

# Student Account FAQs

Q. *How do I add a parent to Transact?*

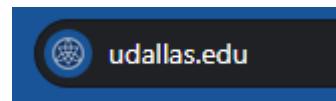


# Student Account FAQs

A. *To add a parent to Transact, please follow these steps:*



go to the UD website: *udallas.edu*



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Once on the website,



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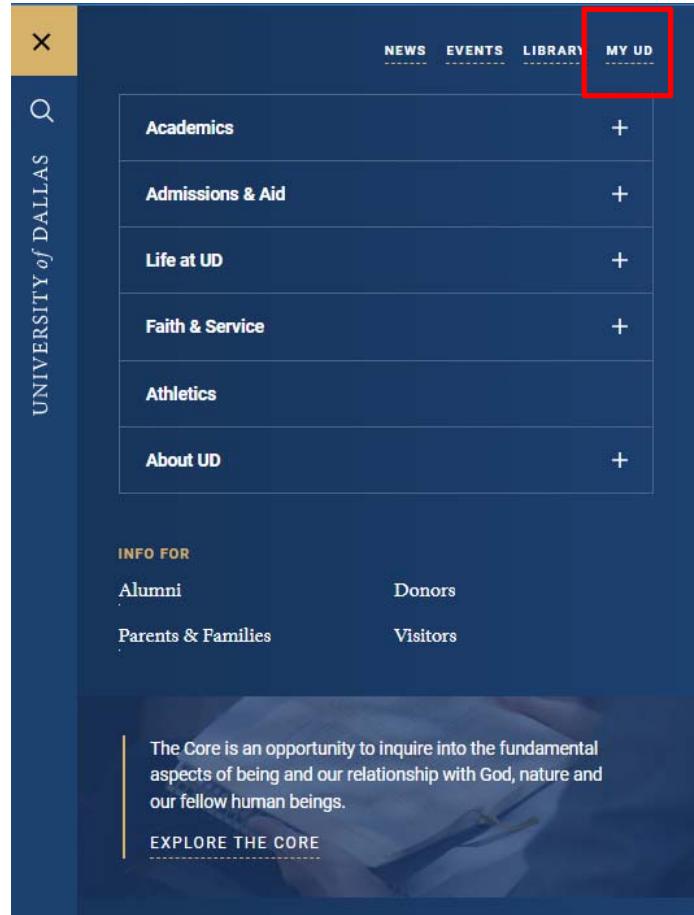
UNIVERSITY OF DALLAS

Click on  to access the menu,



UNIVERSITY OF DALLAS

Click on



The image shows a dark blue sidebar from the University of Dallas website. At the top, there is a yellow "X" icon and a magnifying glass icon. The sidebar includes the text "UNIVERSITY of DALLAS" and "MY UD". Below these are navigation links: "NEWS", "EVENTS", "LIBRARY", and "MY UD", with the "MY UD" link highlighted by a red box. A list of categories follows: "Academics", "Admissions & Aid", "Life at UD", "Faith & Service", "Athletics", and "About UD", each preceded by a plus sign. Under the heading "INFO FOR", there are four categories: "Alumni", "Parents & Families", "Donors", and "Visitors". At the bottom, a blue banner features a quote: "The Core is an opportunity to inquire into the fundamental aspects of being and our relationship with God, nature and our fellow human beings." and a "EXPLORE THE CORE" button.



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Click on

- [BannerWeb-Student](#)



[Home - My UD](#)

## My UD

The University of Dallas intranet portal for current students, faculty and staff.

