Online Registration in Populi

1) **Go to https://spst.populiweb.com**

2) **You will be directed to office365.com**

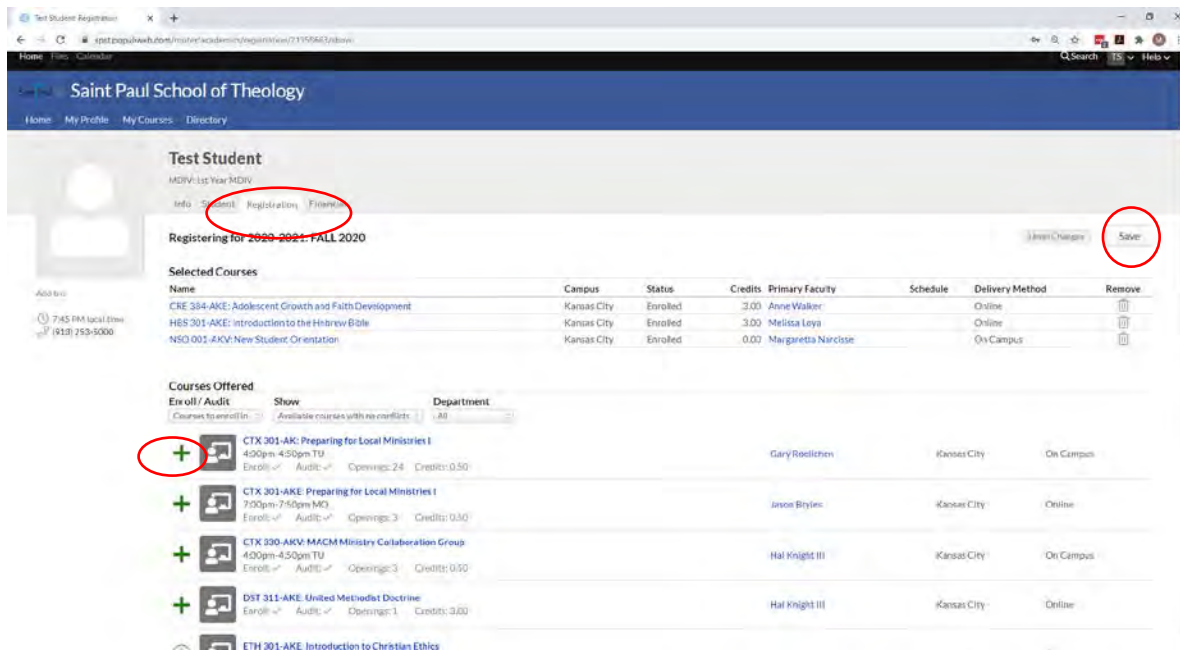3) **Login with your full Saint Paul email address and password (i.e.   firstname.lastname@spst.edu)**
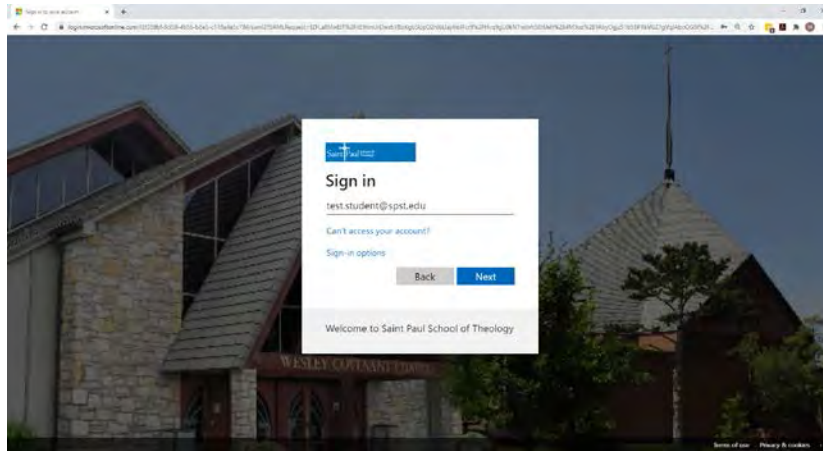
4) **Click on My Profile**
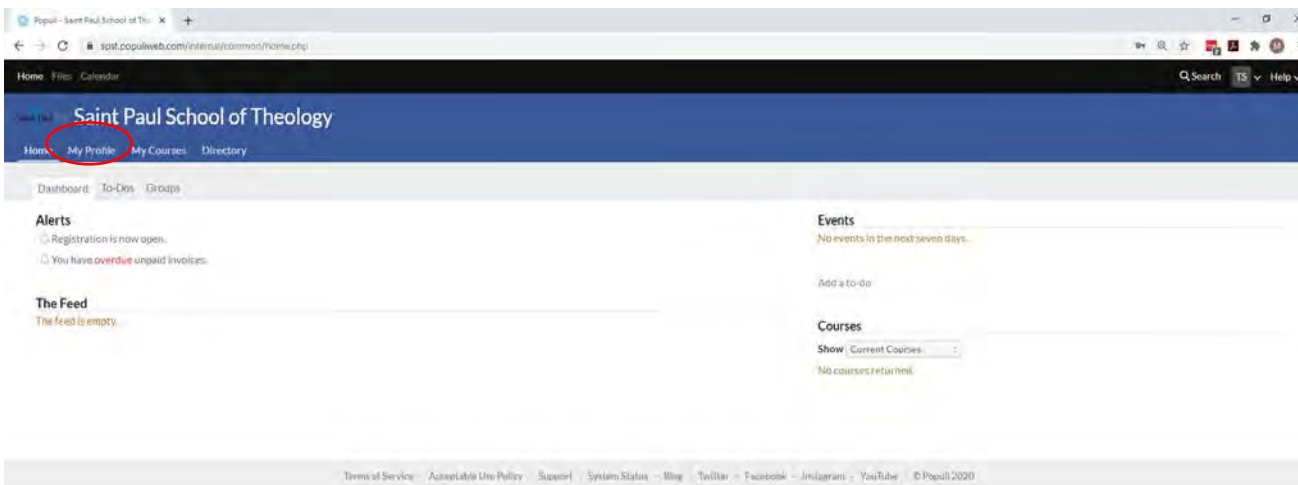
5) **Click on the Registration Tab**

