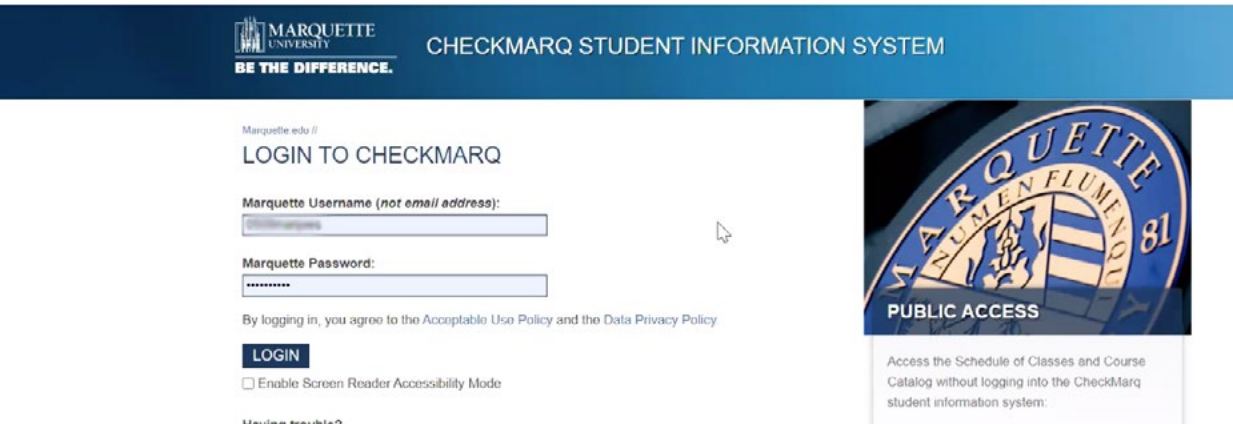


PRINTING A VOTER ID FEE STATEMENT FROM CHECKMARQ

STEP 1

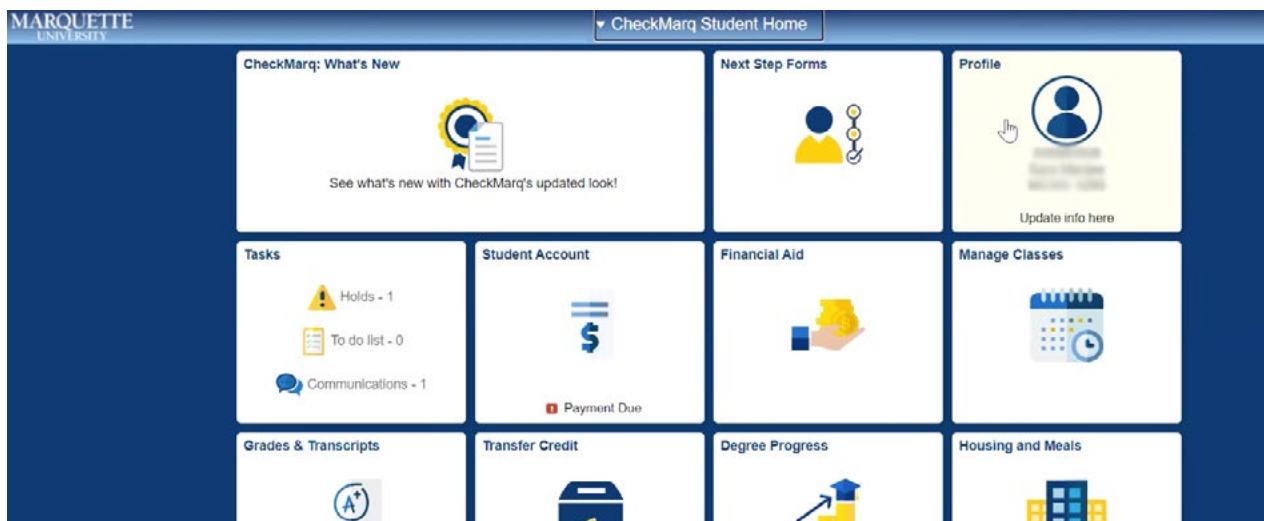
Log into CheckMarq with your Marquette user-name and password.



