

Student Account FAQs

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

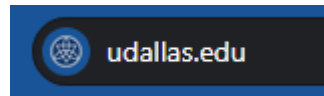


Student Account FAQs

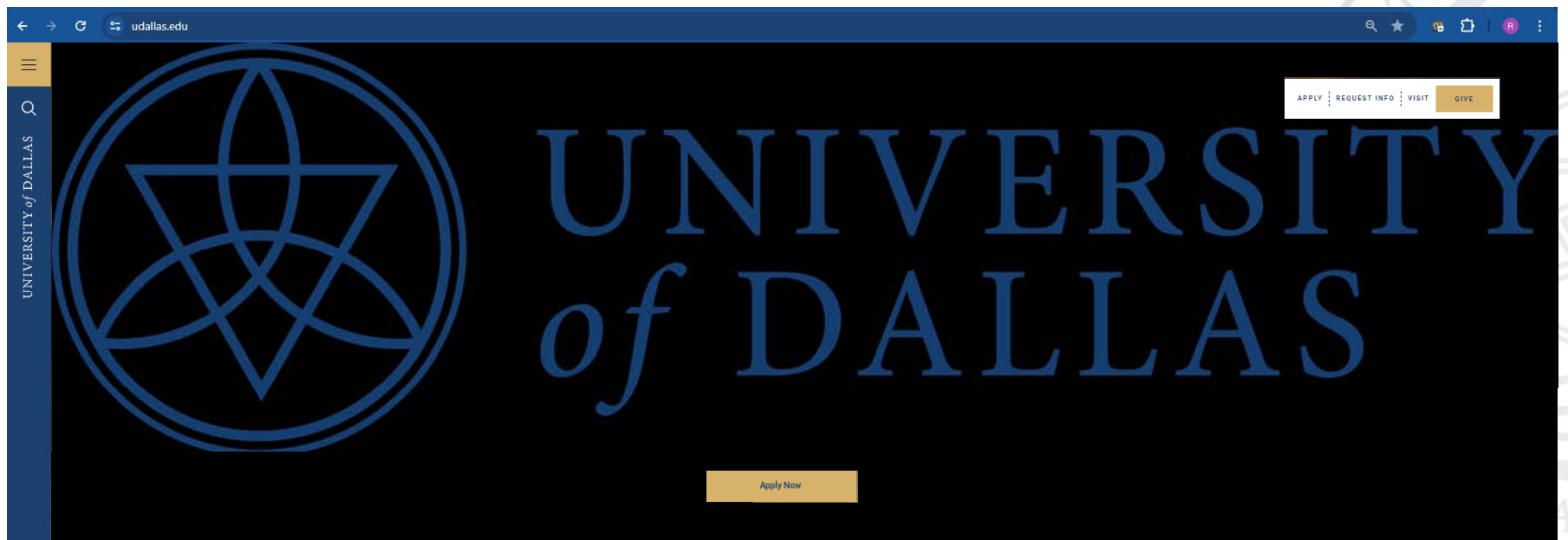
A. *To add a parent to Transact, please follow these steps:*



go to the UD website: *udallas.edu*



Once on the website,



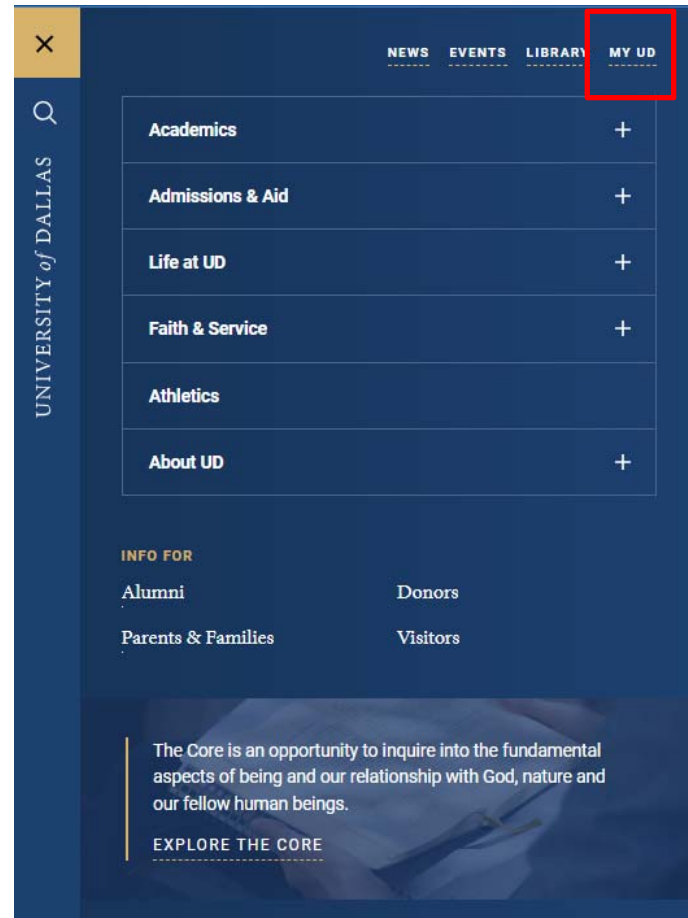
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Click on  to access the menu,



