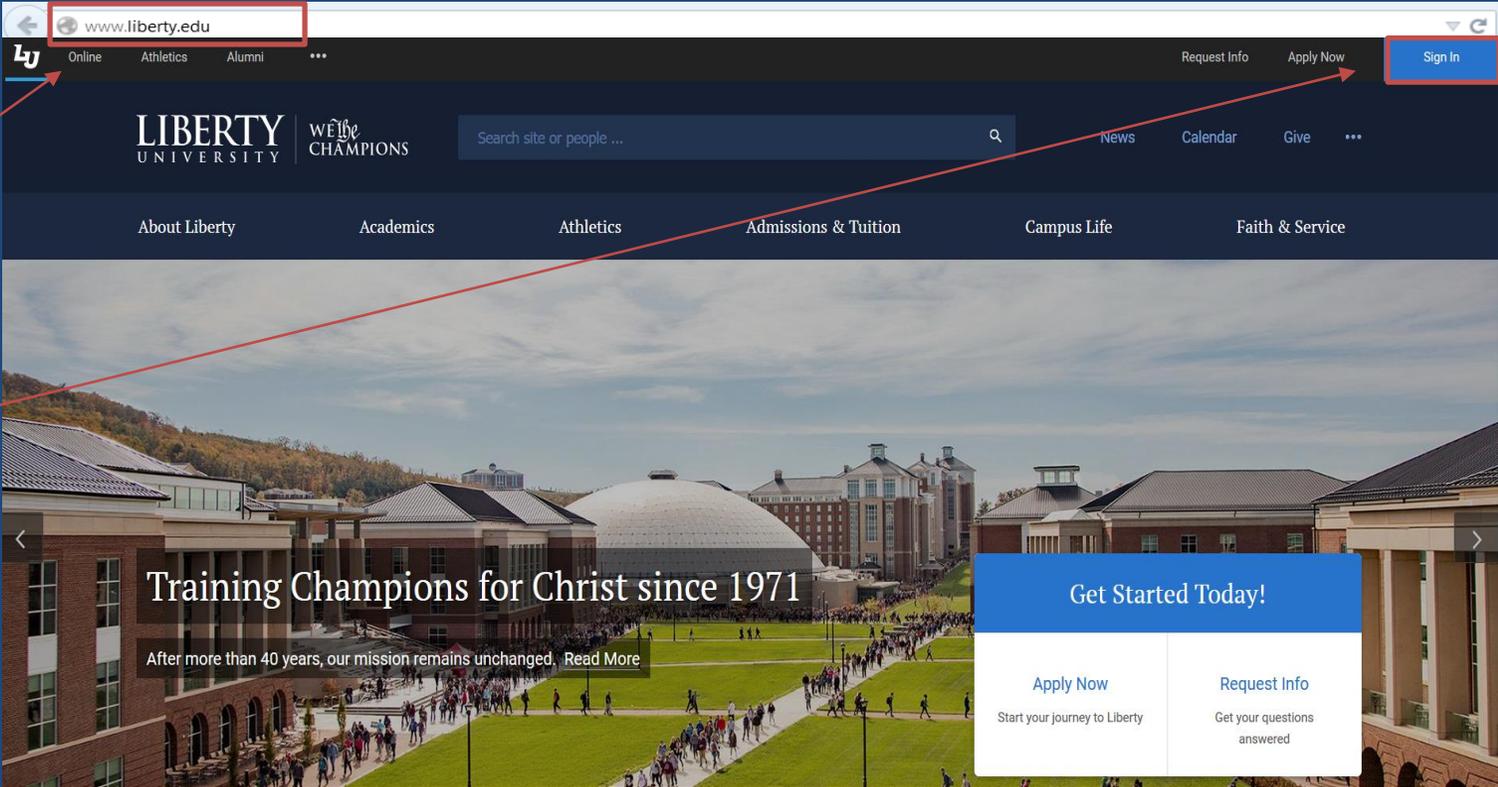


# Financial Check-In Liberty University Online Academy



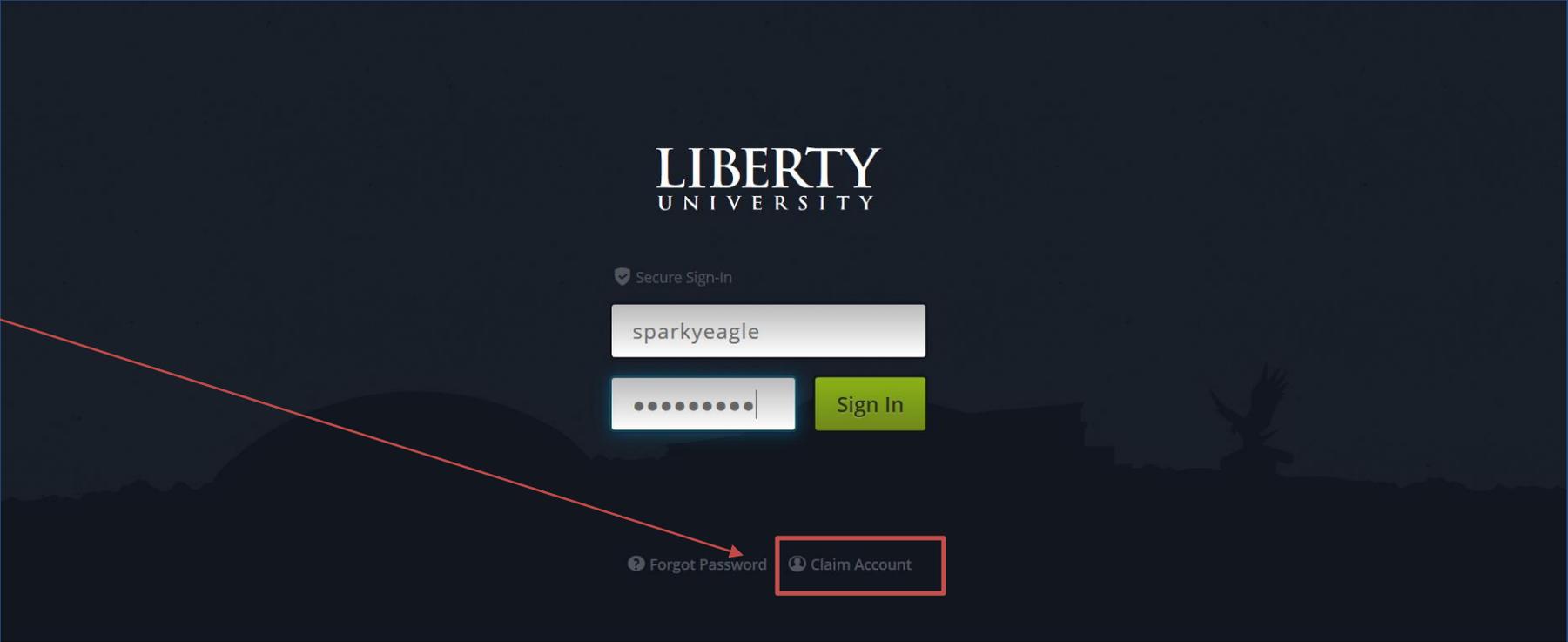
From the  
Liberty University home  
page:  
[www.liberty.edu](http://www.liberty.edu)  
Select Sign In

# Financial Check-In

## Claim New Account

### Claim New Account

An Academy student MUST Claim New Account to set up the Username and Password so that financial arrangements can be made through the LU Online Academy ASIST system.



# Financial Check-In

## Claim New Account

### Claim New Account

You will need to proceed through each of the steps to complete setting up the ASIST login password.

Please note that when claiming your account, you will be asked for personal information (such as your student ID number) to identify yourself. All information **MUST** match the information on our records system.

**Your Liberty Account**

### Claim Your Account

[Forgotten Password](#)

