

How to pay the Enrollment Deposit

Step 1: Access your My Student Task list via your MyUSI account.

The screenshot shows a web browser window with the URL `secure1.vzorientation.com/usi/mytasklist/default.aspx`. The page header features the University of Southern Indiana logo and a navigation menu. The main content area is titled "My Task List" and contains an information icon followed by a paragraph explaining the task list's purpose. Below this is a "LEGEND" section with three items: "Automated Step" (with a gear icon), "Manual Step" (with a checkbox icon), and "Pending Step" (with a clock icon). At the bottom of the page, the text "Spring 2023" is visible.

← → ↻ 🔒 secure1.vzorientation.com/usi/mytasklist/default.aspx

UNIVERSITY OF SOUTHERN INDIANA

My Task List

i There are several tasks that New Screagles need to complete before starting at USI. We have compiled these in one location to help you keep track. Use this task list to track your progress through the steps. Please use the legend below to determine which steps will update automatically within 24-48 hours with a nice big check mark when you complete. Some steps are manual for you to check off when you have completed or finished reviewing the step; while other steps may be pending.

We will release new tasks periodically between now and the start of the semester. Some tasks will not be available to complete immediately. You will see a date next to them when this task is available to complete. Other tasks may not be able to be completed unless an earlier task is completed.

If you need to additional help, please click on the question mark **?** to the right of the step. If the "complete by" date has passed, please complete the step today.

LEGEND:

- ⚙ Automated Step.** System will check off step when complete. Most of these steps will update automatically within 1-2 hours with a nice big check mark when complete.
- ☐ Manual Step.** After you have completed this step, mark as complete by clicking on the checkbox.
- 🕒 Pending Step.** This step will become available after you have completed all required prerequisite steps.

Spring 2023

Step 2: Make sure to complete your Attendance Plan by selecting "Yes, I accept my offer of admission and plan to attend USI."

The screenshot shows a web browser window with the URL `secure1.vzorientation.com/usi/mytasklist/offeracceptance.aspx`. The page header features the University of Southern Indiana logo and a navigation menu. The main content area is titled "Attendance Plan" and contains an information icon followed by a congratulatory message. Below this is a section titled "Accept/Decline Admission" with a question "Do you plan to attend USI?*" and two radio button options. At the bottom, there are two buttons: "Save & Back" and "Save & Continue".

← → ↻ 🔒 secure1.vzorientation.com/usi/mytasklist/offeracceptance.aspx

UNIVERSITY OF SOUTHERN INDIANA

Attendance Plan

i Congratulations, Carmen!

Let us know if you accept or decline your offer of admission so that you can move forward with important next steps.

Accept/Decline Admission

Do you plan to attend USI? *

Yes, I accept my offer of admission and plan to attend USI.

No, my plans have changed, and I do not plan to enroll at USI.

* Indicates a required field

Save & Back Save & Continue

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Step 3: Select “Enrollment Deposit.” Note: If a step in your task list has not been completed a red icon will appear.

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LEGEND:

- Automated Step.** System will check off step when complete. Most of these steps will update automatically within 1-2 hours with a nice big check mark when complete.
- Manual Step.** After you have completed this step, mark as complete by clicking on the checkbox.
- Pending Step.** This step will become available after you have completed all required prerequisite steps.

Spring 2023

- Attendance Plan
- Enrollment Deposit**
Approximate Time: 5 minutes
Prerequisite Step: Attendance Plan
- Verify Contact Information
- Housing Contract and Meal Plan
- GI Bill/Department of Defense Educational Benefits
- File the FAFSA (Free Application for Federal Student Aid)
- FAFSA RECEIVED by USI - Completion Date (10/03/2022)
This task will automatically check off when USI receives your FAFSA.

Step 4: Select “Pay my enrollment deposit now,” then Save & Continue.

secure1.vzorientation.com/usi/mytasklist/offeracceptance.aspx

Accept/Decline Admission

Do you plan to attend USI? *

Yes, I accept my offer of admission and plan to attend USI.