The screenshot shows the login page for the CheckMarq Student Information System. At the top, there is a blue header with the Marquette University logo and the text "CHECKMARQ STUDENT INFORMATION SYSTEM". Below the header, the page is titled "LOGIN TO CHECKMARQ". There are two input fields: "Marquette Username (not email address):" and "Marquette Password:". Below the password field, there is a "LOGIN" button and a checkbox for "Enable Screen Reader Accessibility Mode". To the right of the login form, there is a large image of the Marquette University seal with the text "PUBLIC ACCESS" and a description: "Access the Schedule of Classes and Course Catalog without logging into the CheckMarq student information system."

STEP 2

On the CheckMarq Student Home page select the "Profile" tile in the upper right corner.



The screenshot shows the CheckMarq Student Home dashboard. The dashboard is divided into several tiles. The top row includes "CheckMarq: What's New", "Next Step Forms", and "Profile". The "Profile" tile is highlighted with a mouse cursor. Below the top row, there are four more tiles: "Tasks" (with sub-items: Holds - 1, To do list - 0, Communications - 1), "Student Account" (with sub-item: Payment Due), "Financial Aid", and "Manage Classes". The bottom row includes "Grades & Transcripts", "Transfer Credit", "Degree Progress", and "Housing and Meals".

STEP 3

Select "Addresses" from the menu on the left.



The screenshot shows the "My Profile" page in CheckMarq. The page is divided into two main sections: "Personal" and "Biographic". The "Personal" section is currently selected and highlighted in yellow. It contains a "Personal Details" section with a "Date of Birth" field. Below that is a "Names" section with a table of names and types. The "Addresses" menu item on the left is highlighted with a mouse cursor.

Name	Type
Ms. Greenberger	Primary
Ms. Greenberger	Preferred

Build my e-mail address from preferred name No [What's this?](#)

STEP 4

Scroll down to Current Address and click on it.

The screenshot shows the 'My Profile' page with a sidebar on the left containing navigation links: Personal Details, MCAN, Contact Details, Addresses (highlighted), Emergency Contacts, Ethnicity, Set up guest access, SMS Alerts, Student Directory, and Privacy Restrictions. The main content area is titled 'Addresses' and contains three sections: 'Home Address' with a table listing 'PO Box 1881, Milwaukee, WI 53201-1881' as the 'Current' address; 'Dormitory Address' with 'No address defined'; and 'Current Address' with a red box around a '+' icon and the same address as the Home Address. Below this is a 'Preferred Address' section with 'No address defined' and an 'Add Preferred Address' button.

