New Student Checklist

Congratulations and welcome to NCSU! You will use MyPack Portal to view your student account details, view your eBILLS, make online payments, and enroll in direct deposit for refunds and more! Complete this checklist TODAY to guarantee you are ready for your first eBILL!

Please log into MYPackPortal: http://mypack.ncsu.edu/ with your Unity ID and password and select Main Menu, Student Self Service, Student Center.

☐ To grant access parental access to your account, students should log into the MyPACK Portal. Go to Main Menu > Student Self Service > Campus Personal Information > Parent/Guardian Access. Please be sure to grant “Student Account/Billing/Payment” access for your parent/guardian.
    The person(s) you set up for Parent/Guardian Access will be able to log into the eBILL system to view your eBILLS and make online payments. Parents/Guardians with access will receive an email each time a new eBILL is posted.

☐ To sign up for direct deposit and receive any refunds that you may be eligible for, students should log into the MyPACK Portal with Unity ID and password. From the Student Center, select the “My Student Account” link under Finances. Select the “direct deposit” tab and scroll to the bottom of the page. Scroll down and enter your Account Number and Routing number and then make sure to click “Save” when you’ve finished.
    Any excess funds on your student account that originate from financial aid, scholarships or reduced course load, etc. will be refunded to you via the bank account you specify when you enroll in direct deposit. You will receive an email from the Cashier’s Office when a direct deposit refund is made to your designated bank account. This will not pay charges on your student account.

☐ The 1098-T form is produced each January and is used by the student or taxpayer in determining eligibility for a tuition tax credit under the Taxpayer Relief Act of 1997. Students may view the information provided on their 1098-T via the MyPack Portal. From the Student Center, select the "My Student Account" link under Finances, and then select the "1098T Tax Form" tab.
    1098-Ts are available electronically by selecting the Tax Year listed in the box found at the bottom of the page. PLEASE NOTE: You must select “Electronic Copy” to view 1098-T forms in the MyPack Portal.

☐ Waive out of the University student health insurance plan at http://go.ncsu.edu/studentblue if you have existing coverage under another health plan, or enroll in the NCSU plan.
    The NC State student plan annual premium is $1,604 ($802 each semester). More information and FAQ at www.ncsu.edu/student_health. If you do not waive out of the plan, you will be billed $802.00 on your semester bill.

☐ To log in and make an online payment, first log in to the MyPack Portal. On the Student Center, select the "Make a Payment". Fall billing begins in July, Spring billing begins in November, Summer 1 billing begins in April and Summer 2 billing begins in May.
    Tuition and Fees must be paid by the date posted on your billing statement to avoid class schedule cancellation. It is the responsibility of each student, whether or not they receive a statement, to make full payment or complete financial aid information prior to the posted deadline. Approved Financial Aid awards, scholarships, and sponsorships will be noted on the account, and only amounts exceeding the award must be paid to prevent cancellation. If you decide not to attend NC State University you must notify the Office of Undergraduate Admissions in writing no later than the first day of classes. You will be held responsible for any charges on your account until an Official Withdrawal is completed. For additional information, visit the University Cashier’s Office website: http://www.fis.ncsu.edu/cashier. If you have questions regarding your account you may contact the University Cashier’s Office at (919) 515-2986 or via email at studentaccounts@ncsu.edu.