Last Name  
Eagle

ID Number ?  
LXXXXXXXX

Birth Date  
Month: 12 - December | Day: 1 | Year: 2007

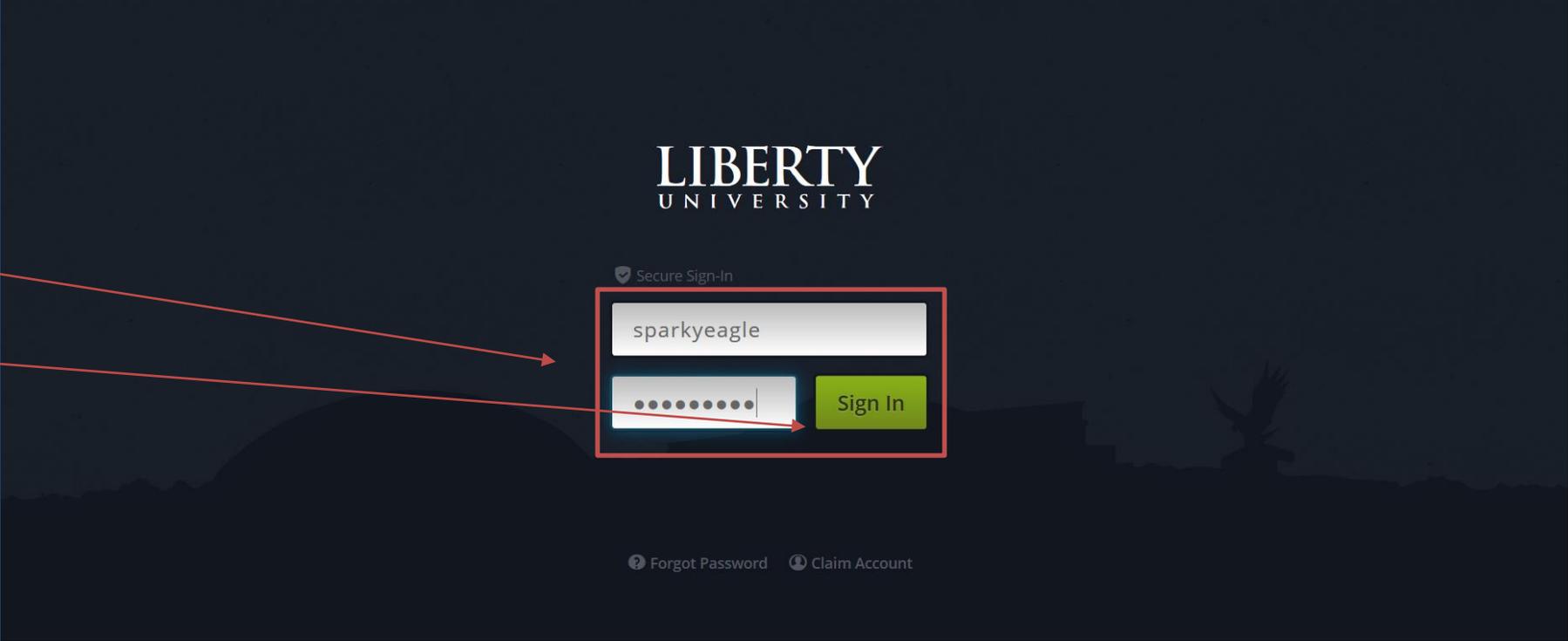
I live outside the US

# Financial Check-In

## Student Login

### Student Login

- 1. Enter username and password
- 2. Select Sign In

