Quick Reference Guide

View Account Inquiry

This process will navigate you through your financial account summary at NJCU.

1. After signing into GothicNet, under the My Menu section, click Students, and select your Student Center.

2. The center group box of your Student Center displays your financial information.

3. Click the Account Inquiry link to view your account detail.

4. The Summary page displays the amount Due Now and any Future Due amounts. Also displayed is a listing of amounts due for each term.

5. Click the charges due tab to view your outstanding balance information. This page lists charges due on your account. You can also review past charge activity by term by selecting the specific term in the View By drop-down menu.

6. Click the payments tab to view payments posted toward your account balance.

7. Click the amount of the payment to view the detailed payment information. Click the Return to Payment History to exit back to the Payment page.