdvisor' logo is also present in the bottom right corner.

3. Click on **Select Others For Bill Access**



4. Enter the **Email Address** of those would like to give access to and select **Allow Access** from the dropdown menu.



Problems or questions? Contact Student Accounts at studentaccounts@wju.edu or 304-243-2222