6) **To Add a course click the green plus sign next to available courses, then click Add**

    a. **A Clock symbol indcates a course with a waiting list**

    b. **A lock symbol means the course is unavailable for you to register, either due to a schedule conflict or not meeting the prerequisite for the course**

7) **To Remove a course click the Remove button (trash can) to the right of the course, then click OK to remove the course.**
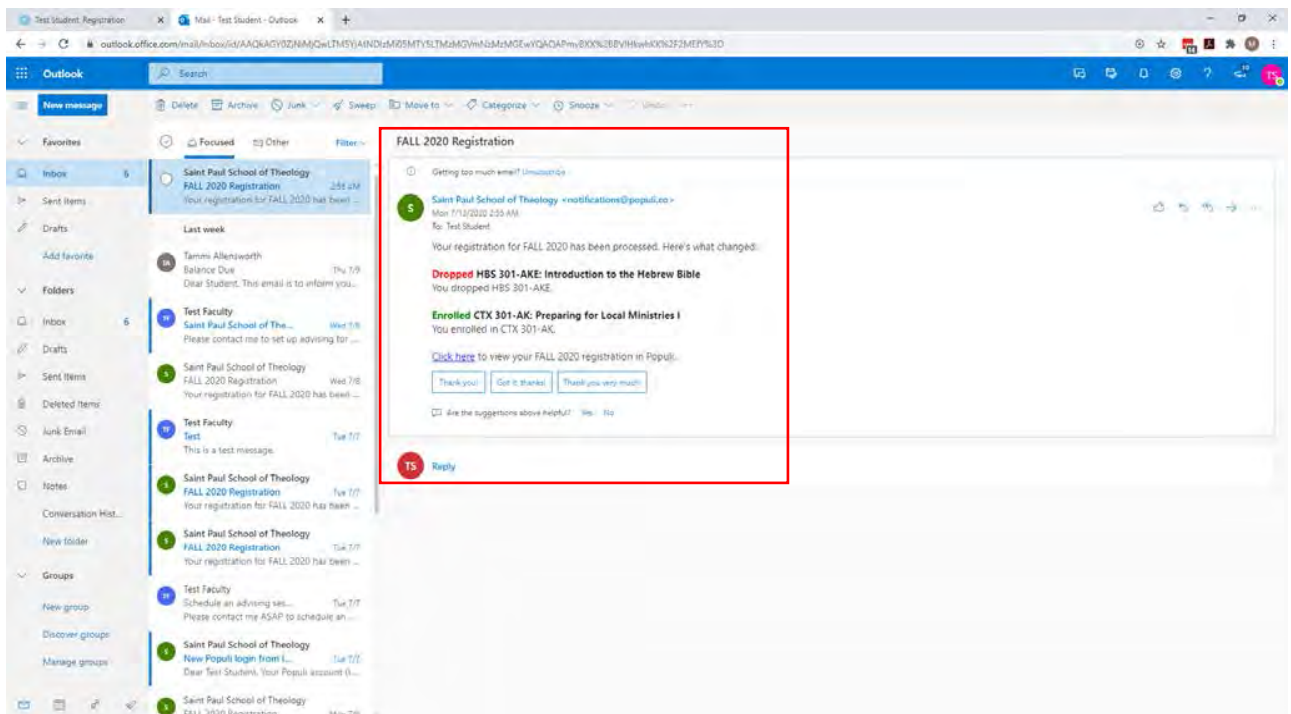
8) **Click on the SAVE button to save your changes and to register fully.**
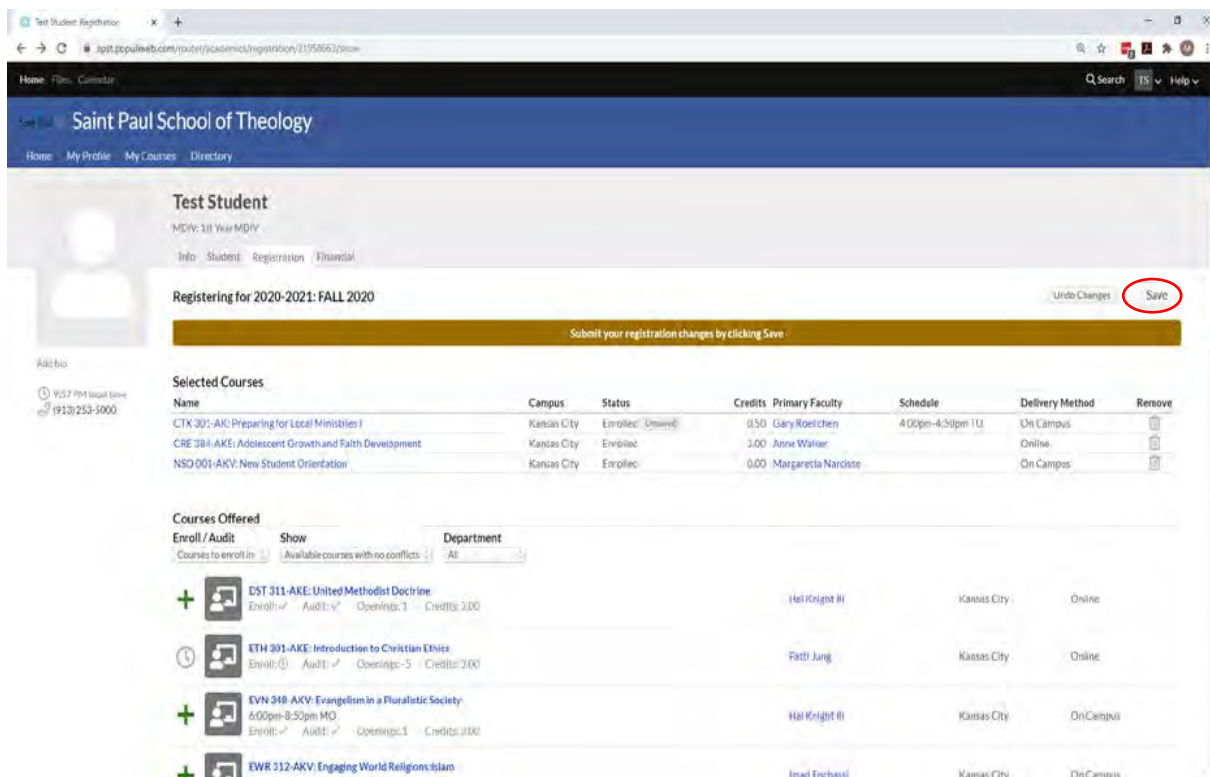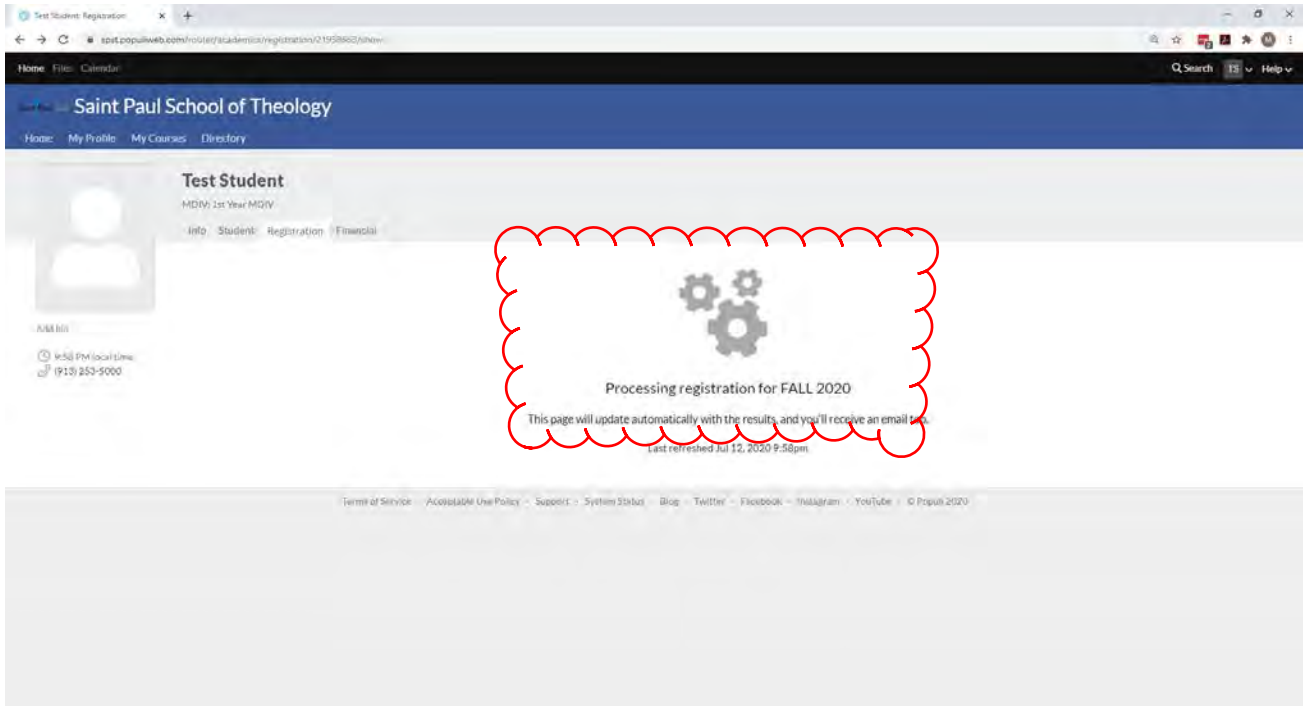
9) You will receive an email with your schedule changes listed and a direct link to view those changes in Populi. You will also receive an email asking for approval signatures from your DS & LPR/BOM for each semester you take a class.

