To check Student Account:
1. Log into MyNorthshore
2. Select Web Payment/e-Bill button (see below)

![Web Payment / e-Bill](image)

To make a check or credit card payment, as well as set up a payment plan:
1. Log into MyNorthshore
2. Select Web Payment/e-Bill button
3. Select Make Payment OR Payment Plans along the top bar
4. Fill out information as requested

To enroll in eRefund:
1. Log into MyNorthshore
2. Select Web Payment/e-Bill button
3. Select Electronic Refunds on right side
4. Fill out information as requested

To make someone an Authorized User:
1. Log into MyNorthshore
2. Select Web Payment/e-Bill button
3. Select Authorized Users on right side
4. Select Add Authorized User
5. Fill out information as requested

To waive Health Insurance Charge:
1. Log into MyNorthshore
2. Select the Health Insurance button (see below)
3. Select Student Waive on the left
4. Create Login or use Sign in
5. Fill out information as requested

Note: Your Student ID (N number) and Health Insurance information will be required

To waive MASSPIRG Fee:
1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Student Services link
5. Select Student Account link
6. Select MASSPIRG Waiver Link and submit

For more on Financial Aid and Student Accounts contact:
sfs@northshore.edu
978-762-4189
Follow Student Financial Services on Facebook!
facebook.com/nsscSFS
To View/Update Address & Phone Info:
1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Personal Information
5. Select Update or View Address & Phone Numbers

To View/Update Emergency Contact:
1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Student Services
5. Select Update/View Emergency Contacts

To Update Marital Status:
1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Student Services
5. Select Personal Information
6. Select Update Marital Status

To Update Name Change Information:
A) Completed on campus with Enrollment/Registrar’s Office OR
B) Completed by emailing with records@northshore.edu from your NSCC email account.

To Review Final Grades:
1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Student Services
5. Select Student Records
6. Select Final Grades

To View Textbook Requirements:
1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Student Services
5. Select Registration link
6. Select View Textbook Requirements

To Check Academic Transcript:
1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Student Services
5. Select Student Records
6. Select Academic Transcript and Submit

To Check Registration History:
1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Student Services
5. Select Registration link
6. Select Registration History

To Apply to Graduate:
1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Student Services
5. Select Student Records
6. Select Application to Graduate

To Do a Degree Evaluation:
A degree evaluation shows how your courses will be used towards satisfying your degree/certificate requirements.
1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Student Services
5. Select Student Records
6. Select Degree Evaluation
7. Select the current term, then click Generate Request button
8. Scroll to end & select Generate New Evaluation
9. Click the button next to program indicating your degree/certificate information
10. Click the Generate Request button, making sure the Use in Progress courses box is checked
11. Click Detail Requirements
12. Click on the Submit Button

To Review Final Grades:
1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Student Services
5. Select Student Records
6. Select Final Grades

To View/Update Address & Phone Info:
1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Personal Information
5. Select Update or View Address & Phone Numbers

To View/Update Emergency Contact:
1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Student Services
5. Select Update/View Emergency Contacts

To Update Marital Status:
1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Student Services
5. Select Personal Information
6. Select Update Marital Status

To Update Name Change Information:
A) Completed on campus with Enrollment/Registrar’s Office OR
B) Completed by emailing with records@northshore.edu from your NSCC email account.

To Review Final Grades:
1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Student Services
5. Select Student Records
6. Select Final Grades

To View Textbook Requirements:
1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Student Services
5. Select Registration link
6. Select View Textbook Requirements

Have a Hold? Find out why:
1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Student Services link
5. Select Registration link
6. Select View Holds

NOTE: Textbook information can also be found by typing your N# on our campus store website.

To check Satisfactory Academic Progress (SAP):
1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Financial Aid link
5. Select Eligibility
6. Click on Academic Progress tab

For more on Enrollment and General Student Info Updates contact: records@northshore.edu
978-762-4055