



New Student Checklist

Congratulations and welcome to NMSU! You will use **myNMSU** to view your student account details, view your billing statement and payment history, make online payments, enroll in direct deposit for refunds and more!

- Create a proxy!** To grant others access to your student account, log into your **myNMSU**. From the **Student** tab, click on **Banner Self Service** and then select the **Proxy Access Tab**. For more information or instructions on setting up a Proxy, please visit our [Proxy Access](#) page.

Please note that Proxy Access does not give University Accounts Receivable authorization to talk to anyone other than the student.

- Sign up for direct deposit!** To sign up for direct deposit and receive any refunds that you may be eligible for, log into your **myNMSU**. From the **Student** tab, select the **Student Account** link and then select **Direct Deposit Enrollment**.

Any excess funds on your student account that originate from financial aid, scholarships or reduced course load, etc. will be refunded to you via the bank account you specify when you enroll in direct deposit. You will receive an email from the Accounts Payable Office when a direct deposit refund is made to your designated bank account. **This will not pay charges on your student account.**

- Retrieve your 1098-T!** The 1098-T form is produced each January and is used by the student or taxpayer in determining eligibility for a tuition tax credit under the Taxpayer Relief Act of 1997. Students may view the information provided on their 1098-T via their **myNMSU**. From the **Student** tab, select the **Student Account** link and then select **Tax Notification**. Enter the desired tax year and click Submit.

Please note that only students eligible to receive a 1098-T will have one available through their **myNMSU**. For information on eligibility, please visit the IRS's [publication](#) on 1098-T's.

- Make payments online!** To log in and make an online payment, log in to myNMSU and select the **Pay NMSU** link.

Tuition and Fees must be paid by the date posted on your billing statement to avoid class schedule cancellation and/or payment plan fees. It is the responsibility of each student, whether or not they receive a statement, to make full payment or complete financial aid information prior to the posted deadline. *If you decide not to attend NM State University you must notify the Registrar's Office no later than the first day of classes. You will be held responsible for any charges on your account if you withdraw from any classes or the institution after the 100% refund period.* For additional information, visit the University Accounts Receivable website: <http://uar.nmsu.edu>.

If you have questions regarding your account you may contact the University Accounts Receivable Office at (575) 646-4911 or via email at uar@nmsu.edu.