10) **Click on the Financial tab to view or pay your bill.**

Student Financial Account & Payments in Populi

To make a payment on your balance due, you may do so via accessing your student account in Populi. Note that payment is due in full by the first of the semester.

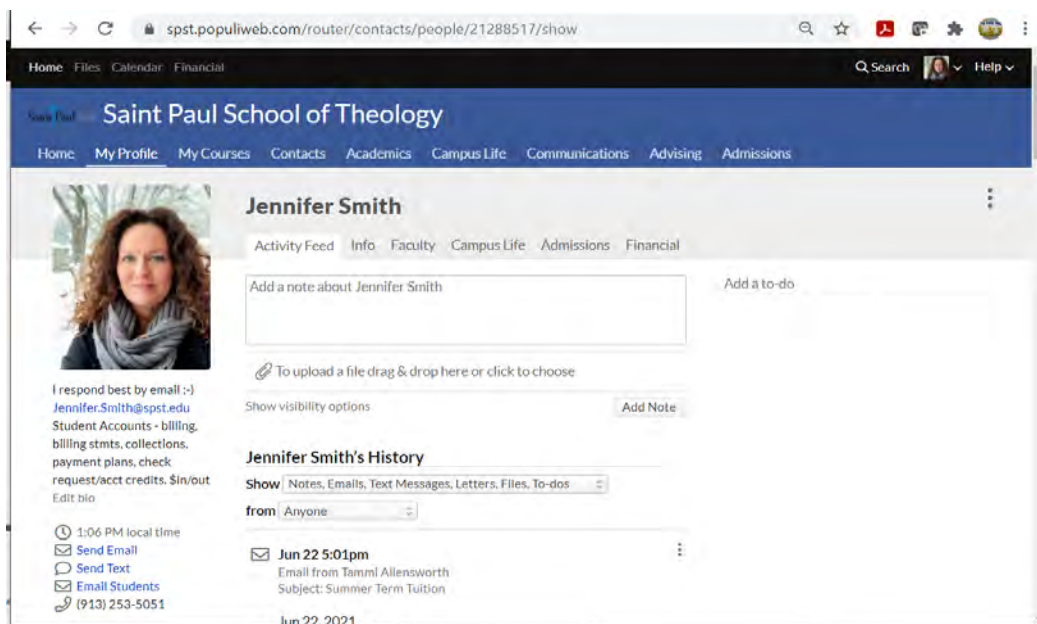Go to https://spst.populiweb.com

You will be directed to office365.com

Login with your full Saint Paul email address and password (i.e. firstname.lastname@spst.edu)
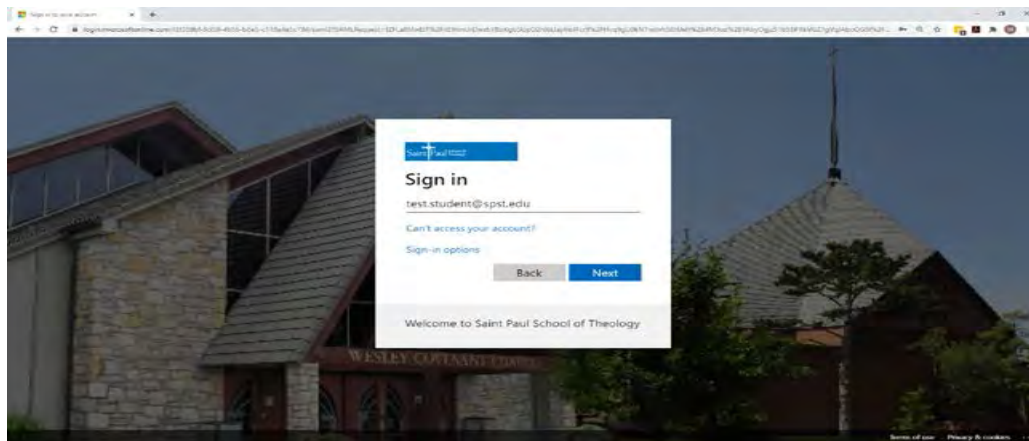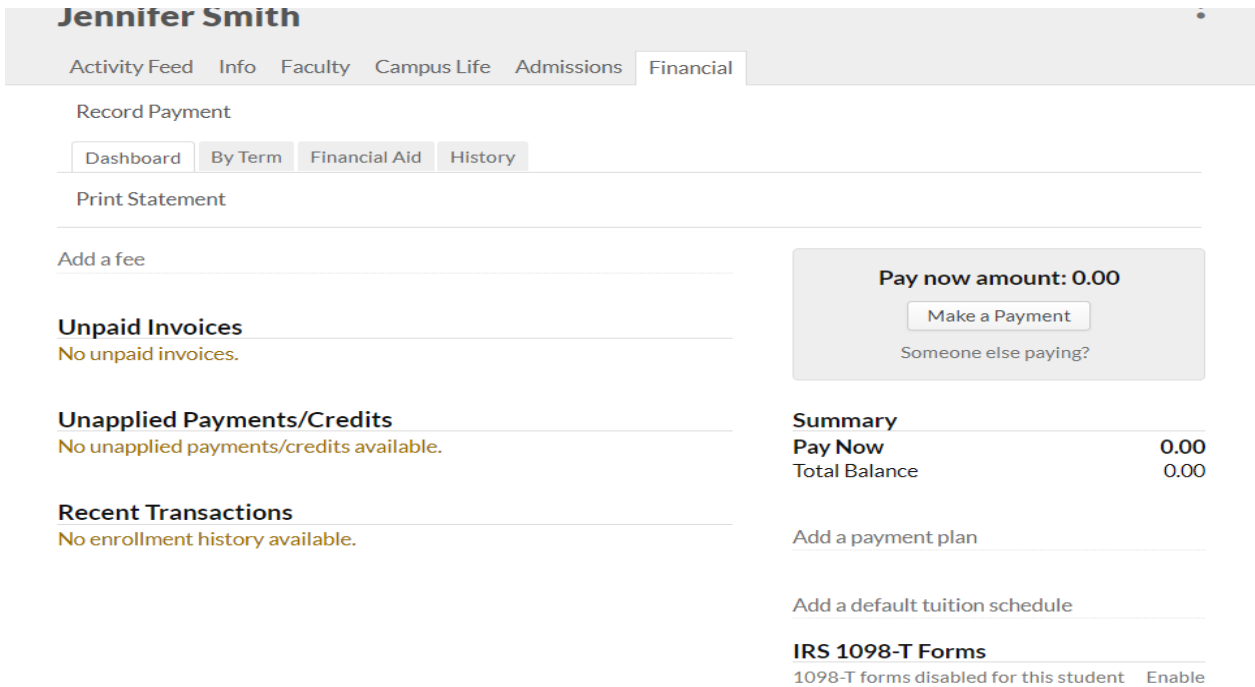