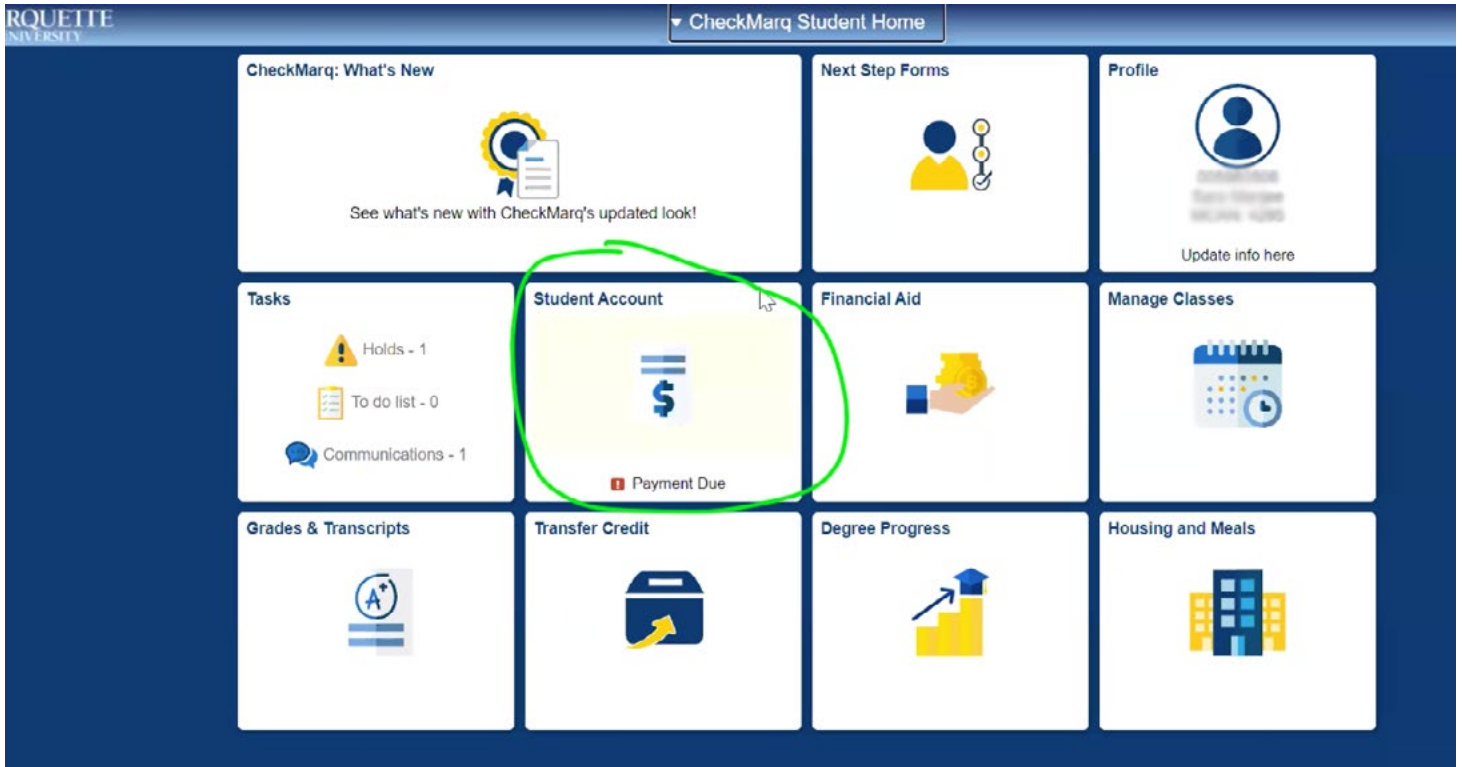
STEP 5

Update your Current Address to reflect where you currently live. Make sure to hit the "Save" button.

The 'Edit Address' modal is open, showing the following fields: Type (Campus), Country (United States), Address 1 (5000 W. Power Road), Address 2 (empty), Address 3 (empty), City (Greenfield), State (Wisconsin), Postal (54601), and County (Milwaukee). The modal has 'Cancel' and 'Save' buttons. A video player is overlaid at the bottom of the modal, showing a progress bar from 01:42 to -01:28.

STEP 6

Go back to CheckMarq Home. Click on the "Student Account" tile.



Step 7

Click on "Account Activity" on the left side.

The screenshot shows the 'What I Owe' page. The left sidebar has a yellow highlight on the 'Account Activity' link. The main content area shows a summary of charges due, including a total of \$16,735.00. Below the summary is a table with columns for Description, Due Date, and Due Amount.

Description	Due Date	Due Amount
Tuition Charge		

Step 8

You will see "This document is an Official Bursar Account History Report (Voter ID Fee Statement).

CheckMarq Student Home Account Activity

Account Balance Due Now \$0.00

Account Activity

Make A Payment

Payment Plan Information

Payment Policy

Direct Deposit

E-Billing Statements

View 1098-T

This document is an Official Bursar Account History Report.
(Voter ID Fee Statement)

Marquette University
Office of the Bursar
Milwaukee, WI

Transactions

From 03/10/2020 To 09/10/2020

All Terms Search

Posted	Item	Term	Charge	Payment	Refund
08/02/2020	Health Plan (New)	2020 Fall Term		-2880.00	
08/02/2020	Health Plan (New) (BPP) (New)	2020 Fall Term		-2880.00	
08/02/2020	101 Student Fees	2020 Fall Term		-1780.00	
07/07/2020	Student Health Insurance Fee	2020 Fall Term	-180.00		
07/07/2020	Residence and Wellness Fee	2020 Fall Term	-180.00		
07/07/2020	Student Activity Fee	2020 Fall Term	-180.00		
07/07/2020	Technology Fee	2020 Fall Term	-180.00		

STEP 9

Right click to print.

This document is an Official Bursar Account History Report.

(Voter ID Fee Statement)

Marquette University
Office of the Bursar
Milwaukee, WI

Transactions

- Back Alt+Left Arrow
- Forward Alt+Right Arrow
- Reload Ctrl+R
- Save as... Ctrl+S
- Print... Ctrl+P
- Cast...
- Translate to English
- View page source Ctrl+U
- Inspect Ctrl+Shift+I

Posted	Item
08/02/2020	Health Plan (New)
08/02/2020	Health Plan (New) (BPP) (New)

Print 1 page

Destination Save as PDF

Pages All

Layout Portrait

More settings

Save Cancel