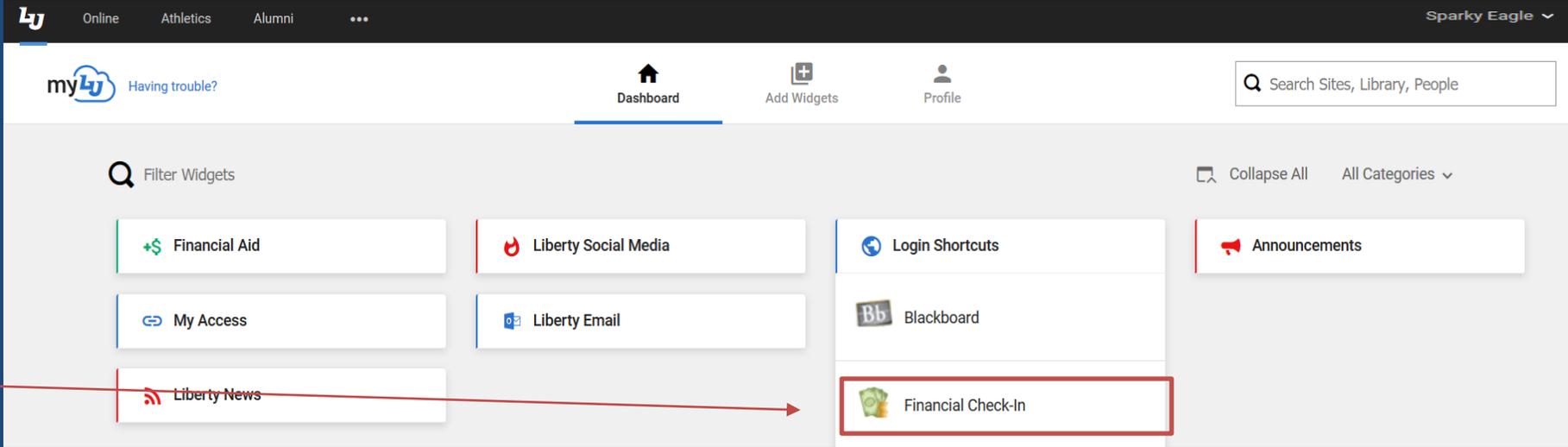


# Financial Check-In

## Access to Financial Check-In

### Access to Financial Check-In

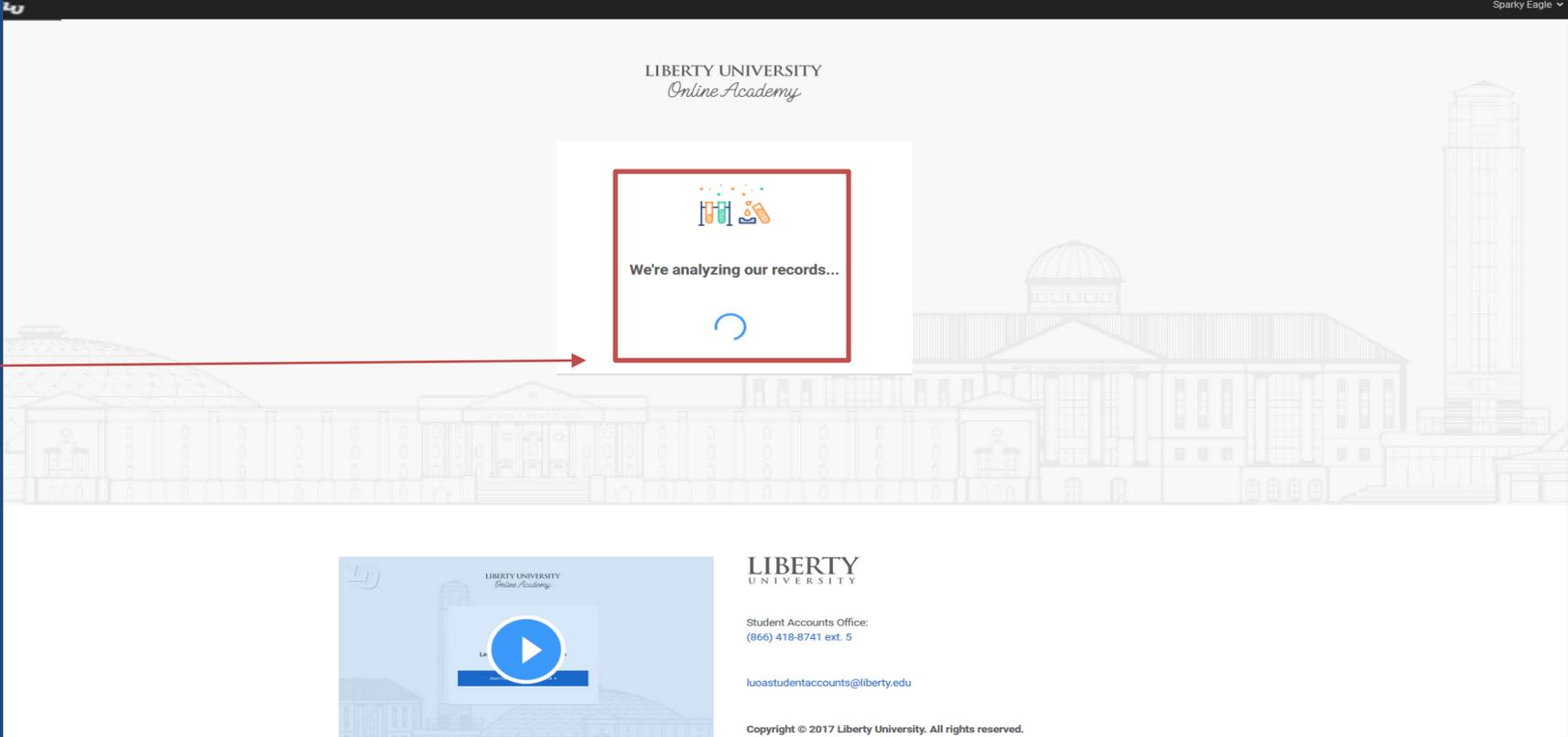
To access Financial Check-In, click on the Financial Check-In icon under “Login Shortcuts.”