Click on "My Profile", (your profile, not mine)

Click on the FINANCIAL Tab

It defaults to the "Dashboard" tab. This shows unpaid invoices, unapplied, transactions. Notice box to the right that says "PAY NOW AMOUNT: $0.00", and click on the "MAKE A PAYMENT BUTTON"

Jennifer Smith

Activity Feed   Info   Faculty   Campus Life   Admissions   **Financial**

Record Payment

| Dashboard | By Term | Financial Aid | History |

Print Statement

Add a fee

Unpaid Invoices
No unpaid invoices.

Unapplied Payments/Credits
No unapplied payments/credits available.

Recent Transactions
No enrollment history available.

Pay now amount: 0.00
Make a Payment
Someone else paying?

Summary
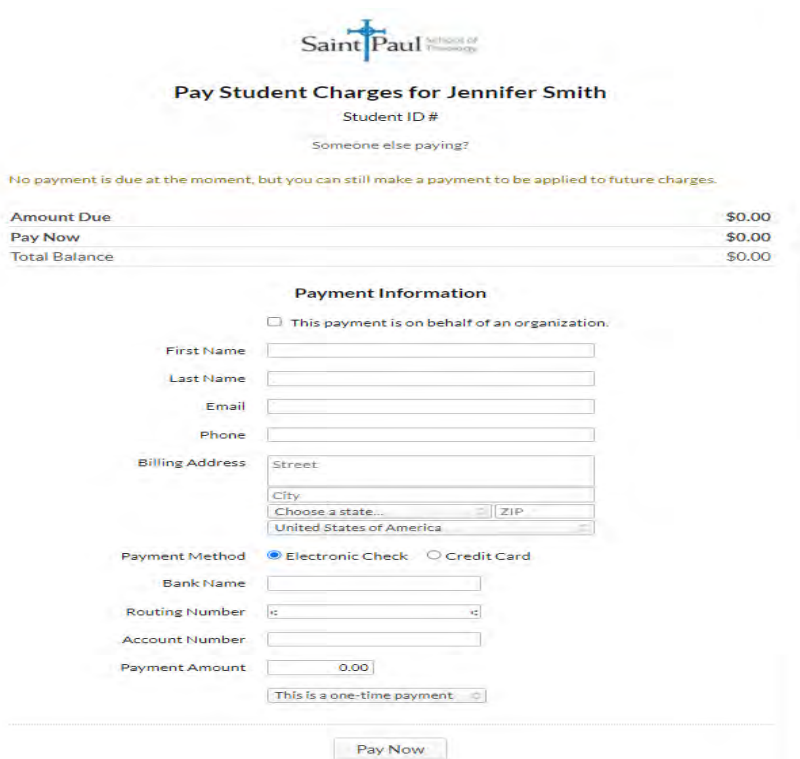Pay Now   0.00
Total Balance   0.00

Add a payment plan

Add a default tuition schedule

IRS 1098-T Forms
1098-T forms disabled for this student   Enable

You will see this window pop up, fill in all info, using either a credit card, debit card, or checking account. Notice at the bottom you can enter the amount you want to pay. Make sure you hit the button "PAY NOW" at the very bottom center or the payment will NOT go through. We use a payment portal named Stripe, as I may refer to that from time to time.

Saint Paul

Pay Student Charges for Jennifer Smith
Student ID #
Someone else paying?

No payment is due at the moment, but you can still make a payment to be applied to future charges.

Amount Due	$0.00
Pay Now	$0.00
Total Balance	$0.00

Payment Information

☐ This payment is on behalf of an organization.

