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

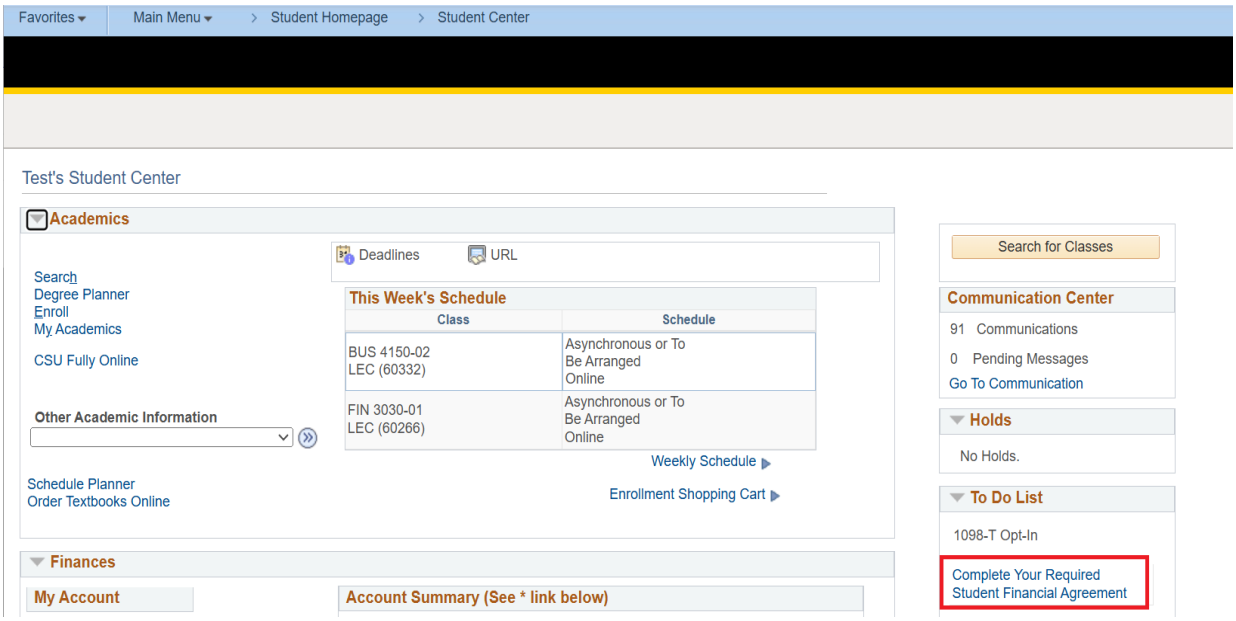
> ⚠ **Note:** Pages marked with an asterisk (*) are required and must be completed before you can finish. Optional pages may be reviewed but are not required.

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** 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.**

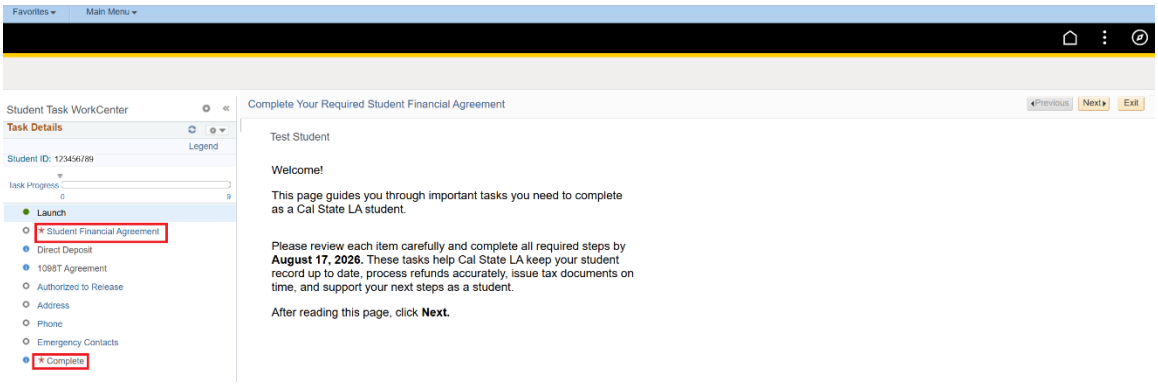
> **Tip:** The To Do List appears on the right side of the Student Center page. If you do not see the task, contact One-Stop Financial Services.



