

Access Student Account Information via Self-Service

These steps detail how to access your Student Account information, either as a Student or as a Proxy (Parent/Guest) user. Valparaiso University partners with NelNet to provide online billing and payment services.

Step-by-step guide to accessing Student Account information

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Internet Browser

When using the Student Accounts portal, Google Chrome or Firefox are the preferred web browsers. Internet Explorer is not recommended.

Connecting from Payment Portal

- Visit <http://mycollegepaymentplan.com/valparaiso/>
- On this site you can review Payment Plan options, important details, and instructions
- Click **Enroll Today** to connect to your Student Account login



[Benefits](#)

[About](#)

[Payment Information](#)

[Enrollment Dates](#)

[Enroll Today](#)

Questions? We Can Help! | 800.609.8056

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Logging in from Self-Service

- Go to DataVu at datavu1.valpo.edu
- Login using your ValpoNet credentials

Sign In

User name

Password

Forgot your [user name](#) or [password](#) ?

[Sign In](#)

Forgot your credentials?

PROXY/GUEST USER: Use the Forgot your user name or password links on the Sign In page.

STUDENT: Use the Password Reset in [Account Management System \(AMS\)](#) to update or reset your password.

If you need additional assistance, please contact helpdesk@valpo.edu. You may be asked to provide identity verification.

Self-Service Home Screen -

- Select **Student Finance**

The screenshot shows the Valparaiso University Self-Service Home Screen. At the top, there is a blue header with the university logo and name. Below the header, a navigation bar contains a home icon, a user profile icon, a 'Sign out' button, and a 'Help' button. The main content area is titled 'Hello, Welcome to Colleague Self-Service!' and 'Choose a category to get started.' There are six tiles arranged in a 2x3 grid: 'Student Finance' (circled in red), 'Financial Aid', 'Employee', 'Grades', 'Graduation Overview', and 'Financial Aid Counseling'. Each tile includes an icon, a title, and a brief description of the service. At the bottom, there is a footer with copyright information and a 'Privacy' link.

Connect From Self-Service to Nelnet Campus Commerce

- Click on **Proceed to Account Information**

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mtr Sign out Help

Financial Information · Student Finance · Payment plan

Payment Plan & Billing

Review your account and proceed to processor

A new window will open and redirect you to our payment processor, Nelnet Campus Commerce. [Proceed to Account Information](#)

[Top of page](#)

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First-Time Account Set-Up

- The first time you login and connect to NelNet you will be prompted to create/update your account profile. The fields with * are required.

Create Account

[Go To Old Create Account Page](#)

Contact Info

Welcome. Please take a few moments to review and complete your contact information.

Name

Prefix	<input type="text" value="-- None --"/>
First Name*	<input type="text" value="Mary"/>
Middle Name	<input type="text"/>
Last Name*	<input type="text"/>
Suffix	<input type="text" value="-- None --"/>

Address

Country*	<input type="text" value="United States"/>
Address Line 1*	<input type="text"/>
Address Line 2	<input type="text" value="Apartment, Suite, Unit, Building, Floor, etc."/>
Add another address line	
City*	<input type="text"/>
State*	<input type="text"/>
Zip*	<input type="text"/>
Time Zone*	<input type="text" value="Central Time"/>

E-mail

E-mail 1*	<input type="text"/>
Add another e-mail address	
All correspondence will be sent via e-mail only. Correspondence will be sent to all e-mails provided.	

Phone Numbers

At least one phone number is required.

Daytime Phone	<input type="text" value="US"/>	<input type="text"/>	Ext.	<input type="text"/>
Evening Phone	<input type="text" value="US"/>	<input type="text"/>	Ext.	<input type="text"/>
Mobile Phone	<input type="text" value="US"/>	<input type="text"/>		

I certify that I am the subscriber to the provided cellular or other wireless number. To stay informed and receive the best service, I authorize Nelnet and its representatives and agents to contact me regarding my account at any current and future numbers that I provide for my cellular telephone or other wireless device using automatic dialing systems, artificial or prerecorded messages, and/or SMS text messages. I understand that standard message and data rates may be charged by my service provider(s). By clicking 'Next' below, you agree to such contact related to your account.

Next

- You will be asked to create a 4 Digit PIN and Telephone ID questions and answers to be used if you need to call in with account questions.

Create Account

[Go To Old Create Account Page](#)

Online Account Profile

Required fields are marked with a *

Phone Authentication

This information will be used to validate your identity when making inquiries by telephone. Choose information you will easily remember.

4-Digit PIN*	<input type="text" value="1234"/>
Telephone ID Question 1*	<input type="text" value="What is the last name of your third grade teacher"/>
Question 1 Answer*	<input type="text" value="test"/>
Telephone ID Question 2*	<input type="text" value="What is your mother's maiden name?"/>
Question 2 Answer*	<input type="text" value="test"/>

[Submit](#) [Back](#)




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Student Account Center Home Screen

- After creating your account profile, you will be directed to the Student Account Center home page.

[Home](#) [My Profile](#) [Financial Accounts](#)

  Signed in as Mary 

Hello Mary

 **Payment Plan & Billing** [View Details](#)

Cecelia ID:

Current Balance
\$15.00 [Transaction Details](#)


[Make a Payment](#)


SPRING 2020


[Set up a Payment Plan](#)

FALL 2019	AMOUNT DUE
Current Charges	\$15.00

Balance may not include Nelnet fees that are owed by another party.

 **Mary**

 TestAccount1@factsmgt.com

 [Register to receive text services on your mobile phone.](#)

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Need Assistance?

For questions related to use of the NelNet site, you may contact NelNet's Customer Service at 800.609.8056 or review FAQs by clicking on the **Customer Service** link in the upper right corner

Changes to your Account Profile (address, phone, email)

- Please note that changes to your account profile demographic information made in the Nelnet portal will NOT update your Valparaiso University records.
- Please follow these directions to update your Valparaiso University Records - [Change your Address or Phone](#)



Español



Customer Service

Signed in as Mary



Review Items

The following item(s) require your attention before proceeding.

Demographic Information

Please be advised that any changes (such as Address, Email & Phone #) made to your Nelnet profile will not be reflected in your Valpo profile.

If you make changes, please verify those changes are made on your Valpo student account as well.

Thank you!

[OK](#)



Related articles

- [How to assign Parent/Guest Access to Student Information](#)
- [How Parents and Guests will use the Proxy Access to Student Information](#)
- [How Faculty and Staff at Valparaiso University will use the Proxy information to conform to FERPA regulations](#)