First Name
Last Name
Email
Phone
Billing Address   Street
City
Choose a state...   ZIP
United States of America

Payment Method   ⦿ Electronic Check   ○ Credit Card
Bank Name
Routing Number
Account Number
Payment Amount   0.00

This is a one-time payment

Pay Now

Paying via a CHECK:

If mailing a CHECK, please send it directly to our Bank at the following address, and make sure <u>your name, semester/term & class is listed on</u> <u>the</u> <u>check:</u> (i.e. Jane Doe, COS FAL24 or John Doe, COS FAL24 #122)

Saint Paul School of Theology at Commerce Bank
GROUP 1
P. O. Box 843740
Kansas City, MO 64184-3740

You may also view your account via the "By TERM" tab, as this will show the charges and classes for that term.

| Activity Feed | Info | Faculty | Campus Life | Admissions | Financial |

Record Payment

| Dashboard | By Term | Financial Aid | History |

Show 2020-2021: SUMMER 2021 ⌄ | Print Statement

Financial Aid
No aid awarded this term.

Summary
Amount Due

Charges/Credits
  Invoiced
  Pending

Charges recalculate   add
No charges this term.

Financial Aid
  Disbursed
    To Student Account
    Directly To Student
  Scheduled

Applied Payments
No payments applied to invoices in this term.

Applied Payments
  Customer Payments
  Aid Payments

Applied Credits
No credits applied to invoices in this term.

Enrollment History
No enrollment history available.

Add a tuition schedule

Set a refund policy

Add a meal plan

Another great tab full of info, is the HISTORY tab. Click on that, checkmark the box next to "Show Detail" and "Include Voided Transactions". Notice in the Detail column, this can show where the payment came from, such as an Outside/External Aid. Have a look at this, if you are trying to confirm if an entity has sent Saint Paul a check for your behalf.

You can also download this history into an excel spreadsheet.

	A	B	C	D	E	F	G	H	I
1	Transaction #	Posted	Type	Detail	Term	Status	Added By	Amount	Balance
2	2133	9/16/2020	Customer Payment	Check Ref. paid ck0001 lb2040.......	2020-2021: FALL 2020	Posted	Jennifer Smith	-1.00	148.00
3	1193	8/17/2020	Sales Invoice	Infrastructure Fee KSC	2020-2021: FALL 2020	Posted	Tammi Allensworth	300.00	149.00
4	1193	8/17/2020	Sales Invoice	Activity Fee KSC	2020-2021: FALL 2020	Posted	Tammi Allensworth	45.00	-151.00
5	1193	8/17/2020	Sales Invoice	Master's Program Kansas Campus 0.00-15.00 credits (CRE 384-AKE, CTX 301-AK, NSO 001-AKE)	2020-2021: FALL 2020	Posted	Tammi Allensworth	2,229.50	-196.00
6	993	7/9/2020	Sales Invoice	Confirmation Fee	SUMMER 2020	Posted	Tammi Allensworth	150.00	149.00
7	278	7/7/2020	Customer Payment	Credit/Debit Card Ref. Stripe ch_1H2KKYKoV3GiAudFg	SUMMER 2020	Posted	Tammi Allensworth	-1.00	-1.00

To print a <u>STATEMENT</u> for yourself, or <u>to send to an organization for them to pay</u>, select the By Term tab, select the term you want (underneath the By Term tab), and to the very right, you will see "Print Statement", and click on that.

Activity Feed	Info	Schedule	Student	Campus Life	Registration	Admissions	Financial

Record Payment

Dashboard	By Term	Financial Aid	History

Show 2024-2025: Fall 2024 ⌄ | Print Statement

Print Statement ✕

Layout   Term Statement - Aid ⌄

Format   PDF ⌄

Print

STUDENT:
Student, Test
13720 Roe Blvd, Bldg C
Leawood, KS 66224

SUMMARY: Fall 2024 2024-2025

Term Charges	0.00
Payment Received	0.00
Amount Due	0.00

Transcript (unofficial) / Grades Printing and/or Downloading By Student in Populi

