Online Registration in Populi FINANCIAL ACCOUNT/PAY BILLS,

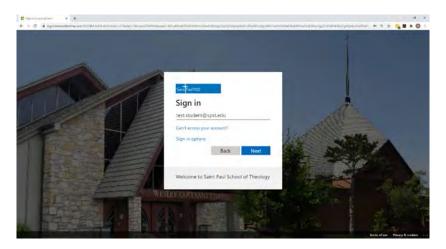
POPULI -

REGISTRATION,

TRANSCRIPTS/GRADES,

UPDATE INFO.

- Go to https://spst.populiweb.com 1)
- You will be directed to office365.com 2)
- Login with your full Saint Paul email address and password 3)
 - firstname.lastname@spst.edu) (i.e.



Click on My Profile 4)

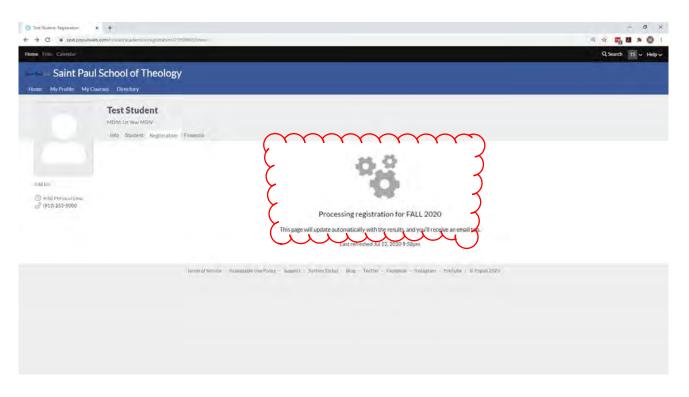
Popul-Sant Rad School of The X +	- 1
€ → C & spat.copuliweb.com/intelna/commod/nome.chg	* Q A 🌄 👪 🔅
Home Files Calendar	Q Search TS v
Hone My Profile My Courses Directory	
Dashboard To-Dos Groups	
Alerts C Registration is now open. C You have overdue unpaid involves.	Events No events in the next seven days
The Feed	200.000
The feed is empty	Courses
	Show Corrent Courses :
	No courses returned

5) Click on the Registration Tab

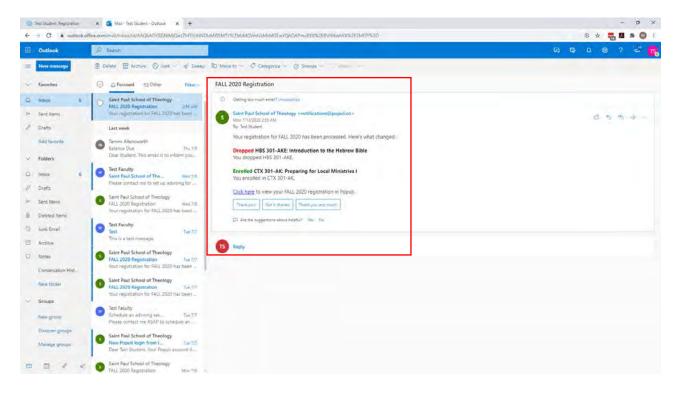
C il spitzopulwa	h.tom/motor/academicy/region/tom/71155662/doom						Ch 15 v He
Saint Pau	l School of Theology wrses Directary						
	Test Student MIV-Ist Var MDV Mis Scient Registration Floren Registrating for 2020 2021 FALL 2020					Liver Charge	Sale
	Selected Courses		- 44.0		10.00		\cup
ida tara	Name	Campus	Status	Credits Primary Faculty	Schedule	Delivery Method	Remove
3 7145 PM local time	CRE 384-AKE: Adolescent Growth and Faith Development HBS 301-AKE: Introduction to the History Bible	Kansas City Kansas City	Enrolled	3.00 Anne Walker 3.00 Melissa Lova		Online	
1913) 253-5000	NSO 001-4KV: New Student Or entation	Kansas City	Enrolled	0.00 Margaretta Narcisse		OvCampus	0
(Courses Offered Enroll / Audit Show Department Conserve transmitter All Image: Conserve transmitter All Image: Conserve transmitter Image: Conserve transmitte			GaryReelisten	Kaose	City On Campa	
	+ D CTX 303-AKE Preparing for Local Ministries I 250pm-750pm MO, Earolt v* Audit v* Opwings 3 Grediti: 0.30			Jason Bryles	Kankar	City Online	
	+ CTX 330-AKV: MACM Ministry Collaboration Group 4:00pm-4:50pm TU Enrolt - Audit: - Openings 3 Credits: 0:50			Hal Knight III	Kansa	City On Camp	s
	L DST 311-AKE. United Methodist Doctrine			Hat Knight III	Kansa	City Online	
	T Earolit - Audit - Openings: 1 Creditt; 3,00						