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**.



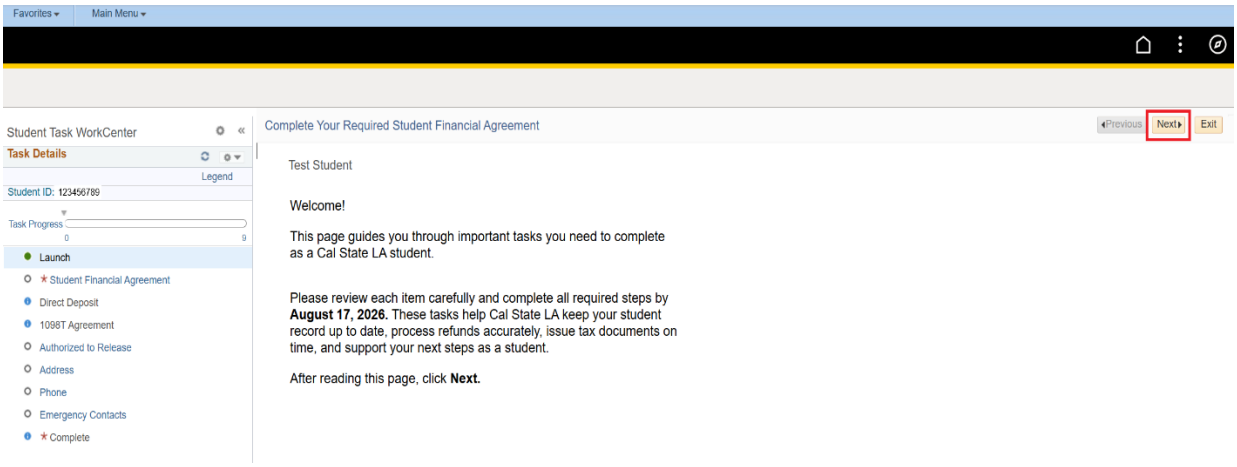
Step 3: Complete Each Section

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.

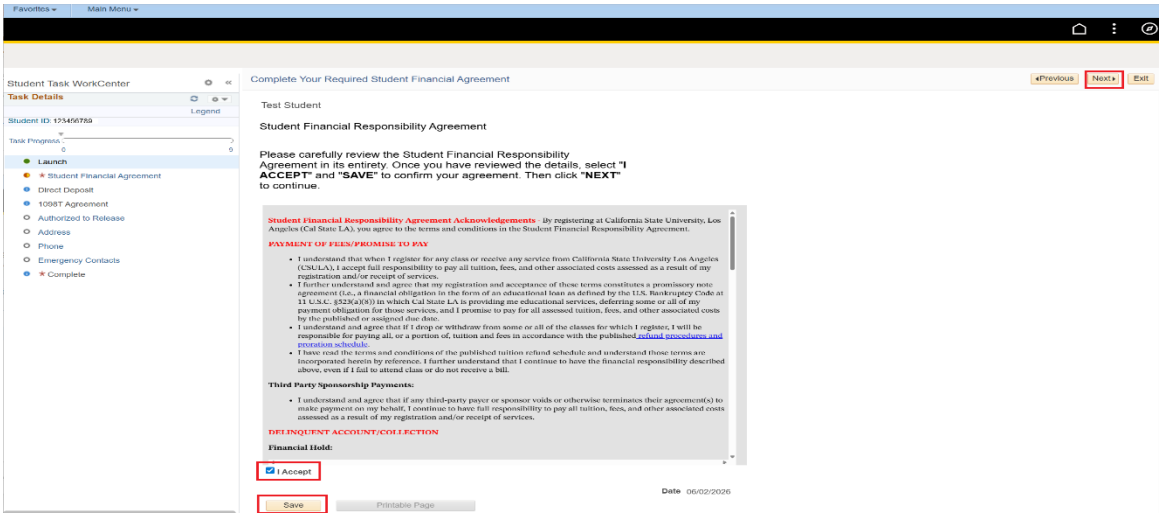


Student Financial Responsibility Agreement

★ **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.



