

STUDENT PAY SLIP ACCESS INSTRUCTIONS

Student Employees can view and print their Pay Record online through Records and Registration

Prerequisites: PDF viewer application (such as [Adobe Reader](#))

To get there, follow these steps:

1. Login to **Inside Augsburg** (inside.augsburg.edu)
2. Click **Records and Registration**
3. Click on **Student Employment Pay Record**
4. Click on **View/Download PDF** for the desired pay slip

The screenshot shows the 'INSIDE AUGSBURG' logo at the top left and 'AUGNET SERVICES' at the top right. Below the logo is the 'Records & Registration' section. On the left is a navigation menu with items like 'Welcome', 'Course Search/Register', 'Student Info/Contacts', 'Active Courses', 'Transcript (Grades)', 'Degree Progress', 'Enrollment Verification/Transcript Ordering', 'Make a Payment/Account Activity', 'Statement History', 'Track Your Financial Aid', and 'Student Employment Pay Records'. The 'Student Employment Pay Records' item is highlighted with a red circle. The main content area is titled 'Student Employment Pay Records' and contains a table with two rows of data. To the right of the table is a yellow callout box with a question mark icon and text explaining that this is a history of all student employment pay records available for review, and that Adobe Reader or other PDF reader software must be installed on the computer.

INSIDE AUGSBURG AUGNET SERVICES

Records & Registration

[Logged in as _____]

Student Employment Pay Records

Date	Description	
8/24/2011	Direct Deposit	View/Download PDF
8/10/2011	Direct Deposit	View/Download PDF

? This is a history of all you student employment pay records that are available for review.
To view a pay record, the free [Adobe Reader™](#) or other pdf reader software must be installed on your computer.