

BOOK LOAN INSTRUCTIONS

Log into your myUHD2.0 account by entering username and password. Click **Sign in**.

Select the **Student Financials** tile.

Select the **UHD Optional Fees** link on the side navigation bar. Select the link for the **term**.

- Account Summary
- Charges Due
- Make a Payment
- Payment Plans
- Pending Financial Aid
- Payment History
- Self Service 1098T
- UHD Fixed Rate Tuition Plan
- Self Service Refund Request
- UHD Optional Fees**

Optional Fees

Select the optional fees term

Optional Fees

You are eligible to view and/or modify optional fee information for the terms listed below. Click the appropriate Term to do so.

Term	Academic Career	Institution
1 Fall 2019	UGRD	UH-Downtown

Select Desired Optional Fees

Please select optional fees from the list below. Use the magnifying glass that appears next to the Valid Value, to view the Valid Value choices for that field. Click Save when you have finished making your optional fee selections.

Select the **magnify glass symbol** next to the Book Loan description

*Valid Value	Description	Cost	Help Links
1 NONE	Windows All-in-One	0.00	IT Surplus
2 NONE	Windows Minitower	0.00	IT Surplus
3 NONE	Windows Laptop	0.00	IT Surplus
4 NONE	Windows Small Form Factor	0.00	IT Surplus
5 NONE	Windows Ultra Small FormFactor	0.00	IT Surplus
6 NONE	Book Loan Service Fee	0.00	Campus Book Store
7 NONE	Book Loan	0.00	Book Loans

Select the **BKLOAN** value from the pop-up box.

View 100 First 1-2 of 2 Last

Valid Value	Description
BKLOAN	Book Loan
NONE	None

The maker hereby understands and agrees to the terms and conditions of this agreement.

Review and Accept the Book Loan Agreement.

[Accept Book Loan Agreement](#) [Decline Book Loan Agreement](#)

Verify the accuracy of the requested Book Loan Amount and select the **Save** button.

*Valid Value	Description	Cost	IT Surplus
1 NONE	Windows All-in-One	0.00	IT Surplus
2 NONE	Windows Minitower	0.00	IT Surplus
3 NONE	Windows Laptop	0.00	IT Surplus
4 NONE	Windows Small Form Factor	0.00	IT Surplus
5 NONE	Windows Ultra Small FormFactor	0.00	IT Surplus
6 BKL FEE	Book Loan Service Fee	5.00	Campus Book Store
7 BKLOAN	Book Loan	300.00	Book Loans
8 NONE	Print Voucher	0.00	

[Save](#) [Return to Search](#)

Confirm Optional Fee Selection

Please review your saved optional fee selections listed below.

Please note: the optional fee selections listed below have been saved.

Confirm your Optional Fee Selection by reviewing the Total Optional Fee Charges

*Valid Value	Description	Cost	IT Surplus
1 NONE	Windows All-in-One	0.00	IT Surplus
2 NONE	Windows Minitower	0.00	IT Surplus
3 NONE	Windows Laptop	0.00	IT Surplus
4 NONE	Windows Small Form Factor	0.00	IT Surplus
5 NONE	Windows Ultra Small FormFactor	0.00	IT Surplus
6 BKL FEE	Book Loan Service Fee	5.00	Campus Book Store
7 BKLOAN	Book Loan	300.00	Book Loans
8 NONE	Print Voucher	0.00	

Total Optional Fee Charges: 305.00

[Balance](#) [Summary](#) [Charges Due](#) [payments](#) [Make a Payment](#) [Payment Plans](#) [Refund](#) [1098T](#)

To view your book loan due date, access your Account Summary by selecting the **Summary** Tab.

Select the **View term detail** link.

Account Summary

University of Houston-Downtown

Business Unit

Empl ID

Date Created

Term	Description	Term Balance	View term detail
2090	Fall 2019	\$5123.00	View term detail

Select the **View group detail** link associated with the Book Loan.

Group	Group Amount	View group detail
Other	\$5.00	View group detail
Installment/Deferment/Book Loan Due	\$300.00	View group detail
Mandatory Fees	\$1528.00	View group detail
Tuition	\$3290.00	

Date Due will indicate when your book loan payment is due.

Description	Amount	Balance	Date Due
Book Loan	300.00	300.00	10/15/2019

[Back to Account Term Summary](#)