- 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.

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	I School of Theology						
	Test Student						
	MDW: 18 War MDW						
	Info Student Registration Financial						
	Registering for 2020-2021: FALL 2020					Undo Champes	Save
		Sub	mit your registration chang	es by clicking Save			1
ichio							
9157 PM Incal (me	Selected Courses Name	Campus	Status	Credits Primary Faculty	Schedule	Delivery Method	Remove
7 (913) 253-5000	CTX 301-AK: Preparing for Local Ministries (Kansas Oty	Errollec Unund	0.50 Gary Roelchen	400pm-4:50pm TU	On Campus	
	CRE 384 AKE: Addressent Growth and Faith Development	Kantas City	Enrolled	3.00 Anne Watter	and the second second	Quiline	自自
	NSO 001-AKV: New Student Orientation	Kansas City	Enrollec	0.00 Margaretta Narciste		On Campes	8
	NSO 001-AKV. New Student Onientation Courses Offered	Kansas Ory	Enrollec	0.00 Margaretta Narciste		On Campes	<u>a</u>
		Kansas Oty	Emplied	0.00 Margaretia Narcisse		On Campos	Î
	Courses Offered Enroll / Audit Show Department	Kansas Oty	Enrolec	0.00 Matgaretta Narcisse Hai Keight H	· Kanada City	On Campos Onáne	
	Courses Offered Enroll / Audit Courses to enroll in Audiable courses with no conflicts { Department Audiable courses with no conflicts { Def DST 311-AKE: United Methodst Doctrine	Kansas Oty	Empleo		rCanadas City Kansas City	Ónáne	
	Courses Offered Enroll/Audit Courses to enroll in Available courses with no conflicts Au	Kanzas City	Emples	i Mali Kelgar M		Ónáne	



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 ⁹⁾ & LPR/BOM for each semester you take a class.



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

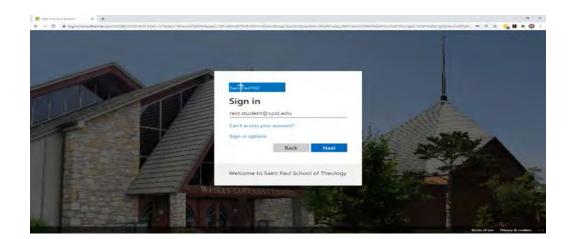
Student Financial Account & Payments in Populi

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.

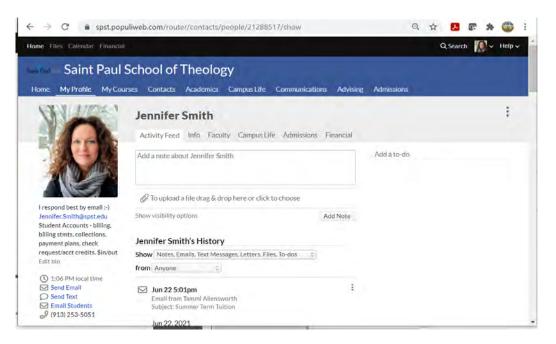
Go to https://spst.populiweb.com

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		é
Activity Feed Info Faculty Campus Life Admissions Financial		
Record Payment		
Dashboard By Term Financial Aid History		
Print Statement		
Add a fee	Pay now amount: 0.00	
Unpaid Invoices	Make a Payment	
No unpaid invoices.	Someone else paying?	
Unapplied Payments/Credits	Summary	
No unapplied payments/credits available.	Pay Now Total Balance	0.00 0.00
Recent Transactions		
No enrollment history available.	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 <u>"PAY NOW"</u> 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.