# Financial Check-In Login Page

## Login Page

Once you have logged into Financial Check-In (FCI), we will gather your information for you to complete FCI.



# Financial Check-In

## Select Term

### Select Term

Your name is visible at the top right with the drop-down option to sign out.

Click on the "Start" button for the current year to begin FCI.

You may contact the Student Accounts Office for assistance with FCI.

A brief tutorial is available for assistance with the FCI process.

The screenshot shows the Liberty University Online Academy interface. At the top right, the user's name "Sparky Eagle" is displayed with a dropdown arrow and a "Sign Out" button. The main content area features a "Hello Sparky!" message and a "Let's start Financial Check-In" section with a blue "Start FCI Academy 2017-2018" button. Below this, there is a video player with a play button and a contact box for the Student Accounts Office, including the phone number (866) 418-8741 ext. 5 and the email luostudentaccounts@liberty.edu. The footer contains the copyright notice: "Copyright © 2017 Liberty University. All rights reserved."

# Financial Check-In Main Menu

## Main Menu

The tabs that you will need to review are displayed on the right side of the screen. The tab that is highlighted with the green circle is the current page.

If there is a balance due, the amount will be shown. Click the “show details” to see additional information.

You will start by reviewing and confirming your courses. If changes are needed, you will need to contact LUOA.

To proceed, click “next.”

The screenshot displays the 'Financial Check-In Academy 2017-2018' interface. At the top, there is a navigation bar with 'Back to FCI Home', 'Financial Check-In Academy 2017-2018', and 'Contact Us'. The main content area is titled 'Courses' and includes a 'Confirm your courses' section with a list of courses and their start dates:

Course Name	Start Date
7th Grade Bible BIB 0702-BL1	Mar. 19
7th Grade History & Geography HIS 0702-BL1	Mar. 19
7th Grade Language Arts LAN 0702-BL1	Mar. 19
7th Grade Math MAT 0702-BL1	Mar. 19
Life Science SCI 0702-BL1	Mar. 19
Back to School 2017/18 (Upper) ORI 0600-AA1	Jul. 3

Below the course list is a 'Change your courses?' section with contact information: 'luoacurrentstudents@liberty.edu' and '(866) 418-8741'. On the right side, a sidebar menu is visible with the following items: 'Courses' (highlighted with a green circle), 'Review & Verify', 'Payment Info', and 'Complete'. At the bottom of the sidebar, the 'Remaining Balance' is shown as '\$1,235.25' with a 'See Details' link. A blue 'Next >' button is located at the bottom right of the main content area.

# Financial Check-In

## Review & Verify: Policies

### Policies

The next section is to review and verify that you agree to two policies: the parent agreement and the withdrawal policy. Click on each link to read and review the policy.

Once reviewed, to agree, click in the “Yes, I agree!” box. The greyed-out areas will then be highlighted with a green check and the “next” button will be visible.

Click “next” to continue.

The screenshot displays the 'Review & Verify' section of the Financial Check-In Academy 2017-2018 interface. The page title is 'Financial Check-In Academy 2017-2018' and the user is identified as 'Sparky Eagle'. The main content area is titled 'Review & Verify' and contains the instruction 'Please agree to these two policies'. Two links, 'Parent Agreement' and 'Withdrawal Policy', are highlighted with red boxes. A 'Yes, I agree!' box is also highlighted with a red border, showing a green thumbs-up icon and a greyed-out 'Next >' button. A second 'Yes, I agree!' box is highlighted with a red border, showing a green thumbs-up icon, a green checkmark, and a visible blue 'Next >' button. The sidebar on the right shows a progress bar with 'Review & Verify' selected, and a 'Remaining Balance' of \$1,235.25.

# Financial Check-In

## Review & Verify: Summary of Account

### Summary of Account

You will need to review your summary of charges and payments (if applicable).

