

To choose your payment option and print a promissory note

- www.roosevelt.edu
- top of page Select *RUAccess*
- Enter User ID: Student Roosevelt ID Number
- Enter PIN#: Enter your 6 digit pin# (1st time users enter your 6 digit birth date – then follow additional directions to choose a new pin)
- Select *Student Services*
- Select *Tuition and Fees*
- Select *Payment Options*
- Select the term, then *Submit Info*
- Select a *Payment Option*
- Select *Save Option*
- Select *Continue*
- Select *Agree* on bottom of Disclosure Statement
- Print Promissory Note
- Select *Finalize Registration* on bottom of Promissory Note
- Sign promissory note and submit to the Student Accounts Office via Fax (see below), mail, or in person

Chicago

430 S Michigan Ave
Chicago, IL 60605
Phone: (312) 341-3570
Fax: (312) 341-6395

Schaumburg

1400 N Roosevelt Blvd
Schaumburg, IL 60173
Phone: (847) 619-7974
Fax: (847) 619-7960