

# Student: How to Access Nelnet through Self Service Single Sign On

Step 1: Log into Self Service and Click the “Hamburger” Icon in the upper left corner to open menus

ALLEGHENY COLLEGE

Sign out Help 1

Hello, Welcome Gators!  
Choose a category to get started.

Notifications

Title	Details	Link
Documents	There are 2 requests from your institution that require your action.	<a href="#">View documents</a>

**Student Finance**  
Here you can view your real-time account balance and make a payment online.

**Financial Aid**  
Here you can access financial aid data, forms, etc.

**Tax Information**  
Here you can change your consent for e-delivery of tax information.

**Student Planning**  
Here you can search for courses, plan your terms, and schedule & register your course sections.

**Course Catalog**  
Here you can view and search the course catalog.

**Grades**  
Here you can view your grades by term.

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Step 2: Select **1** Financial Information **2** Student Finance **3** Nelnet Campus Commerce.

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Hello, Welcome Gators!  
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Notifications

Title	Details	Link
Documents	There are 2 requests from your institution that require your action.	<a href="#">View documents</a>

**Student Finance**  
Here you can view your real-time account balance and view a printable statement.

**Financial Aid**  
Here you can access financial aid data, forms, etc.

**Tax Information**  
Here you can change your consent for e-delivery of tax information.

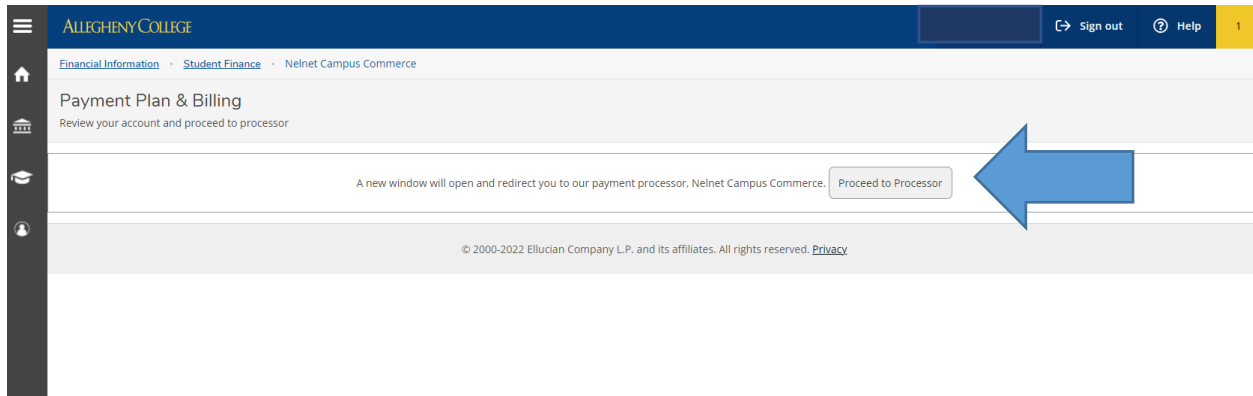
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### Step 3: Select Proceed to Processor (if prompted by this screen)



At the first log in, students will be prompted to complete and verify their contact and user information and then select a 4 digit pin number before proceeding to their account balance in Nelnet. The 4 digit Pin number is to be used as an additional authentication method when making changes to your account over the phone. If you forget your pin number, please reach out to the Student Billing office at 814-332-2360 or email [finsrv@allegheny.edu](mailto:finsrv@allegheny.edu) and we can assist you.

#### Things for Students to do in Nelnet:

- **Assign online access to a Parent, Guardian or Authorized Payer**
- **View account activity details and see balance due**
- **Set up a payment plan for the current term**
- **Make a one-time payment by credit card or echeck/ACH**

#### Things for Students to do in Self Service:

- **Access their Nelnet account for online payments and account activity**
- **View account activity details and see balance due**
- **Print a statement to mail in payments by check to the College, 529 plan invoice submission or for account record.**