To continue, click "next."

Back to FCI Home

Financial Check-In Academy 2017-2018

Contact Us

Sparky Eagle

Review & Verify

Make sure everything looks okay

Tuition - Online Academy	\$1,372.50
LUOA Tuition Discount	\$137.25
Scheduled Drafts	\$0.00

Summary

Remaining Balance: \$1,235.25

Remaining Balance: \$1,235.25 [See Details](#)

Courses

Review & Verify

Payment Info

Complete

Next >

Previous

# Financial Check-In

## Payment Information:

### Choose a payment plan

#### Choose a Payment Plan

You have three payment options: full payment, 5 month payment plan, and 10 month payment plan.

You can review the details of each payment plan by clicking on the payment option: the draft amounts are auto-drafted.

Financial Check-In Academy 2017-2018

Payment Info

Choose a payment plan		
<input type="radio"/>	Full payment	\$1,235.25 (Auto-Drafted)
<input type="radio"/>	5 Payments	
<input type="radio"/>	10 Payments	

Remaining Balance: \$1,235.25

# Financial Check-In

## Payment Information:

### Choose a payment plan

#### Payment Plan Information

Once you select a payment plan, you will need to choose a draft date for your auto-drafted monthly payments.

Select a draft date:

Prior to the 19<sup>th</sup> of any month, you are able to select any date, but we encourage the 1<sup>st</sup>, 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup>, or 25<sup>th</sup> for future drafts.

Past the 20<sup>th</sup> of any month, you are able to select the 15<sup>th</sup> through the 31<sup>st</sup> for your draft date. We encourage the 15<sup>th</sup>, 20<sup>th</sup>, and 25<sup>th</sup> for future drafts.

Once you have chosen a draft date, the scheduled draft dates with the amount to be drafted will be displayed.

The initial draft will be processed the same day as FCI is completed.

Back to FCI Home

Financial Check-In Academy 2017-2018

Contact Us

Sparky Eagle

Payment Info

Choose a payment plan

<input type="radio"/> Full payment	\$1,235.25
<input checked="" type="radio"/> 5 Payments	(S45 Pay Plan Fee)

Select a day of the month

- 15th
- 16th
- 17th
- 18th
- 19th
- 20th
- 21st
- 22nd
- 23rd
- 24th
- 25th
- 26th
- 27th
- 28th
- 29th
- 30th
- 31st

5 Payments (Auto-Drafted)

Feb. 26, 2018 (Today)	\$256.00
Mar. 26, 2018	\$256.00
Apr. 26, 2018	\$256.00
May 26, 2018	\$256.00
Jun. 26, 2018	\$256.00

Remaining Balance: \$1,280.25

See Details

# Financial Check-In Payment Plan Selection

## Payment Plan Information

Once you have chosen your payment plan (this will be green with a check mark) and draft date, review the draft dates and amounts

Click "next" to continue.

Back to FCI Home

Financial Check-In Academy 2017-2018

Payment Info

Choose a payment plan

<input type="radio"/>	Full payment	\$1,235.25	
<input checked="" type="radio"/>	5 Payments	(\$45 Pay Plan Fee)	5 Payments (Auto-Drafted)
<input type="radio"/>	10 Payments		

Feb. 26, 2018 (Today)	\$256.05
Mar. 25, 2018	\$256.05
Apr. 25, 2018	\$256.05
May 25, 2018	\$256.05
Jun. 25, 2018	\$256.05

Remaining Balance: \$1,280.25  
[See Details](#)

[Next >](#)

# Financial Check-In

## Payment Information: Payment Method

### Payment Method

You have two payment method options: credit/debit card or checking account.

To select your payment method, click on the greyed-out check mark on either the credit/debit card option or the checking account option.

Once you have chosen a payment method, the greyed-out check mark will turn green, then click "next" to continue.

Back to FCI Home

Financial Check-In Academy 2017-2018

Contact Us

Payment Info

Choose your payment method

**Credit/Debit Card**  
Visa, MasterCard, American Express, Discover

**Checking Account**  
Checking Accounts Only

< Previous

Next >

Remaining Balance: \$0.00  
See Details

Choose your payment method

**Credit/Debit Card**  
Visa, MasterCard, American Express, Discover

**Checking Account**  
Checking Accounts Only

< Previous

Next >

# Financial Check-In

## Payment Information:

### Enter Payment/Card Information

#### For Credit/Debit Card: Enter Card Information

Once you have chosen your payment method, enter in the requested payment information.

