

How do I find my Semester Balance?

1. **Go to Inside CBU** (<https://insidecbu.calbaptist.edu>)
2. **Log-in** using your Username and Password in the TOP right-hand corner
 - a. *If you have successfully logged in it will say Example: "Welcome back John Smith" in the top right-hand corner*
3. Once logged in click on the "**Student Accounts**" Tab
4. Go to the box (on the right) marked "Payment & Account Info" select "**Student Payment & Account Info**"
5. Click "**Course and Fee Statement**"
6. Make sure that the term is for the correct semester, Spring 2014, then press "**Generate my Course and Fee Statement**"
7. Click the PDF link that generated below, example: "**View my Course and Fee Statement for Term: Spring 2014 Undergraduate**" (this will open in new internet window)
8. Your Course and Fee Statement will show your courses, major, as well as if you have been Financially Cleared ("Y" for Yes and "N" for No)
9. On the 2nd page of your course and fee statement it will have your charges listed as well as your aid for Spring 2014. It will also have listed any Spring 2014 payments that have been made and/or if a CashNet Payment Plan has been set up.
10. Toward the bottom it will have listed your SPRING 2014 Semester Balance Due.
 - o **PLEASE NOTE: Your course and fee statement will ONLY take into account SPRING 2014 Charges, NOT previous balances or credits.)**

How do I accept my Financial Aid?

1. **Go to Inside CBU** (<https://insidecbu.calbaptist.edu>)
2. **Log-in** using your Username and Password in the TOP right-hand corner
 - o *If you have successfully logged in it will say Example: "Welcome back John Smith" in the top right-hand corner*
3. Once logged in click on the "**Financial Aid**" Tab
4. Click on "**My Award**" on the left-hand side
5. Click "**Financial Aid Awards**" at the TOP of the page, at this point you will see your specific award letter for the year
6. Press "**Accept/Decline**" at the bottom of the page
7. Click "**Accept**" OR "**Decline**" next to each of the Financial Aid items
8. Click "**Submit**"
9. Click "**Continue**"
 - o From this point you can exit the screen. You have now either accepted or declined your aid. Also under the Financial Aid Tab you can view on the left-hand side "**My Documents**" which will let you know if you are missing any documents with the Financial Aid office.

How do I complete my Master Promissory Note and Entrance Counseling?

1. **Go to** <https://studentloans.gov>
2. Click "**Sign-in**" in the TOP left-hand corner
 - o Enter in your social security number, your date of birth, and FAFSA pin
3. If you haven't already, complete your Entrance Counseling and the Master Promissory Note for your federal loans.
 - o **PLEASE NOTE:** For the **Parent Plus Loan** the PARENT must log in with their FAFSA pin, date of birth, and social security number. The parent MUST complete the Master Promissory Note.
 - Click "complete Master Promissory Note" in the center of the page.
 - Click "Complete MPN" then click on "Parent Plus" (the 3rd one down).
 - Follow the prompts to complete

How do I Make a One-Time Payment?

1. Log into Inside CBU FIRST!
2. Click on the **"Student Accounts"** Tab
3. Go to the box (on the right) marked "Payment & Account Info" select ***"Student Payment & Account Info"***
4. Click on **"Go to CashNet"**
5. Once clicked, you will be in the payment gateway. Select **"Click here to make a payment"**
6. To make a one-time payment select **"Student Account Payment"**
7. Select the amount for the payment; Example: \$800.00, click **"Add to Shopping Cart"**
8. Click **"Checkout"**
9. Select how you would like the payment to be processed via credit card or electronic payment
10. Submit Payment. It will post immediately to your Student Account

How do I Set Up an Automatic Monthly Payment Plan?

1. Log into Inside CBU FIRST!
2. Click on the **"Student Accounts"** Tab
3. Go to the box (on the right) marked **"Payment & Account Info"** select ***"Student Payment & Account Info"***
4. Click on **"Go to CashNet"**
5. Once clicked, you will be in the payment gateway. Select to Enroll in a payment plan on the 5th or 20th of the month.
6. After choosing the Auto-Pay date, the next step will ask: What is the total amount you want to divide into installments? Please put the total amount due for the semester in this box.
7. The following step will automatically break the payments into 4 monthly installments. After review of the breakdown please select: **"I Agree"** and **"Accept"**
8. Next, please select the payment method you would like to use to cover the enrollment fee of \$35, click continue.
9. Please complete all payment information, click **"continue"**
10. Next, please select the method you would like to use to cover your Automatic Monthly Installments. You may select to use the same information as you entered for the Enrollment Fee
11. Please review all your information and submit your payment plan. This information will post immediately to your Student Account for review.

***The cost to enroll in the 4 month payment plan is \$35. Re-enrollment is required each semester.**