

Complete Your Fee Payment Agreement

From the Home page of Stout's website go to the "Logins" tab at the top of the page to get to Access Stout. Then, Select "Access Stout" in the "Personal Accounts" category.

| Logins |

Personal Accounts -
› Access Stout
› Activity Insight
› Campus Card
› Email
› My UW
› OrgSync

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.

Log in to Access Stout with your **User ID** and **Password**.

1. User ID: advisees
2. Password: [masked]
3. Sign In

1

Login

Select **Self Service**.

Self Service

2

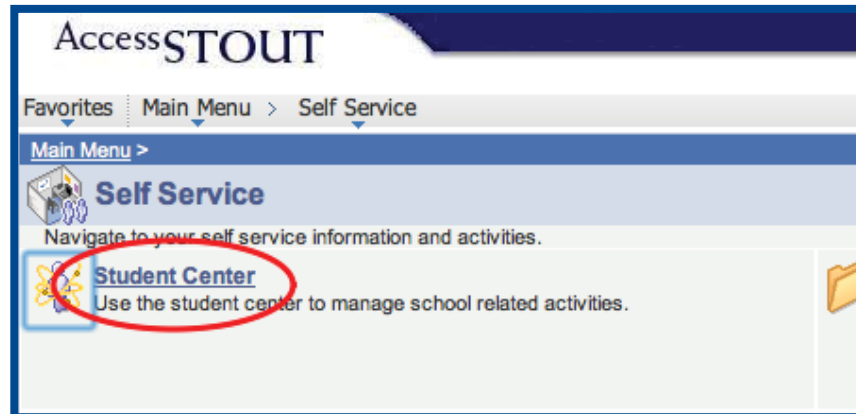
Select
Self Service

Complete Your Fee Payment Agreement

3

Select Student Center

Select **Student Center**.



4

Notice Hold

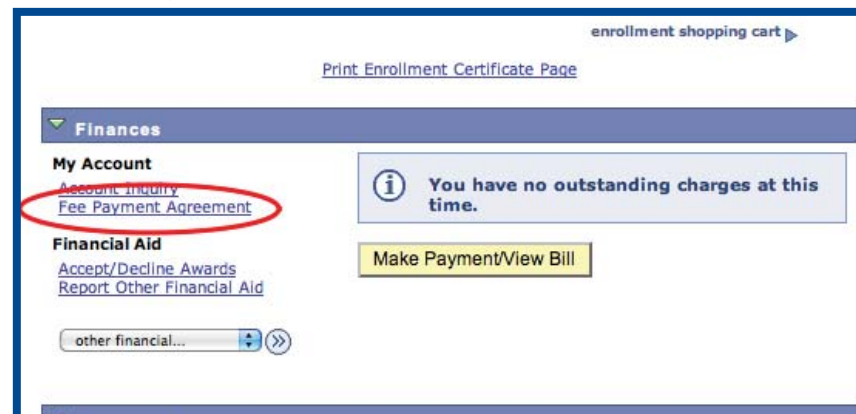
In the section **Holds**, you can notice the hold on your account.



5

Select Fee Payment Agreement

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



Complete Your Fee Payment Agreement

6

Exit
Message

To exit this message, select **OK**.



The screenshot shows a 'Message' dialog box with a red title bar and a close button (X) in the top right corner. The main text reads: '* Instructions * Click the OK button to remove this message box. Please review the agreement, enter the required information (residency & marital status, etc) and click the Save button to save and accept the agreement. * (0,0)'. Below the text is a yellow 'OK' button, which is circled in red.

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**.



The screenshot shows a registration form with a blue border. At the top, there is a dropdown menu for '*Residency & Marital Status' set to 'WI Resident Single/Divorced' and a text field for 'Date of Decree (If Legally Separated)'. A red arrow labeled '1.' points to the dropdown menu. Below this is a section titled 'Required of WI Residents if Married or Separated' with a dark blue header. It contains several input fields: 'Spouse's First & Last Name', a checkbox for 'Does Spouse Have Same Home Address as Student?', 'Address Line 1', 'Address Line 2', 'Address Line 3', 'City', 'State' (with a search icon), and 'Postal Code'. At the bottom left, a yellow 'Save' button is circled in red, with a red arrow labeled '2.' pointing to it.

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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**.

This screenshot shows the 'Residency & Marital Status' dropdown menu set to 'WI Resident Married'. A red arrow labeled '1.' points to this dropdown. Below it, a section titled 'Required of WI Residents if Married or Separated' contains several input fields: 'Spouse's First & Last Name', a checkbox for 'Does Spouse Have Same Home Address as Student?', 'Address Line 1', 'Address Line 2', 'Address Line 3', 'City', 'State', and 'Postal Code'. Red arrows labeled '2.' point to each of these fields. At the bottom left, a 'Save' button is circled in red and labeled '3.'.

This screenshot shows the 'Residency & Marital Status' dropdown menu set to 'WI Resident Legally Separated'. A red circle highlights the 'Date of Decree (If Legally Separated)' field, which is empty. The 'Required of WI Residents if Married or Separated' section is visible but its fields are not highlighted. The 'Save' button is also visible at the bottom left.

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.

The screenshot shows a 'Message' dialog box with a red header and a close button in the top right corner. The message text reads: '* Processing Complete * Congratulations, The HOLD Was Released * (0,0)'. Below the message, an 'OK' button is circled in red.

View
Confirmation

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**.