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Click on



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

UDWIFI Networks

Find information on connecting to our wireless networks

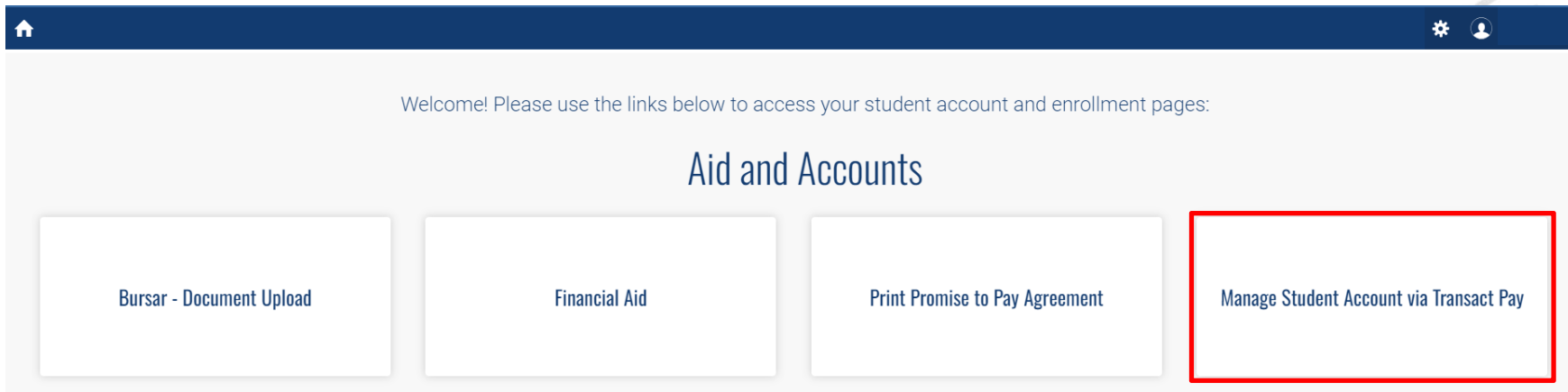
BannerWeb

- 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



The screenshot shows a web application interface for the University of Dallas. At the top is a dark blue header bar containing a home icon on the left and a settings/user icon on the right. Below the header, a light gray banner contains the text "Welcome! Please use the links below to access your student account and enrollment pages:". Underneath this banner, the heading "Aid and Accounts" is centered. Below the heading are four white rectangular buttons with blue text. The first button is "Bursar - Document Upload", the second is "Financial Aid", the third is "Print Promise to Pay Agreement", and the fourth is "Manage Student Account via Transact Pay". The fourth button is highlighted with a red rectangular border. In the background, a large, faint watermark of the University of Dallas seal is visible on the right side.