[Login to MyUD](#)

## Information and resources for students, parents, faculty and staff

For technical support, please contact [support@udallas.edu](mailto:support@udallas.edu)

### UDWIFI Networks

Find information on connecting to our wireless networks

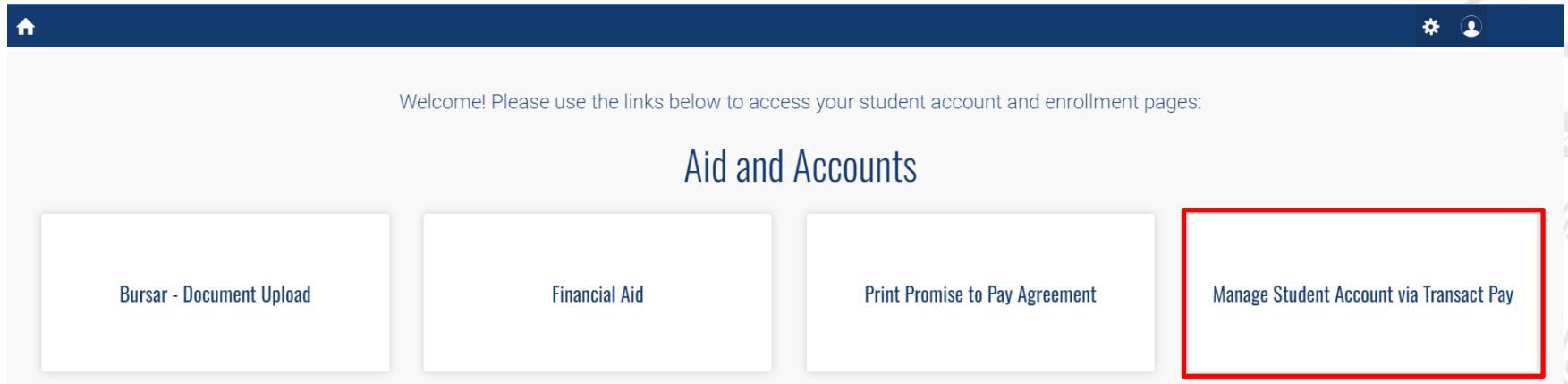
### BannerWeb

- [BannerWeb-Student](#)
- [BannerWeb-Student Reference Guide](#)
- [BannerWeb-Employee](#)
- [BannerWeb-Employee Reference Guide](#)
- [BannerWeb-Faculty](#)
- [BannerWeb-Faculty Reference Guide](#)

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Click on

Manage Student Account via Transact Pay



Welcome! Please use the links below to access your student account and enrollment pages:

## Aid and Accounts

Bursar - Document Upload

Financial Aid

Print Promise to Pay Agreement

Manage Student Account via Transact Pay

The 'Manage Student Account via Transact Pay' link is highlighted with a red box.

To log-in to BannerWeb, your Username is the section of your email address before the "@udallas.edu".

# UNIVERSITY OF DALLAS

Sign in to your account

 Username Password Sign In

Remember me on this computer



For UD Crusader, whose UD email address is “udcrusader@udallas.edu”, it will be “udcrusader”.

# UNIVERSITY OF DALLAS

Sign in to your account

Remember me on this computer



Your password is your UD ID number

# UNIVERSITY OF DALLAS

Sign in to your account

**Sign In**

Remember me on this computer



Click on

**Sign In**

# UNIVERSITY OF DALLAS

Sign in to your account

udcrusader

900000001

**Sign In**

Remember me on this computer



If you need help with your log-in information, please email [support@udallas.edu](mailto:support@udallas.edu)

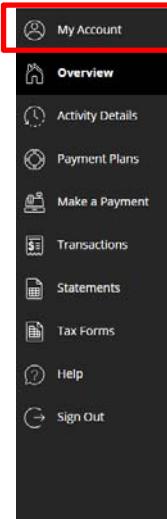
Please include your name, UD ID#, and what you are trying to log-in to  
(in this case, BannerWeb)





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of DALLAS

## Overview



UD Crusader  
University of Dallas

### Summary

Your account does not currently have any outstanding charges.

