



# Wilkes University

BURSAR'S OFFICE

## Accessing the Tuition Bill

You can access your invoice via the Wilkes portal, [portal.wilkes.edu](http://portal.wilkes.edu). Your user id is your first name.last name and your password is whatever you choose. If you do not remember your password, you can either reset it via the Wilkes portal – [portal.wilkes.edu](http://portal.wilkes.edu) home page or by contacting our IT Help desk at 570-408-HELP.

Log into the portal go to:

"Student" tab, and click "Student Services" from the drop down menu. Under "My Account", click on "View Invoice eStatement".

To obtain a detailed invoice click on "Statements". From the drop down menu, you can choose the appropriate invoice. The invoice available via the portal is our standard invoice. The information on your statement is as of the statement date, and may not include current additional charges or payments. Your statement balance includes pending financial aid. The up to date balance can be viewed on the initial page when you login to your account.

You may not be able to view/print the invoice any of the following:

- Employer has a firewall set up that blocks access to items on our site.
- Use a different browser might help. (Mozilla or Chrome)

If none of the items listed above apply and still cannot access the invoice, please contact our IT Help desk for assistance. If you have any questions, please contact us at 570-408-4960.