- Log into student account.
- Go to Student tab under your name.
- Click on Transcript Actions under Transcript tab.
- Select Export Transcript.
- A new box pops up. Select Type Unofficial. You may also select course descriptions if you like.
- Click on the box, Export.
- Your transcript will appear, and you can then download to either save and/or print. **Please contact cosregistrar@gbhem.org for your official transcript showing all course of study schools you have attended.**
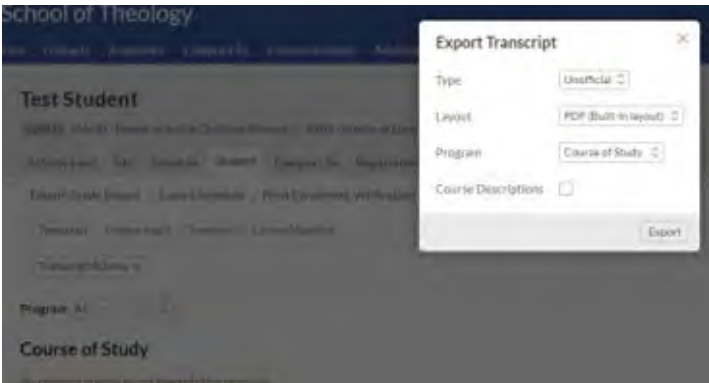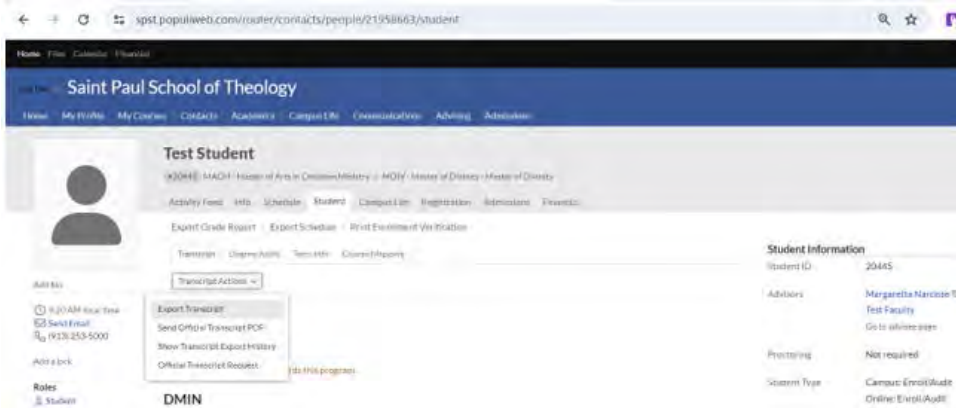
Activity Feed	Info	Schedule	Student	Campus Life	Registration	Admissions	Financial

Export Grade Report | Export Schedule | Print Enrollment Verification

Transcript | Degree Audit | Term Info | Course Mapping

Transcript Actions ∨

Degree
COS: Course of Study - Pursuing as of 09/29/2020

Cumulative

Attempted Credits	Earned Credits	Points	Cumulative GPA
14.00	13.00	48.50	3.73

2024-2025: COSF 2024

Course	Name	Atmp. Credits	Ern. Credits	Grade	Points
COS 221	Bible II: Torah and Israel's History	1.00	0.00	IP	--
Totals		1.00	0.00		--
				Term GPA 0.00	Cumulative GPA 3.73

2023-2024: COSW 2024

Course	Name	Atmp. Credits	Ern. Credits	Grade	Points
COS 422	Theological Heritage IV: Wesleyan Moveme	1.00	1.00	B	3.25
Totals		1.00	1.00		3.25

Test Student

#20445 · Course of Study · Course of Study // MDIV: Entering MDIV · Master of Divinity

Activity Feed   Info   Student   Campus Life   Registration   Admissions   Fina

Contact Info

Home ☆ 🔒	(913) 253-5000
School ☆ 🔒	test.student@spst.edu ✓
Home ☆ 🔒	13720 Roe Blvd Building C Leawood, KS 66224 United States of America

CONTACT INFO – please review for current mailing and phone and personal email. YOU can update this on your own.

Other Info

Gender	Female
Birthdate	Jan 1, 2001 (20)
Race/Ethnicity	American Indian or Alaska Native
Conference	Missouri
ConfLPR Name/Email	Gragg, Jenny jgragg@moumethodist.org
District	Missouri River District, Great Plains UMC
District DS Name/Email	Bell, Robin: rbell@moumethodist.org
Emergency 1 Name	Jane Doe: 816-555-1212
FT/PT Pastor	Full-time local pastor
GBHEM PID	123456
Library Barcode	10013000513
Release Info	Photo/Soc. Media - Yes

OTHER INFO – please review all items, especially your current District and Conference, the DS & LPR NAME and EMAIL (very important for me to get approvals), FT/PT pastor. If you see an error that needs updating, email me asap.