Then click “next” to continue.

The screenshot shows a web interface for entering payment information. The page title is "Financial Check-In Academy 2017-2018". The user is logged in as "Sparky Eagle". The page is titled "Payment Info". The form is titled "Enter your card info" and contains the following fields:

- Name on Card: Sparky Eagle
- Card Number: XXXXXXXXXXXXXXXXX
- Expiration Date: 01 / 2023
- CVV: XXX
- Card Holder Email: sparkyeagle@liberty.edu

Payment method icons for VISA, Mastercard, DISCOVER, and AMERICAN EXPRESS are visible. A "Next >" button is highlighted with a red box. A "Previous <" button is also visible. The right sidebar shows a progress indicator with "Payment Info" selected, and a "Remaining Balance: \$0.00" section.

# Financial Check-In

## Payment Information: Confirm Payment Method

### Confirm Payment Method

You will need to confirm that your payment information is correct.

If you need to make any modifications, click on “change payment method.”

Keep in mind that the initial draft will be processed the same day as FCI is completed.

If the payment info is correct, click “next” to continue.

The screenshot displays the 'Confirm your payment method' interface. At the top, there are navigation links: 'Back to FCI Home', 'Financial Check-In Academy 2017-2018', and 'Contact Us'. The main content area is titled 'Payment Info' and contains a confirmation box for a Visa card. The card details shown are: 'Sparky Eagle', 'xxxx xxxx xxxx 1111', and 'Expires 01/2023'. Below the card details is a 'Change Payment Method' button. To the right of the card details is a confirmation box with a thumbs-up icon and the text 'This is correct!' and a green checkmark. At the bottom left of the confirmation box is a '< Previous' link, and at the bottom right is a 'Next >' button. A sidebar on the right side of the page shows the progress of the process: 'Courses' (checked), 'Review & Verify' (checked), 'Payment Info' (selected), and 'Complete' (locked). At the bottom of the sidebar, it shows 'Remaining Balance: \$0.00' with a 'See Details' link.

# Financial Check-In

## Payment Information:

### Contact Information

#### Contact Information

Review contact information. It is important that Liberty has accurate contact information.

Your liberty email is the primary means by which all departments will communicate with you.

\*Please note: electronic monthly account statements will be sent to your Liberty email account.

If an address update is needed, click on the link to make any changes.

To proceed, click within the "This is correct!" box and then click on "next."

The screenshot displays the Liberty Financial Check-In Academy 2017-2018 interface. At the top, there is a navigation bar with the Liberty logo, a 'Back to FCI Home' link, the title 'Financial Check-In Academy 2017-2018', and a 'Contact Us' link. The main content area is titled 'Payment Info' and contains a section 'Is this contact info correct?' with the following details: Sparky Eagle, 123 Student Lane, City, State, Zip Code. Below this is a link 'Change contact information in Profile' and a '< Previous' button. A large green thumbs-up icon and the text 'This is correct!' are displayed. A green checkmark icon is visible in the top right corner of the confirmation box. A blue 'Next >' button is located at the bottom right of the main content area. On the right side, a sidebar shows a progress list: 'Courses' (checked), 'Review & Verify' (checked), 'Payment Info' (checked), and 'Complete' (locked). At the bottom of the sidebar, it shows 'Remaining Balance: \$0.00' with a 'See Details' link.

# Financial Check-In

## Complete Check-In: Agree to the Contract

**Financial Check-In Contract**

Please scroll through your contract and carefully review all the information. The contract is legal and binding.