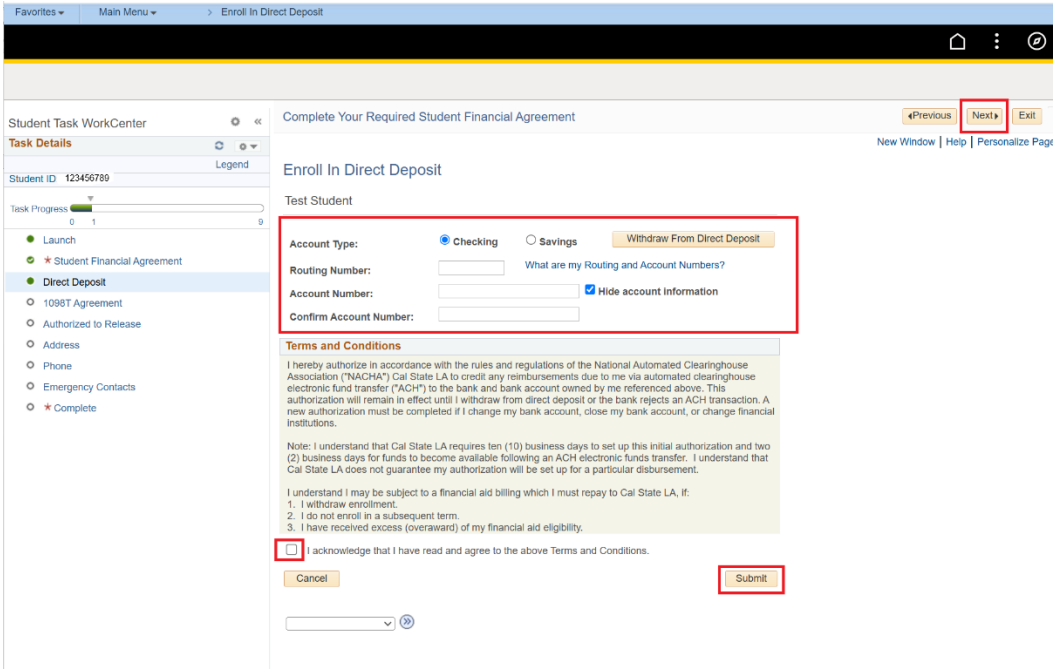
Direct Deposit Setup

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.

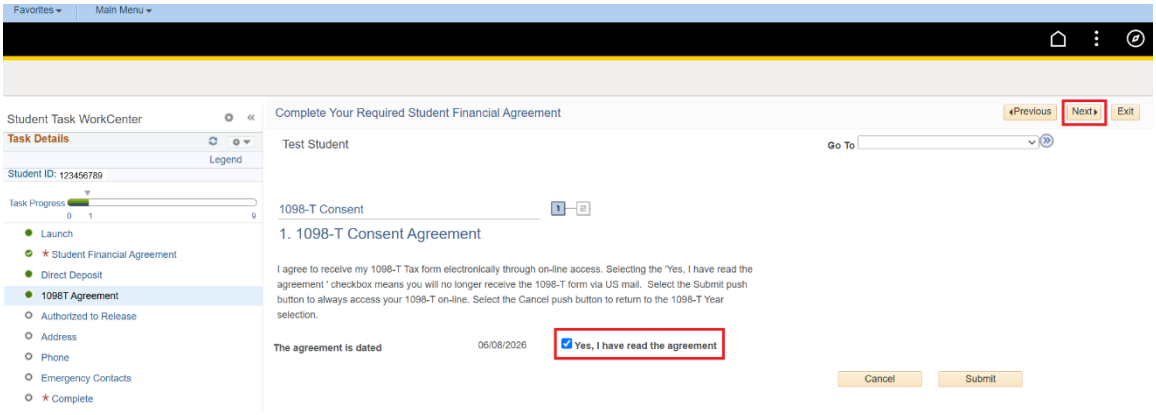


1098-T Electronic Consent

○ 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.