Pay Stu	dent 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 futu	re charges
in payment is one active memorie	ber for can ann marc a payment to be appred to rete	i c characa
Amount Due		\$0.00
Pay Now		\$0.00
Total Balance		\$0.00
Ləst Name Email Phone Billing Address	Street City Choose a state	
Payment Method Bank Name	Electronic Check O Credit Card	
Routing Number	40 ×0	
Account Number		
Payment Amount	0.00	

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 the 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 C Print Statement	
Financial Aid	Summary
No aid awarded this term.	Amount Due
	Charges/Credits
Charges recalculate add	Invoiced Pending
No charges this term.	Financial Aid
Applied Payments No payments applied to invoices in this term.	Disbursed To Student Account Directly To Student Scheduled
	Applied Payments
Applied Credits No credits applied to invoices in this term.	Customer Payments Aid Payments
Enrollment History	Add a tuition schedule
No enrollment history available.	
	Set a refund policy
	Add a meal plan

Another great tab full of info, is the <u>HISTORY tab.</u> 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.

Test Stud	lent						-	e User ∞ ó davs ano
#20445 MACM	A . Master of Ar	ts in Christian Ministry /	/ MDIV - Master of Divinity - Master of Divinity				Comme	0.0532.980
Activity Feed	Info Scher	dule Student Cam	pus Life Registration Admissions Financial					
Record Payme	ent							
Dashboard	By Term Eli	ancial Aid History						
Show All Tran	saction Types	Show det	ail Include Voided Transactions Print Export XLS Export CSV					
Transaction #	Posted	Туре	Detail	Term	Status	Added By	Amount	Balance
2811	12/11/2020) Reversal	Customer Payment: Check Ref, Allergies Co paid ck0001 lb2040 Allergies		Posted	Tammi Allensworth	1.00	0.00
2810	12/11/2020	Reversal	Customer Payment: Credit/Debit Card Ref. Stripe ch_1H2KKYKoV3GiAudFgxPTKiKP		Posted	Tammi Allensworth	1.00	(-1.00)
2703	12/1/2020	Reversal	Sales Invoice: Confirmation Fee		Posted	Tammi Allensworth	(-150.00)	(-2.00)
2133	9/16/2020	Customer Payment	Check Ref. Allergies Co paid ck0001 lb2040, Allergies		Posted	Jennifer Smith	(-1.00)	148.00
1193	8/17/2020	Sales Invoice	Infrastructure Fee KSC	2020-2021: FALL 2020	Posted	Tammi Allensworth	300.00	149.00
1193	8/17/2020	Sales Involce	Activity Fee KSC	2020-2021: FALL 2020	Posted	Tammi Allensworth	45.00	(-151.00)
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)
1325	7/25/2020	Reversal	Sales Invoice: Master's Program Kansas Campus 0.00-15.00 credits		Posted	Tammi Allensworth	(-2,574.50)	(-2,425.50)
993	7/9/2020	Sales Invoice	Confirmation Fee	SUMMER 2020	Posted	Tammi Allensworth	150.00	149.00
278	7/7/2020	Customer Payment	Credit/Debit Card Ref. Stripe ch_1H2KKYKoV3GiAudFgxPTKiKP		Posted	Tammi Allensworth	(-1.00)	(-1.00)
Dashbo	pard	By Term 1	Financial Aid History					
	N 10 4 10 10				-		_	
Show /	All Tran:	saction Type	s 🗘 🗹 Show detail 🗌 Include Voided T	ransactions	1	Print	Expor	t XLS
ransact		Posted	Type Detail					

You can also download this history into an excel spreadsheet.