The screenshot shows the 'Financial Check-In Academy 2017-2018' interface. At the top, there are navigation links for 'Back to FCI Home', 'Financial Check-In Academy 2017-2018', and 'Contact Us'. The main content area is titled 'Complete Check-In' and contains a section 'Agree to the Contract'. This section features a scrollable window with the following text:

- ONLINE ACADEMY CONTRACT
- THIS CONTRACT IS LEGAL AND BINDING - Read and Select 'I agree to the Terms and Conditions.'
- PRINT THE CHECK-IN RECEIPT/CONTRACT PAGE FOR YOUR RECORDS.
- Liberty University offers students a Tuition Payment Plan as an alternative to paying the balance in full at registration. The Tuition Payment Plan (TPP) allows payment of tuition, fees, on-campus housing and dining (if applicable) through an

At the bottom right of the scrollable window, there is a blue button with a checkmark icon and the text 'SCROLL'. A red box highlights this button, and a red arrow points from the text box on the left to it. Below the scrollable window, there are navigation buttons: '< Previous' and 'Complete FCI >'. On the right side of the interface, there is a sidebar with a progress indicator showing 'Courses', 'Review & Verify', 'Payment Info', and 'Complete' (which is currently selected). Below the progress indicator, it shows 'Remaining Balance: \$0.00' with a 'See Details' link.

# Financial Check-In

## Complete Check-In: Agree to the Contract

**Financial Check-In Contract**

Within the contract, you will be able to review your account summary along with any payments that are due in your payment plan and payment information.

Back to FCI Home

Financial Check-In Academy 2017-2018

Contact Us

Complete Check-In

Agree to the Contract

Tuition - Online Academy	\$1,372.50
Payplan Participation Fee- OLA	\$45.00
LUOA Tuition Discount	\$137.25
Installment Pay CC	\$256.05
Scheduled Drafts	\$1,024.20
Balance Due	\$1,024.20

SCROLL

Payment Feb. 26, 2018	\$-256.05
Payment Mar. 25, 2018	\$-256.05
Payment Apr. 25, 2018	\$-256.05
Payment May. 25, 2018	\$-256.05
Payment Jun. 25, 2018	\$-256.05
Remaining Balance	\$0.00

< Previous

Complete FCI >

VISA Sparky Eagle  
xxxx 1111  
Expires 01/2023

Courses

Review & Verify

Payment Info

Complete

Remaining Balance: \$0.00  
See Details

# Financial Check-In

## Financial Check-In Contract

Back to FCI Home

Financial Check-In Academy 2017-2018

Contact Us

Complete Check-In

Agree to the Contract

VISA Sparky Eagle  
xxxx 1111  
Expires 01/2023

By checking this box, I hereby acknowledge and agree to have read, understood, and accepted the terms and conditions of the contract. I, the parent/guardian of the student, agree that I am liable for all costs and expenses incurred by me and the student in connection with Liberty University Online Academy. I promise to pay Liberty University, or any subsequent holder of debt, the balance due, plus interest and other fees which may become due.

< Previous

Complete FCI >

Courses

Review & Verify

Payment Info

Complete

Remaining Balance: \$0.00  
[See Details](#)

### Financial Check-In Contract

Once you have read the details of your contract, to agree, click on the greyed-out check mark.

Click on "Complete FCI" to proceed.

By checking this box, I hereby acknowledge and agree to have read, understood, and accepted the terms and conditions of the contract. I, the parent/guardian of the student, agree that I am liable for all costs and expenses incurred by me and the student in connection with Liberty University Online Academy. I promise to pay Liberty University, or any subsequent holder of debt, the balance due, plus interest and other fees which may become due.

Complete FCI >

# Financial Check-In

## Complete Check-In

**Complete Check-In**

Once you have agreed to your contract, we will process your Financial Check-In.

The screenshot displays the 'Complete Check-In' page. At the top, there is a navigation bar with 'Back to FCI Home', 'Financial Check-In Academy 2017-2018', and 'Sparky Eagle'. Below this, the page title 'Complete Check-In' is shown. A progress bar on the right side indicates the following steps: 'Courses', 'Review & Verify', 'Payment Info', and 'Complete' (which is currently selected). Below the progress bar, the 'Remaining Balance' is listed as '\$0.00' with a 'See Details' link. The main content area features a central message: 'Almost there, Sparky! We're processing your Financial Check-In.' accompanied by a lightning bolt icon and a circular loading spinner. At the bottom of the page, there are navigation buttons for '< Previous' and 'Complete FCI >'. A red arrow from the text on the left points to the central loading message.

# Financial Check-In

## Complete Check-In

### Complete Check-In

You have completed Financial Check-In (FCI) when you see the green check mark and it indicates that FCI is complete.

A confirmation of completing FCI and contract will be emailed to your LU email account.

To download a copy of your contract, click the link.

