



Complete Your Required Student Financial Agreement

Step-by-Step Guide

Overview

This guide walks you through completing the **To Do List – Complete Your Required Student Financial Agreement** task in GET.

Estimated time to complete: 5–10 minutes

Note: Pages marked with an asterisk (*) are required and must be completed before you can finish. Optional pages may be reviewed but are not required.

Before getting started, please be sure to have your bank account and routing numbers available for direct deposit setup.

Step 1: Access the Student Center

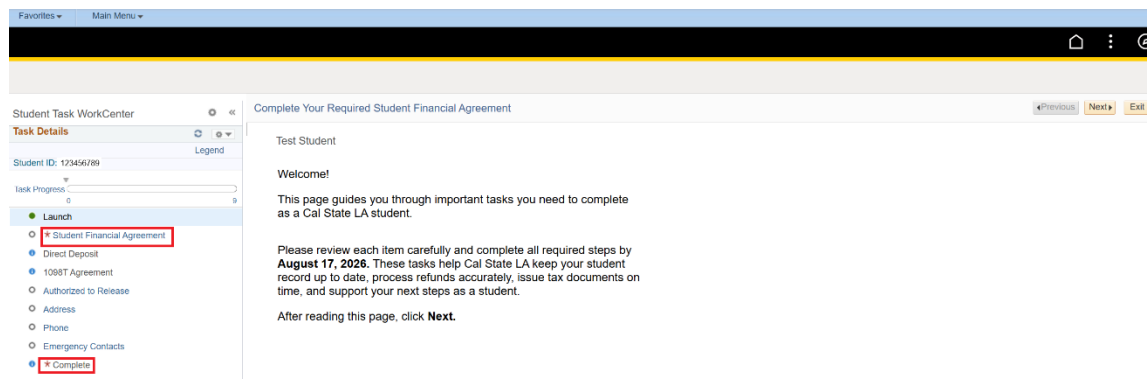
1. Sign in to [MyCalStateLA](https://my.calstatela.edu) at <https://my.calstatela.edu>
2. Select the **GET** tile.
3. Select **Student Center**.
4. From the **To Do List**, select **Complete Your Required Student Financial Agreement**.

Tip: The To Do List appears on the right side of the Student Center page. If you do not see the task, contact One-Stop Financial Services.

Step 2: Review Required Pages

Before you begin, note the following:

1. Pages marked with an asterisk (*) are required.
2. Optional pages may be reviewed but do not need to be completed.
3. You must complete all required pages before clicking **Finish**.



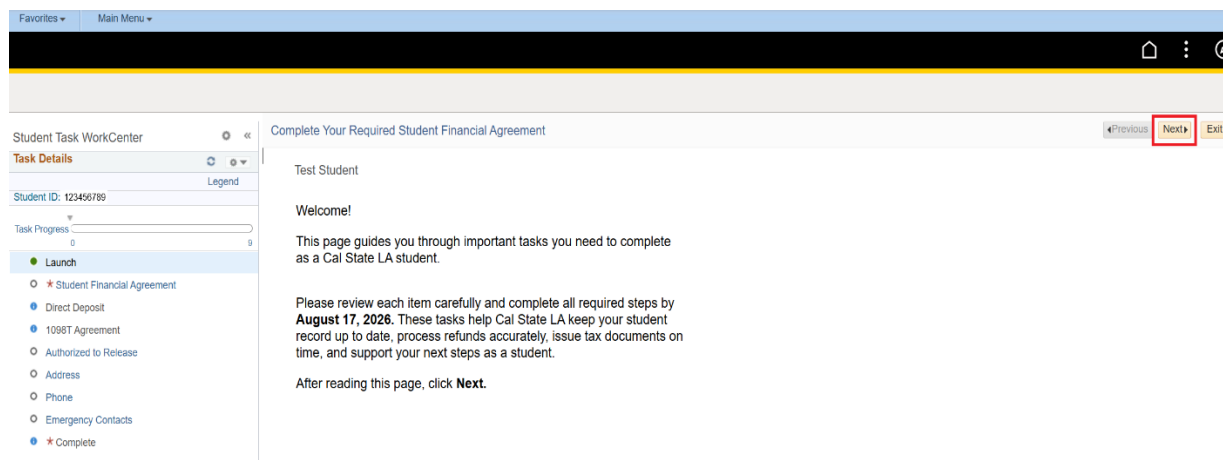
Step 3: Complete Each Section

Complete each section in order. Use the **Next** and **Save** buttons as directed within each section.

