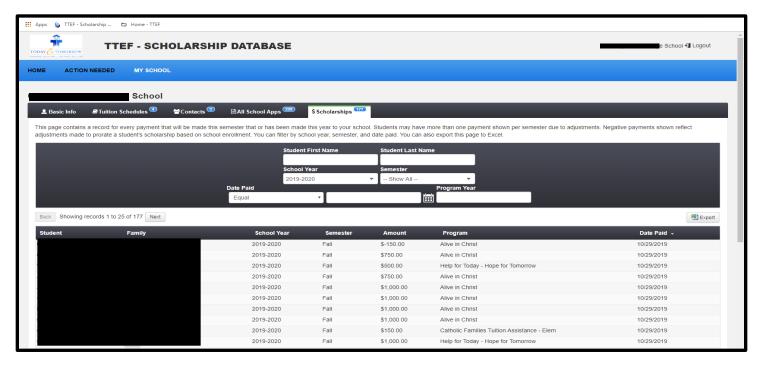# TTEF Online System Training
Module Four: Payment

Learning Focus: Viewing School Payments

1. *After logging in to your school's account, you will access your school's list of students paid and to be paid by clicking on the **My School** tab and then on the **$Scholarships** tab.*

2. *After each SVR has been completed by both the school and the parent, TTEF Staff will add each student to your **$Scholarships** tab as a student that is scheduled to be on your payment. After payment occurs, you will see a date next to each student under **Date Paid**. This list can be filtered to the **School Year** or **Semester**. This list can also be exported to Excel. This page is simply for viewing your school's payments. No action is required on this page for your school to receive payment.*

a. *Please note you need to filter for the current **School Year** and **Semester** is set to **Show All**, which means the full year will be displayed. All payments before Spring 2015-2016 will display 01/06/2016 as Date Paid. You may refer to the Semester and School Year for when this payment was received.*

b. *If a student is displayed with more than one payment record per semester, this is due to an adjustment based on school enrollment. The adjustment may be a positive or negative dollar amount. A student may also have more that one payment if they have a supplemental program.*

c. *You may search this page for a student record by typing the student's last name or first name into the boxes.*