

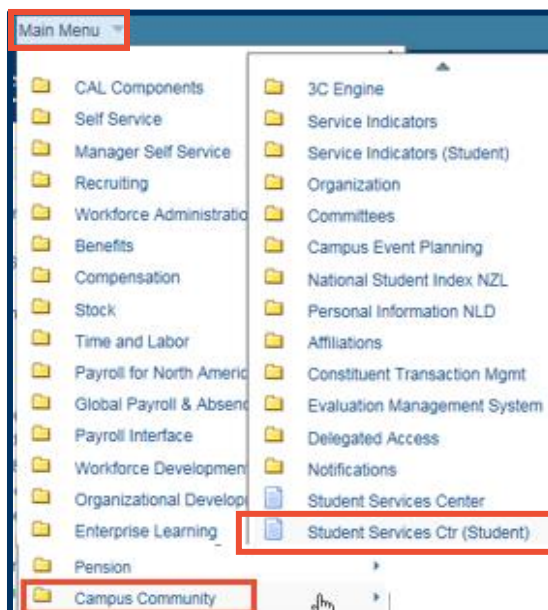
SIR Deposit: Viewing if Paid or Not Paid

The purpose of this document is to provide staff with the steps to view if the SIR deposit in *Campus Solutions* has been paid or not. It's important to note that the SIR deposit in *Campus Solutions* behaves as a credit on the student account. In other words, the SIR deposit is not a charge as it is in the legacy system, CARS.

SIR deposits for Fall 2016 graduate applicants will be viewable in *Campus Solutions* as of December 2015. Undergraduate applicants' SIR deposits for Fall 2016 will be viewable in February 2016.

The following steps show how to determine whether or not students have made their SIR deposit payment. The menu options displayed in this step-by-step guide may vary from yours depending on your security access and functions.

- From the **Main Menu**, navigate to: **Campus Community > Student Services Ctr (Student)**.

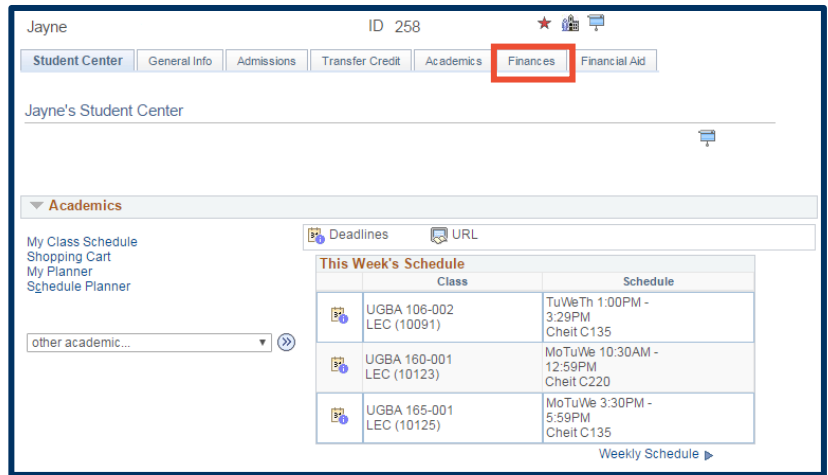


- In the **Student Services Center** page, enter the applicant's ID in the **ID** text box. Click **Search**.

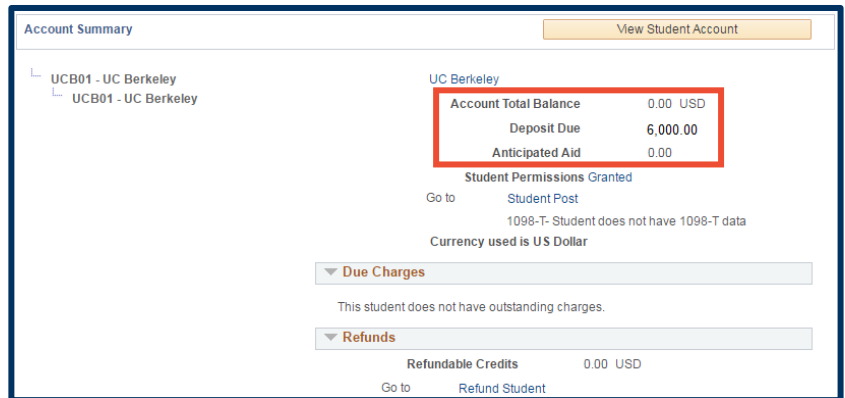
NOTE: You can also enter an applicant's **Last** and **First** names, and then select the applicant from the **Search Results** list. If only one applicant meets the name criteria, *Campus Solutions* will immediately display that applicant's record.

3. The applicant's record will appear in the **Student Center** page.

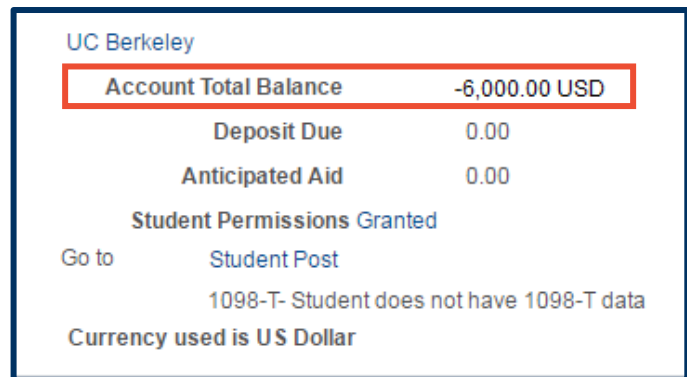
Click the **Finances** tab.



4. Under the Account Summary, we see that for this applicant, the SIR deposit has not yet been paid. The **Deposit Due** field displays an amount.



5. If the deposit has been paid, the **Account Total Balance** will reflect a credit balance and the Deposit Due will be **0.00**.



6. Provided the applicant accepts the university's admission offer and pays the SIR deposit, the sections within the red bounding box will not begin to be populated until July 2016, at the earliest.

7. If you wish to check a different applicant's SIR deposit, click the **Return to Search** button, type another applicant's **ID** or name, then repeat **Steps 2-5**.

8. If you are done checking SIR deposits, click on **Main Menu** at the top to go to another page or **Sign out**.

Account Summary View Student Account

UCB01 - UC Berkeley UC Berkeley

Account Total Balance 0.00 USD
 Deposit Due 0.00
 Anticipated Aid 0.00

Student Permissions Granted
 Go to Student Post
 1098-T: Student does not have 1098-T data
 Currency used is US Dollar

Due Charges
 This student does not have outstanding charges.

Refunds
 Refundable Credits 0.00 USD
 Go to Refund Student
 Last Refunded 01/10/2017
 Last Refund 0.00 USD
 Through A
 Refund Status
 Country United States
 Address
 View Student Refunds

Bills
 Invoice Number STUDENTBI
 Invoice Date 09/01/2017
 Due Date 09/15/2017
 Total Billed 0.00
 Country United States
 Address
 View Student Invoice Summary

Payment Plans
 No Active Payment Plans were found.
 Go to Assign to Payment Plan

Credit History and Collection
 Credit History as of 05/29/2017

Category	Description	Amount
Current Due	CURRENT DUE	

Support:

For questions or assistance, please contact Campus Shared Services IT.:

- Call **510-664-9000** (press **option 1**, then **option 2** to reach SIS support)
- Email: itcsshelp@berkeley.edu
- Submit a ticket: https://shared-services-help.berkeley.edu/new_ticket/it