No, my plans have changed, and I do not plan to enroll at USI.

i All undergraduate degree seeking freshman and transfer students must pay the enrollment deposit to confirm you will be attending USI. By submitting your enrollment deposit, you take the first step in becoming a Screagle and reserve your space in the class. The enrollment deposit gives you access to important next steps such as Orientation and course registration. (The fee is non-refundable after November 1 for students with a spring 2023 entry term and May 1 for students with a summer or fall 2023 entry term.)

International Students: The enrollment deposit must be paid before your I-20 or DS-2019 will be issued.

Would you like to pay your enrollment deposit now or request to defer your enrollment deposit? *

Qualifying students experiencing financial hardship who have submitted their FAFSA may be eligible to defer the deposit. The deposit will be including in the first semester bill and can be paid with financial aid when it is dispersed.

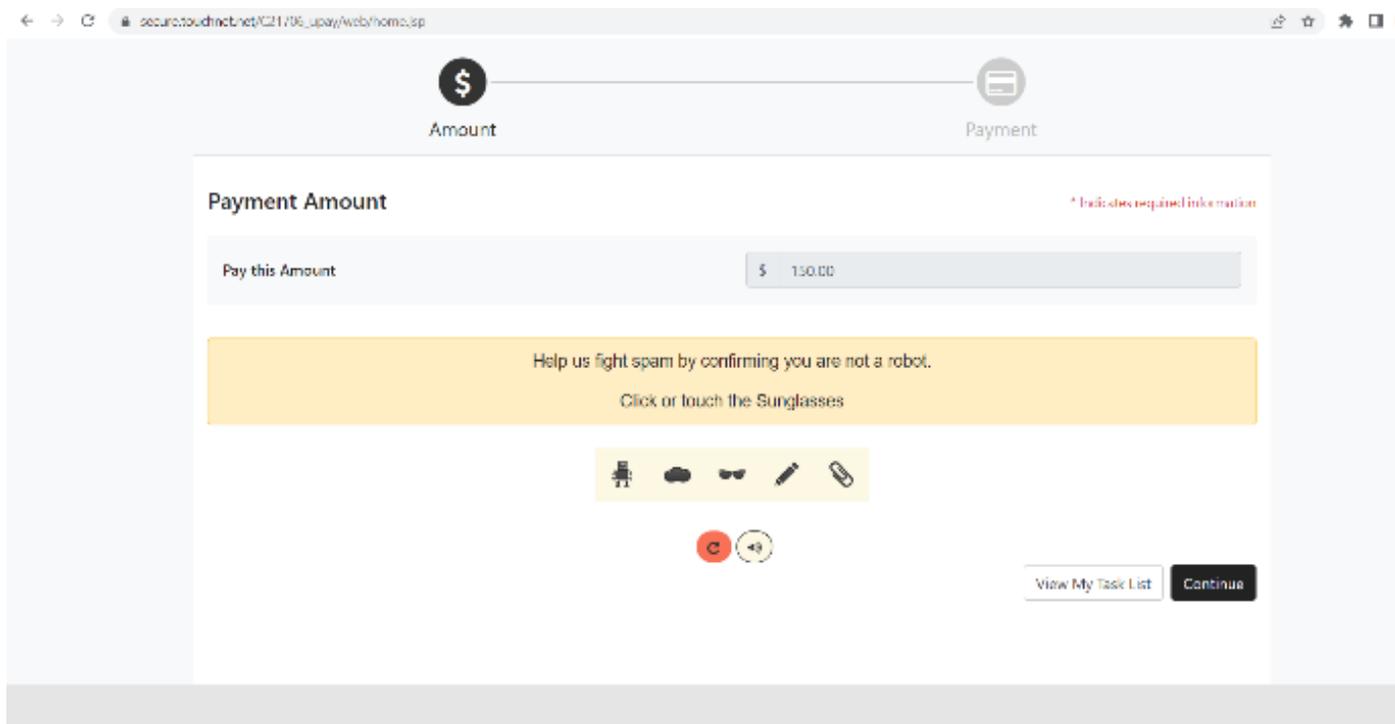