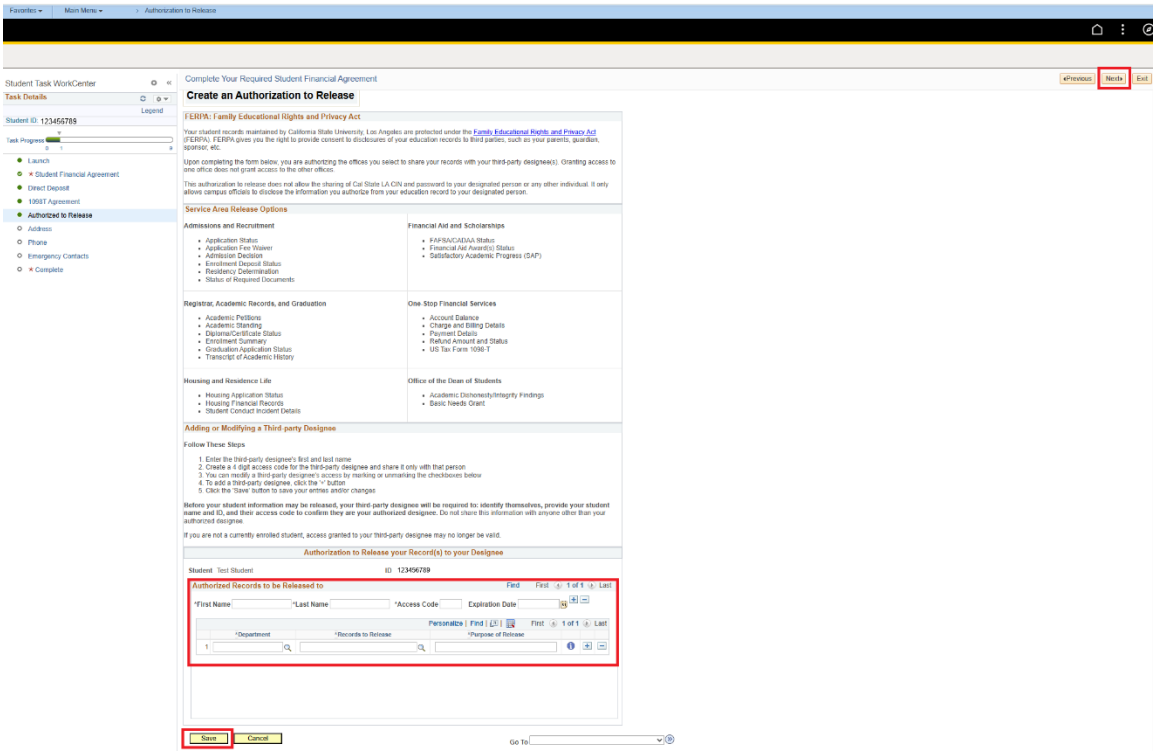


Authorization to Release

○ 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.

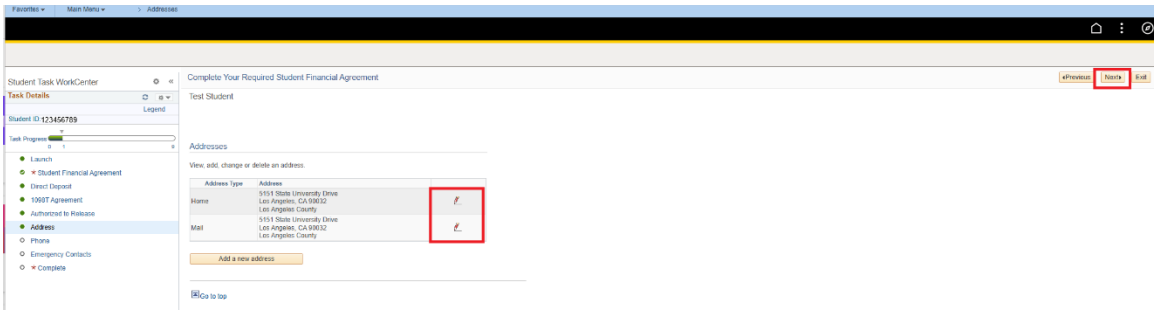


Address Page

○ 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**.