#### Previous Balance

Summer 2024 Balance	\$0.00
Summer 2024 Estimated Aid	\$0.00
Summer 2024 Balance including Estimated Aid	\$0.00
Fall 2024 Balance	\$0.00
Fall 2024 Estimated Aid	\$0.00
Fall 2024 Balance including Estimated Aid	\$0.00

\* financial aid credits cannot be applied to previous term balances

This is your *Transact* home screen. Click on



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My Account

- Overview
- Activity Details
- Payment Plans
- Make a Payment
- Transactions
- Statements
- Tax Forms
- Help
- Sign Out

UD

UD Crusader  
University of Dallas

Basic information

Name: UD Crusader

Payment methods

[Add payment method](#)

Payers

Do you know someone that would like to help you pay? Invite them to have access to your account!

[Send a payer invitation](#)

SMS notifications

[Sign up](#)

In the “Payers” section, you can give permission for an additional payer, such as a parent, to access your account.

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UD Crusader  
University of Dallas

**Basic information**

Name UD Crusader

**Payment methods**

[+ Add payment method](#)

**Payers**  
Do you know someone that would like to help you pay? Invite them to have access to your account!

[+ Send a payer invitation](#)

**SMS notifications**

[Sign up](#)

To add a parent, click on [+ Send a payer invitation](#)



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The Catholic University for Independent Thought

My Account

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Name: UD Crusader

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Add payment method

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Send a payer invitation

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Payer information

\* First name:

\* Last name:

\* Email address:

\* Confirm email address:

Payer access

By sending this invitation, I hereby authorize this payer to access my account information and/or make payments.

Allow access to statements

Allow access to tax forms

Message to payer

Maximum 250 characters:

Cancel

Send invitation

Enter the information for the parent,



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The Catholic University for Independent Studies

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Payer information

\* First name:

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Payer access

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Allow access to statements

Allow access to tax forms

Message to payer:   
Maximum 250 characters

Cancel Send invitation

allow access by checking the boxes,



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The Catholic University for Independent Studies

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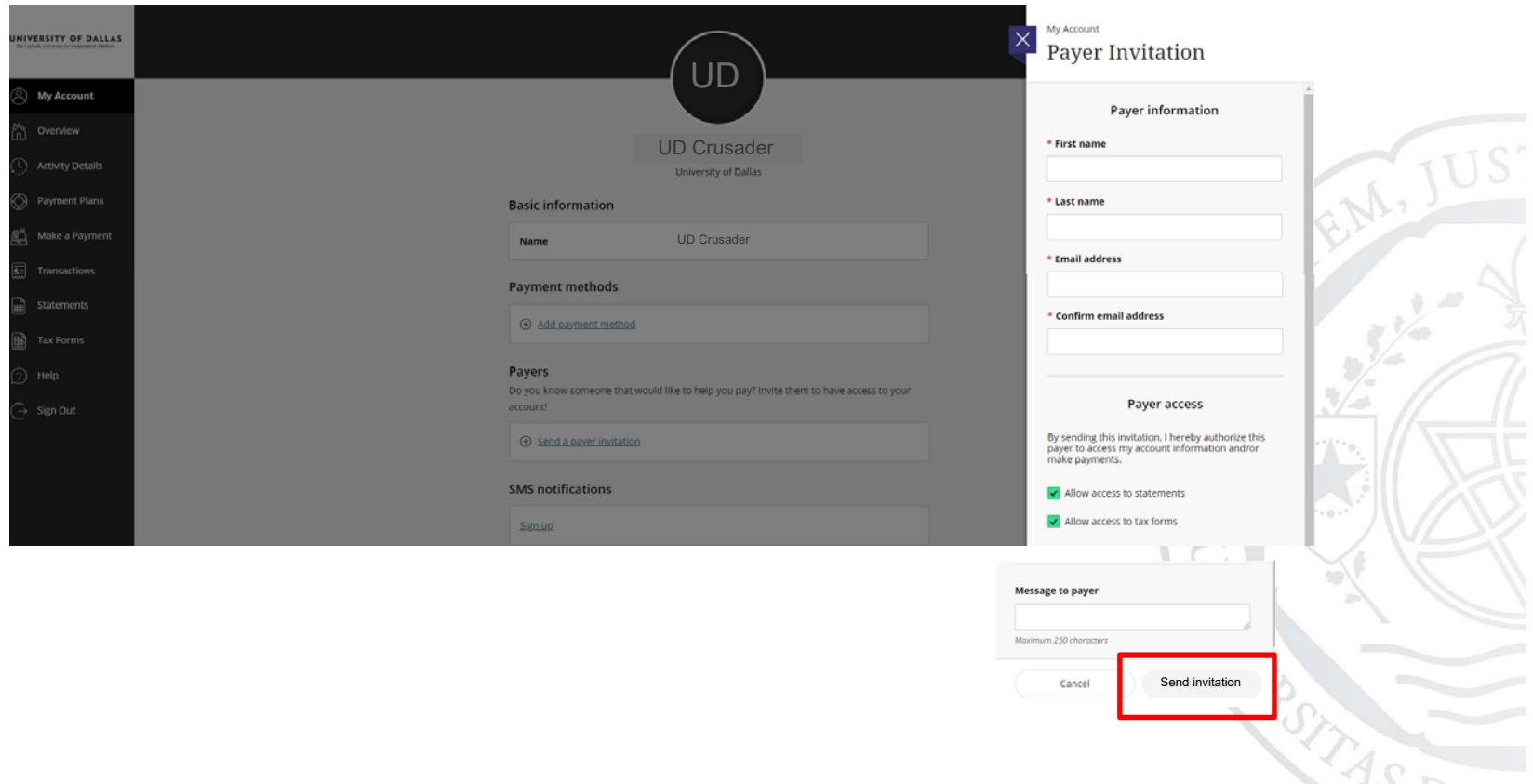
Allow access to statements