Pay my enrollment deposit now

Request to defer my enrollment deposit

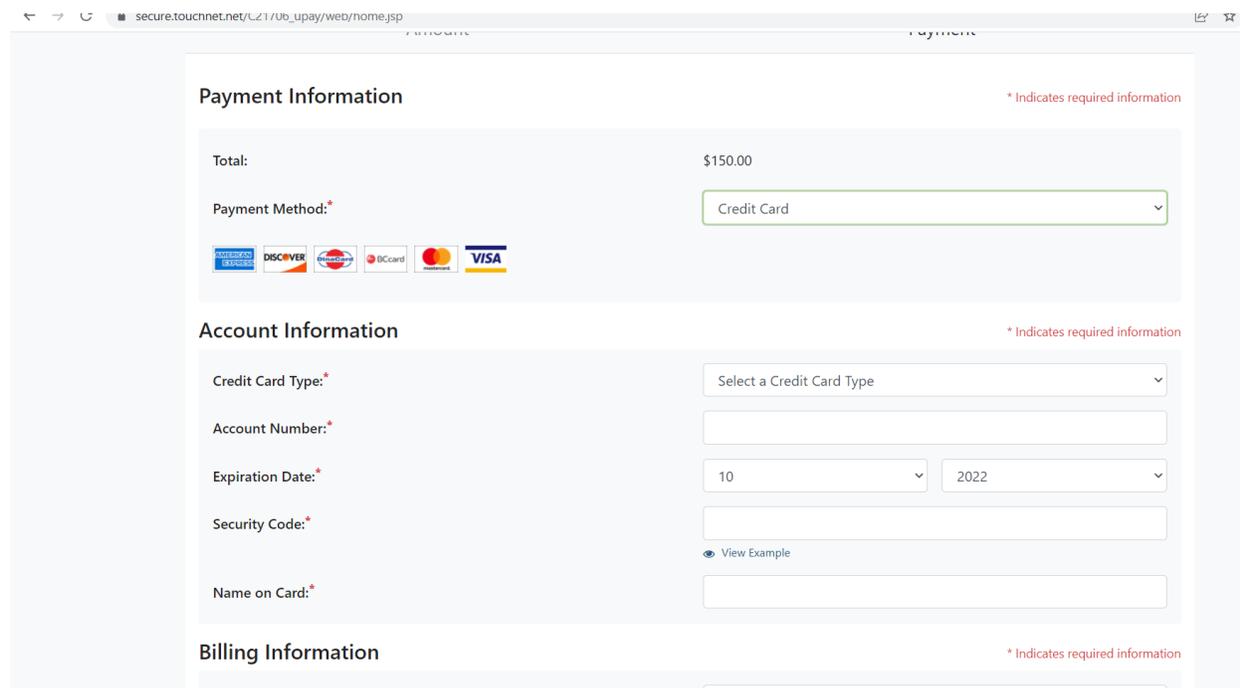
* Indicates a required field

Save & Back **Save & Continue**

Step 5: Confirm you are not a robot, then select continue.



Step 6: Enter payment information and submit payment.



Step 7: Ensure the “pending step” icon has been removed. Congratulations and Welcome to the USI family!

→ [secure1.vzorientation.com/usi/mytasklist/default.aspx](#) 🔖 ☆ ⚙️

Manual Step. After you have completed this step, mark as complete by clicking on the checkbox.

 **Pending Step.** This step will become available after you have completed all required prerequisite steps.

Spring 2023

-  **Attendance Plan** - Completion Date (10/03/2022)
-  **Enrollment Deposit**
-  **Verify Contact Information**
-  **Housing Contract and Meal Plan**
-  **GI Bill/Department of Defense Educational Benefits**
-  **File the FAFSA (Free Application for Federal Student Aid)** 
-  **FAFSA RECEIVED by USI** - Completion Date (10/03/2022)
This task will automatically check off when USI receives your FAFSA.