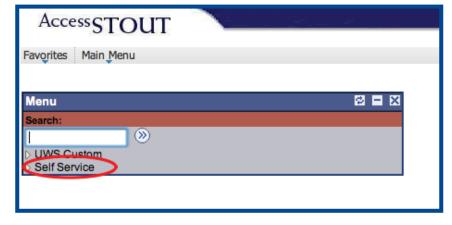Because students are not required to pay tuition before they register for classes, everyone is required to complete a Fee Payment Agreement before they can register. When the agreement has been completed you will be notified that the hold has been removed from your record and can instantly enroll in courses, provided you have no other holds.

1

Login

Log in to **_Access Stout_** with your **_User ID_** and **_Password_**.

2

Select Self Service

Select **_Self Service_**.

REGISTRATION AND RECORDS
Inspiring Innovation. Learn more at www.uwstout.edu/regrec

1/4

UNIVERSITY OF WISCONSIN
STOUT
WISCONSIN'S POLYTECHNIC UNIVERSITY

3

**Select
Student Center**

Select **Student Center**.

4

**Notice
Hold**

In the section **Holds**, you can notice the hold on your account.

5

**Select Fee
Payment
Agreement**
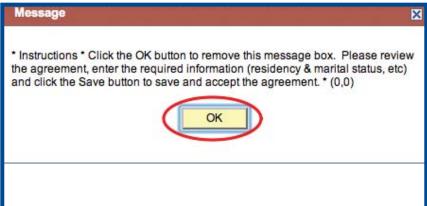
In the category **Finances**, select **Fee Payment Agreement**.

REGISTRATION AND RECORDS
Inspiring Innovation. Learn more at www.uwstout.edu/regrec

2/4

UNIVERSITY OF WISCONSIN
STOUT
WISCONSIN'S POLYTECHNIC UNIVERSITY

6

Exit Message

To exit this message, select *OK*.

7

Select Marital Status and Residency

Choose your marital status and residency in the dropdown menu.

If you chose **NON Wisconsin-Resident** or **WI Resident Single/ Divorced**, your Fee Payment Agreement is complete and you can select **Save**.
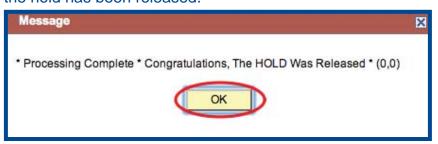
REGISTRATION AND RECORDS
Inspiring Innovation. Learn more at www.uwstout.edu/regrec

3/4

If you chose **WI Resident Married** or **WI Resident Legally Separated**, you will need to insert the **Date of Decree** and complete the remaining portion of the form and select **Save**.

8

View Confirmation

Once you have completed all information required and saved the form, you will automatically receive a message that the form is complete and the hold has been released.

You are now able to enroll in courses, provided there are no other holds on your record. To check that the hold has been removed, navigate to **Student Center** and check the section **Holds**.

REGISTRATION AND RECORDS
Inspiring Innovation. Learn more at www.uwstout.edu/regrec

4/4

UNIVERSITY OF WISCONSIN
STOUT
WISCONSIN'S POLYTECHNIC UNIVERSITY