Introduction Page

Optional Section

1. Read the Introduction page to understand the purpose of this activity guide.
2. Select **Next** to continue.

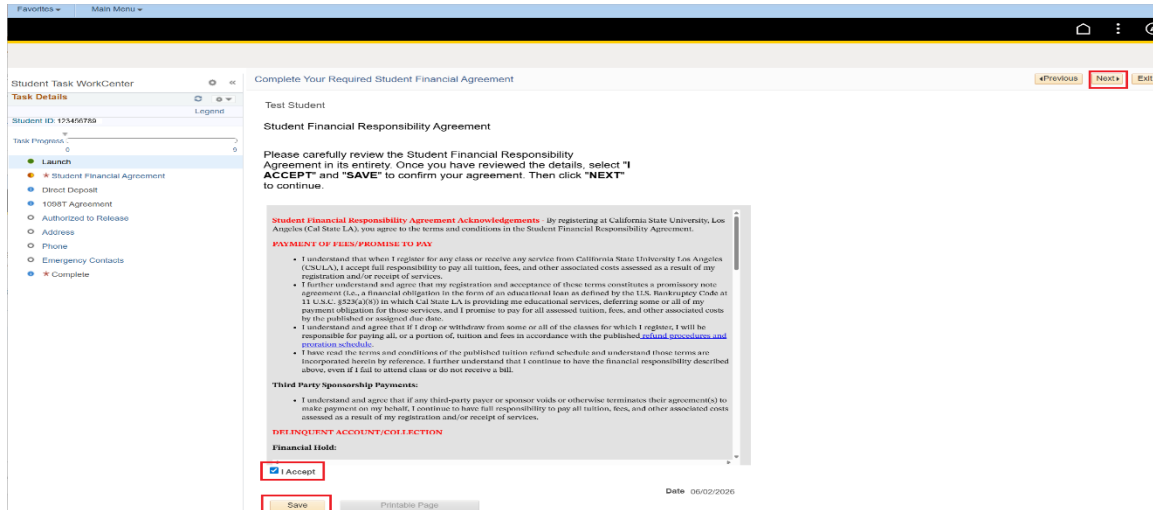


Student Financial Responsibility Agreement

★ Required Section

1. Read the agreement carefully. It outlines your financial obligations for tuition, fees, and related charges.
2. Select **I Accept** to acknowledge and agree to the terms.
3. Select **Save**, then select **Next** to proceed.

 **Tip:** You must select **I Accept** to move forward. If you do not accept, you will not be able to complete the activity guide.



Direct Deposit Setup

This page will require Multi-Factor Authentication (MFA).

○ Optional Section

1. Enter your bank routing number and account number.
2. Confirm that your banking information is accurate.
3. Select the checkbox next to **I acknowledge...** to confirm your information.
4. Select **Submit**, then select **Next**.

⚠ Note: Your banking information is used solely for financial aid refunds and other eligible student refunds. If you do not set up direct deposit, a paper check will be mailed to your address on file.

Enroll In Direct Deposit

Student Task WorkCenter

Task Details

Student ID 123456789

Task Progress 0 1 9

Launch

Student Financial Agreement

Direct Deposit

1098T Agreement

Authorized to Release

Address

Phone

Emergency Contacts

Complete

Complete Your Required Student Financial Agreement

Enroll In Direct Deposit

Test Student

Account Type: ☒ Checking ☐ Savings

Routing Number: What are my Routing and Account Numbers?

Account Number: ☒ Hide account information

Confirm Account Number:

Terms and Conditions

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA") Cal State LA to credit any reimbursements due to me via automated clearinghouse electronic fund transfer ("ACH") to the bank and bank account owned by me referenced above. This authorization will remain in effect until I withdraw from direct deposit or the bank rejects an ACH transaction. A new authorization must be completed if I change my bank account, close my bank account, or change financial institutions.

Note: I understand that Cal State LA requires ten (10) business days to set up this initial authorization and two (2) business days for funds to become available following an ACH electronic funds transfer. I understand that Cal State LA does not guarantee my authorization will be set up for a particular disbursement.

I understand I may be subject to a financial aid billing which I must repay to Cal State LA, if:

1. I withdraw enrollment.
2. I do not enroll in a subsequent term.
3. I have received excess (overaward) of my financial aid eligibility.

☐ I acknowledge that I have read and agree to the above Terms and Conditions.

New Window | Help | Personalize Page

1098-T Electronic Consent

Optional Section

1. Read the 1098-T Electronic Consent agreement.
2. Select the checkbox next to **Yes, I have read the agreement** to consent to receiving your IRS Form 1098-T electronically.
3. Select **Next** to continue.

Tip: The 1098-T form reports tuition payments and may help you claim education tax credits. By consenting, you will receive your form online instead of by mail.

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Authorization to Release

○ Optional Section

1. Read the Authorization to Release agreement.
2. If desired, enter the name(s) of individuals you authorize the university to release your records to, under **Authorized Records to Release to**.
3. Select **Save**, then select **Next**.

⚠ Note: This section is governed by FERPA (Family Educational Rights and Privacy Act). Completing this section allows designated individuals to discuss your account with the university.