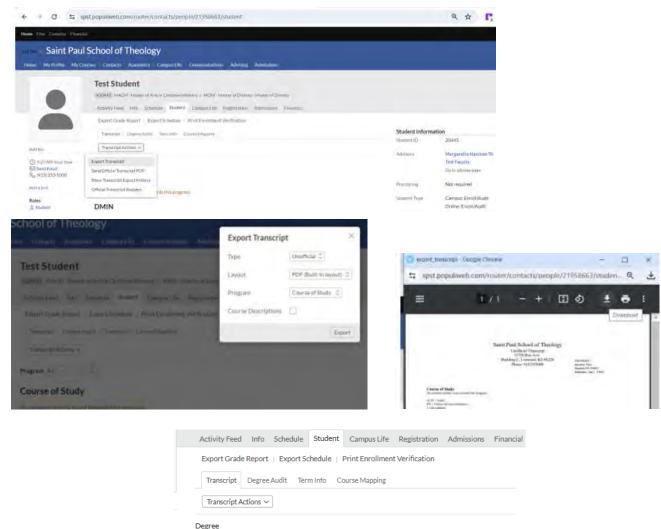
	А	В	С	D	E	F	G	Н	1
1	Transaction #	Posted	Туре	Detail	Term	Status	Added By	Amount	Balance
2	2133	9/16/2020	Customer Payment	Check Ref. paid ck0001 lb2040	2020-2021: FALL 2020	Posted	Jennifer Smith	-1.00	148.00
3	1193	8/17/2020	Sales Invoice	Infrastructure Fee KSC	2020-2021: FALL 2020	Posted	Tammi Allensworth	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
				Master's Program Kansas Campus 0.00-15.00 credits					
5	1193	8/17/2020	Sales Invoice	(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
0									

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	Print Statement $ imes$
Record Payment	Layout Term Statement - Aid 🗘
Dashboard By Term Financial Aid History	Format PDF 😂
Show 2024-2025: Fall 2024 STUDENT: Student, Test 13720 Roe Blvd, Bldg C Leawood, KS 66224	Print
SUMMARY: Fall 2024 2024-2025 Term Charges 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.



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

Totals

Cumulat	tive				G
	Attempted Credits E	arned Credits	Points	Cu	nulative GPA
	14.00	13.00	48.50		3.73
2024-20	25: COSF 2024				G
Course	Name	Atmp. Credits	Ern. Credits	Grade	Points
COS 221	Bible II: Torah and Israel's Histo	ory 1.00	0.00	IP	
Totals		1.00	0.00		
		•	Term GPA 0.00	Cumula	ative GPA 3.73
2023-20	24: COSW 2024				G
Course	Name	Atmp. Credits	Ern. Credits	Grade	Points
COS 422	Theological Heritage IV: Wesleyan Moveme	1.00	1.00	в	3.25

1.00

1.00

3.25

Test Stude	ent			
#20445 Course	of Study • Co	urse of Study // MDI	V: Enteri	ng MDIV • Master of Divinity
Activity Feed	Info Stud	ent Campus Life	Registr	ration Admissions Fina
Contact Info	>			CONTACT INFO – please
Home ☆ 음	(913) 25	3-5000		review for current mailing
School ☆ 🔒	test.stud	ent@spst.edu 🔗		and phone and personal email. YOU can update this
Home ☆ 🔒	13720 R Building			on your own.
	Leawood	L, KS 66224 tates of America		
Other Info			I	
Gender	Female			OTHER INFO – please review all items, especially your current
Birthdate	Jan 1, 20	01 (20)		District and Conference, the DS & LPR NAME and EMAIL
Race/Ethnicity	America	n Indian or Alaska N	lative	(very important for me to get approvals), FT/PT pastor. If
Conference	Missouri			you see an error that needs updating, <u>email me asap.</u>
ConfLPR Name/Email	Gragg, Je	enny jgragg@moum	ethodist.	Lorg
District	Missouri	River District, Grea	at Plains	UMC
District DS Name/Email	Bell, Rob	in: rbell@moumeth	odist.org	ţ
Emergency 1 Nar	ne J <mark>ane Do</mark> e	e: 816-555-1212		
FT/PT Pastor	Full-time	local pastor		
GBHEM PID	123456			
Library Barcode	1001300	00513		
Release Info	Photo/So	oc. Media - Yes		