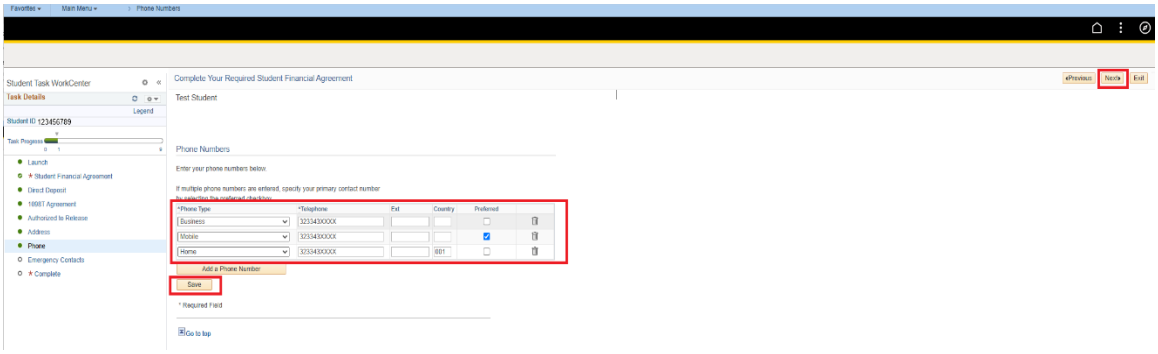
> **Tip:** An accurate address is required for paper checks, official university mail, and 1098-T forms mailed to you.



Phone Page

○ Optional Section

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

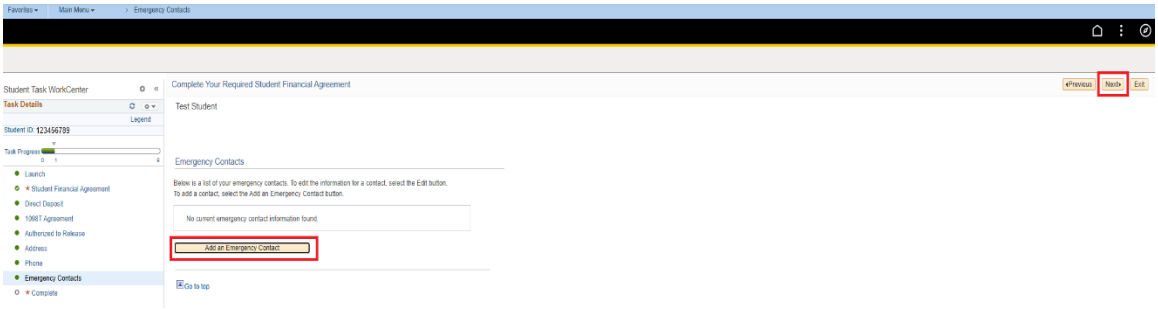


Emergency Contact Page

○ 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.



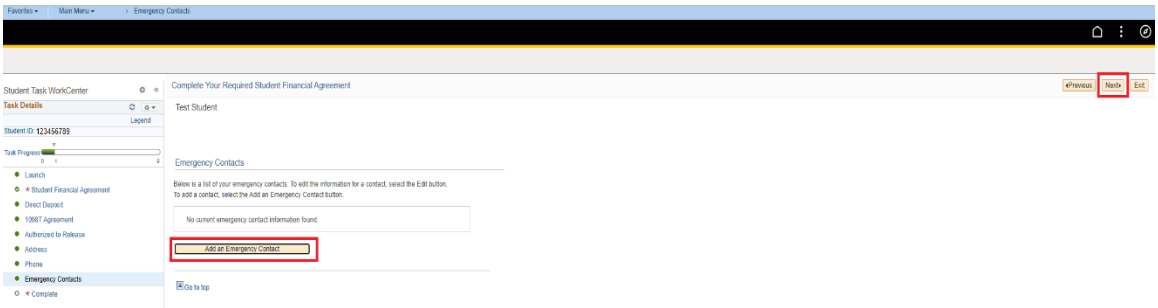
Step 4: Complete the Task

★ 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.



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