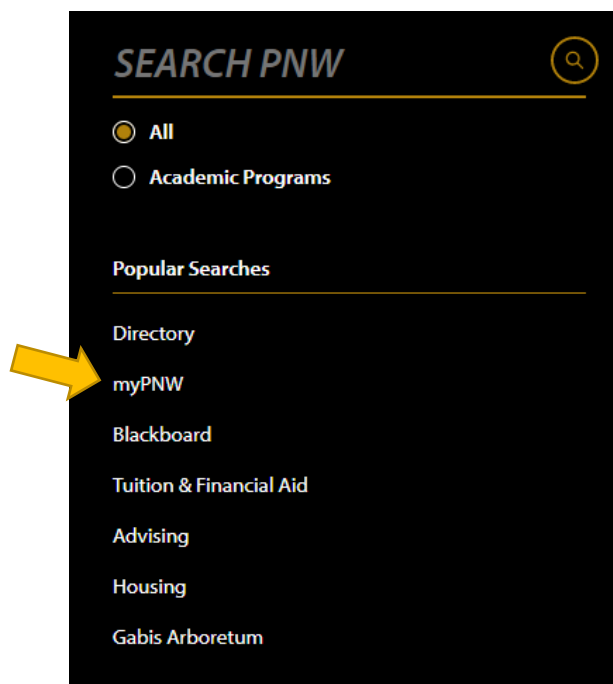


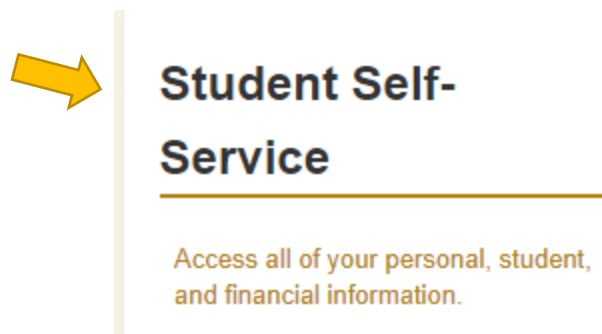
Release the Financial Obligation Hold

As a new PNW student a Financial Obligation hold is automatically on your account until you agree to the terms of your financial obligations. Should you answer 'no' or try to skip this step, you will be unable to conduct any business electronically, such as registering for classes, making payments, or setting up payment plans. You must then follow the steps below in order to get the hold released.

- Log in to PNW.edu and then MyPNW by clicking on the Search button in the upper right corner of the screen.



- From the Financial Aid tab, select the Student Self-Service link



- When Self-Service opens:
 - Click Student
 - Click Student Account
 - Click Financial Obligations Statement
 - Agree to the terms
- This is what you will see:

The screenshot shows a web application interface with a navigation bar at the top containing tabs for "Financial Aid", "Personal Information", "Student", and "Staff". Below the navigation bar is a search bar with the text "Search" and a "Go" button. To the right of the search bar are links for "SITE MAP", "HELP", and "EXIT". The main content area features a heading "Affirmance of Certain Financial Obligations". Below the heading are two green checkmark messages: "✓ Your agreement to the terms and conditions for the 'Consent to Conduct Business Electronically' was recorded on April 10, 2017. You may use the link below to return to the Self-Service Banner main menu." and "✓ Your agreement to the terms and conditions for the 'Affirmance of Certain Financial Obligations' was recorded on April 10, 2017. You may use the link below to return to the Self-Service Banner main menu." Below these messages is a link "Return to Main Menu". At the bottom left, there is a footer with the text "RELEASE: 8.8.2" and "© 2017 Elucian Company L.P. and its affiliates."

NOTE: If you try to perform these steps on the same day you answered 'no' or skipped the agreement, you will need to contact the Bursar's office at 219-989-2560 or 219-785-5338. Someone will need to release it manually for you. Or, just simply wait until at least the following day, and your hold will be released automatically within a few minutes of completing the steps.