Allow access to tax forms

Message to payer:   
Maximum 250 characters

Cancel Send invitation

and click on Send invitation



The image shows a screenshot of the University of Dallas Transact system. On the left, a sidebar menu lists options: My Account, Overview, Activity Details, Payment Plans, Make a Payment, Transactions, Statements, Tax Forms, Help, and Sign Out. The main content area is titled "UD Crusader" and "University of Dallas". It contains sections for "Basic information" (Name: UD Crusader), "Payment methods" (Add payment method), "Payers" (Send a payer invitation), and "SMS notifications" (Sign up). A modal window titled "Payer Invitation" is open on the right. It has fields for "Payer information" (First name, Last name, Email address, Confirm email address) and "Payer access" (checkboxes for Allow access to statements and Allow access to tax forms). A "Message to payer" input field is present, and a "Send invitation" button is highlighted with a red box. A watermark of the University of Dallas crest is visible in the background.

The person indicated will receive an email to register for access to Transact.



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The Catholic University for Independent Studies

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By sending this invitation, I hereby authorize this payer to access my account information and/or make payments.

Allow access to statements

Allow access to tax forms

Message to payer:   
Maximum 250 characters

Cancel Send invitation

My Account

Payer Invitation

Follow the instructions in the email.



The image shows a screenshot of a web application interface for the University of Dallas. The top navigation bar is dark with the 'UD' logo and 'University of Dallas' text. The left sidebar, titled 'My Account', lists various options: Overview, Activity Details, Payment Plans, Make a Payment, Transactions, Statements, Tax Forms, Help, and Sign Out. The main content area is titled 'UD Crusader' and 'University of Dallas'. It contains sections for 'Basic information' (Name: UD Crusader), 'Payment methods' (Add payment method), 'Payers' (Send a payer invitation), and 'SMS notifications' (Sign up). A modal window titled 'Payer Invitation' is open on the right, prompting the user to enter 'First name', 'Last name', 'Email address', and 'Confirm email address'. It also includes a 'Payer access' section with checkboxes for 'Allow access to statements' and 'Allow access to tax forms'. A 'Message to payer' input field is present, with a note about character limits. At the bottom of the modal are 'Cancel' and 'Send invitation' buttons.

Only the student can reset their parents password, if a reset is needed.

# Student Account FAQs

If you have additional questions or run into problems, please email us at

*bursar@udallas.edu*