Home icon Settings/User icon

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

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

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Sign in to your account

Sign In

☐ Remember me on this computer



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

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Sign in to your account

udcrusader

Password

Sign In

☐ Remember me on this computer



Your password is your UD ID number

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Sign in to your account

udcrusader

900000001

Sign In

☐ Remember me on this computer



Click on

Sign In

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Sign in to your account

udcrusader

900000001

Sign In

☐ Remember me on this computer



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If you need help with your log-in information, please email support@udallas.edu


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








Overview


 My Account

 Overview

 Activity Details

 Payment Plans

 Make a Payment

 Transactions

 Statements

 Tax Forms

 Help

 Sign Out



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

 My 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](#)



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





UD Crusader
University of Dallas

My Account

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

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](#)



The screenshot shows the 'My Account' page for 'UD Crusader' at the University of Dallas. A modal titled 'Payer Invitation' is open, containing the following sections:

- Payer information** (highlighted with a red border):
 - * 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
 - Buttons: Cancel, Send invitation

The background page includes a sidebar with links: My Account, Overview, Activity Details, Payment Plans, Make a Payment, Transactions, Statements, Tax Forms, Help, and Sign Out. The main content area has sections for Basic information (Name: UD Crusader), Payment methods (Add payment method), Payers (Send a payer invitation), and SMS notifications (Sign up).

Enter the information for the parent,

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My Account

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](#)

Payer Invitation

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

allow access by checking the boxes,

The screenshot shows the 'My Account' page for a user named 'UD Crusader' at the University of Dallas. The page has a dark sidebar with navigation links: My Account, Overview, Activity Details, Payment Plans, Make a Payment, Transactions, Statements, Tax Forms, Help, and Sign Out. The main content area includes sections for Basic information (Name: UD Crusader), Payment methods (Add payment method), Payers (Send a payer invitation), and SMS notifications (Sign up). A 'Payer Invitation' modal is open on the right, containing fields for Payer information (First name, Last name, Email address, Confirm email address) and Payer access (checkboxes for statements and tax forms).

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My Account
Payer Invitation

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

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

This is a close-up of the bottom of the 'Payer Invitation' modal. It shows a text input field for 'Message to payer' with a placeholder and a character limit of 250. Below the input field are two buttons: 'Cancel' and 'Send invitation'. The 'Send invitation' button is highlighted with a red rectangular box.

Message to payer

Maximum 250 characters

Cancel Send invitation

and click on

Send invitation

The screenshot displays the 'My Account' page for a user named 'UD Crusader' at the University of Dallas. The page includes sections for 'Basic information', 'Payment methods', 'Payers', and 'SMS notifications'. A 'Payer Invitation' modal is open on the right, containing fields for 'Payer information' (First name, Last name, Email address, Confirm email address) and 'Payer access' (checkboxes for statements and tax forms). Below the modal, a 'Message to payer' field and 'Send invitation' button are visible. The 'Send invitation' button is highlighted with a red rectangle.

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University of Dallas

My Account

Payer Invitation

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

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

The screenshot shows the 'My Account' page for 'UD Crusader' (University of Dallas). The page has a dark sidebar with navigation links: My Account, Overview, Activity Details, Payment Plans, Make a Payment, Transactions, Statements, Tax Forms, Help, and Sign Out. The main content area includes sections for Basic information (Name: UD Crusader), Payment methods (Add payment method), Payers (Send a payer invitation), and SMS notifications (Sign up). A 'Payer Invitation' modal is open on the right, containing fields for Payer information (First name, Last name, Email address, Confirm email address) and Payer access (Allow access to statements, Allow access to tax forms). Below the modal is a 'Message to payer' field with a 'Send invitation' button highlighted by a red box.

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The Catholic University of Independent Studies

UD

UD Crusader
University of Dallas

My Account

Payer Invitation

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

Follow the instructions in the email.

The screenshot shows the 'My Account' page for a user named 'UD Crusader' at the University of Dallas. The page has a dark sidebar with navigation links: 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 'Payer Invitation' modal is open on the right, titled 'My Account Payer Invitation'. It has a close button (X) in the top right corner. The modal contains two sections: 'Payer information' and 'Payer access'. The 'Payer information' section has four required fields: First name, Last name, Email address, and Confirm email address. The 'Payer access' section has two checkboxes: 'Allow access to statements' and 'Allow access to tax forms', both of which are checked. Below these sections is a 'Message to payer' field with a character limit of 250. At the bottom of the modal are 'Cancel' and 'Send invitation' buttons.

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The Catholic University for Independent Studies

UD

UD Crusader
University of Dallas

My Account

Payer Invitation

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

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