Student Task WorkCenter

Task Details

Student ID: 123456789

Task Progress

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Authorized to Release

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Complete

Complete Your Required Student Financial Agreement

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Create an Authorization to Release

FERPA: Family Educational Rights and Privacy Act

Your student records maintained by California State University, Los Angeles are protected under the **Family Educational Rights and Privacy Act** (FERPA). FERPA gives you the right to provide consent to disclosures of your education records to third parties, such as your parents, guardian, sponsor, etc.

Upon completing the form below, you are authorizing the offices you select to share your records with your third-party designee(s). Granting access to one office does not grant access to the other offices.

This authorization to release does not allow the sharing of Cal State LA C-ID and password to your designated person or any other individual. It only allows campus officials to disclose the information you authorize from your education record to your designated person.

Service Area Release Options

Admissions and Recruitment	Financial Aid and Scholarships
- Application Status - Application Due Year/term - Admission Decision - Enrollment Expected Status - Residency Determination - Status or Requested Documents	- FAFSA/CAVAS Status - Financial Aid Award(s) Status - Satisfactory Academic Progress (SAP)

Registrar, Academic Records, and Graduation

Registrar, Academic Records, and Graduation	One-Stop Financial Services
- Academic Petitions - Academic Standing - Diploma/Certificate Status - Enrollment Summary - Graduation Application Status - Transfer of Academic History	- Account Balance - Charge and Billing Details - Payment Details - Refund Amount and Status - US Tax Form 1098-T

Housing and Residence Life

Housing and Residence Life	Office of the Dean of Students
- Housing Application Status - Housing Financial Records - Student Conduct Incident Details	- Academic Dishonesty/Integrity Findings - Basic Needs Grant

Adding or Modifying a Third-party Designee

Follow These Steps

1. Enter the third-party designee's first and last name.
2. Create a 4 digit access code for the third-party designee and share it only with that person.
3. You can notify a third-party designee's access by meeting or unmarking the checkboxes below.
4. To add a third-party designee, click the "+" button.
5. Click the "Save" button to save your entire authorization.

Before your student information may be released, your third-party designee will be required to identify themselves, provide your student name and ID, and their access code to confirm they are your authorized designee. Do not share this information with anyone other than your authorized designee.

If you are not a currently enrolled student, access granted to your third-party designee may no longer be valid.

Authorization to Release your Record(s) to your Designee

Student: Test Student ID: 123456789

Authorized Records to be Released to			
First Name	Last Name	Access Code	Expiration Date
Personalize Find Add First 1 of 1 Last			
Department	Records to Release	Purpose of Release	

Save Cancel

Go to:

Address Page

○ Optional Section

1. Review your current mailing and permanent address on file.
2. If your address is incorrect, select the **Edit (pencil) icon** to update it.
3. Select **Save**, then select **Next**.

💡 Tip: An accurate address is required for paper checks, official university mail, and 1098-T forms mailed to you.

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Test Student

Addresses

View, add, change or delete an address.

Address Type	Address	
Home	5151 State University Drive Los Angeles, CA 90032 Los Angeles County	
Mail	5151 State University Drive Los Angeles, CA 90032 Los Angeles County	

Add a new address

Go to top

Phone Page

Optional Section

1. Add or update your primary phone number. Include the area code.
2. Select **Save**, then select **Next**.

Student Task WorkCenter

Task Details

Student ID: 123456789

Task Progress: 0 / 1

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number.

Phone Type	Phone Number	Ext	Country	Preferred
Business	3233430000			☐
Mobile	3233430000			☒
Home	3233430000		888	☐

Add a Phone Number

Save

Required Field

Go to top

Emergency Contact Page

Optional Section

1. Add or update your emergency contact. Include the contact's full name, relationship to you, and phone number.
2. Select **Save**, then select **Next**.

 **Tip:** Providing an emergency contact ensures the university can reach a designated person in the event of an emergency. You may add more than one contact.

Student Task WorkCenter

Task Details

Student ID: 123456789

Task Progress: 0 / 1

Emergency Contacts

Below is a list of your emergency contacts. To add the information for a contact, select the Edit button. To add a contact, select the Add an Emergency Contact button.

No current emergency contact information found.

Add an Emergency Contact

Go to top

Step 4: Complete the Task

★ Required Section

After completing all required sections, finalize the activity guide:

1. Select **Finish** to submit your completed activity guide.
2. Select **Exit** to return to the Student Center.

 **Note:** Once you have completed all required sections and selected Finish, the To Do List item will be marked as complete. If you see it still showing as incomplete, allow a few minutes for the system to update, then refresh the page.

Parental > Main Menu > Emergency Contacts

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Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, select the Edit button. To add a contact, select the Add an Emergency Contact button.

No current emergency contact information found.

Add an Emergency Contact

Back to top

Emergency

Help

Exit

Need Help?

If you have questions or experience issues completing this Student Financial Agreement task, contact One-Stop Financial Services:

 **Phone:** (323) 343-3630

 **Email:** studentfinancialservices@calstatela.edu

 **Website:** <https://www.calstatela.edu/finance-onestop/>

 **Office Location:** Student Services Building, Room 2380