

# How to View your Account Activity in SU Pay

## Go to SU Pay portal via Workday

- ➡ Go to your Financials Hub under Menu
- ➡ Under Suggested Links select **SU Pay- Make a Payment**

The screenshot shows the SU Pay portal interface. On the left, there is a 'Menu' section with 'Apps' and 'Shortcuts' tabs. Under 'Your Saved Order', there are icons for 'Academics Hub' and 'Financials Hub'. On the right, there is a 'My Student Finance Hub' section with a list of links: 'Overview', 'View Account Activity', 'View Financial Aid', 'Statements and D...', and 'Suggested Links'. The 'Suggested Links' section is expanded, showing 'SU Pay - Make a ...' (highlighted with a red box), 'SU Pay - Payment...', 'Payment Elections', and 'View My 1098T'. To the right of this is a 'Financials Overview' section with a 'Due Now' alert.

## Once on the homepage of SU Pay

- ➡ Select **View Activity**

The screenshot shows the SU Pay homepage. At the top, there is a navigation bar with 'My Account', 'My Profile', 'Make Payment', 'Payment Plans', and 'Help'. Below this, there is an 'Announcement' section with a 'Welcome to Workday Student SU Pay!' message. To the right, there is a 'Student Account' section with a 'Balance' field and a 'View Activity' button (highlighted with a red box). Further right, there is a 'My Profile Setup' section with links for 'Authorized Users', 'Personal Profile', 'Security Settings', and 'Consents and Agreements'.


 Select the term

# Account Activity

[Expand All](#) [Print](#) [Excel](#) [PDF](#)

Filter activity by  [View Activity](#)

Student Account Balance	
> 2025 Fall	
> 2025 Spring	\$0.00
> 2024 Fall	\$0.00

 To print the statement select **Print**  
To download the statement select **PDF**

# Account Activity

[Print](#) [Excel](#) [PDF](#)

Filter activity by  [View Activity](#)

Student Account Balance				
2025 Fall				
<a href="#">Print</a> <a href="#">Excel</a> <a href="#">PDF</a>				
Account Activity				
Search: <input type="text"/>				
Description	Date	Due Date	Charges	Credits/Anticipated Credits