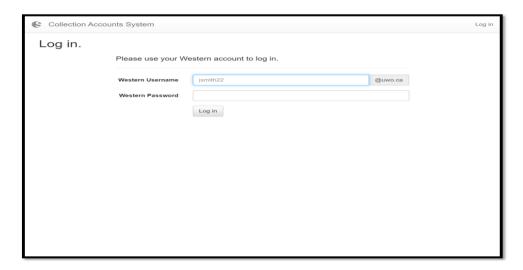
# **Schulich Online Statement Portal Access**

#### Login

Go to: https://cas.schulich.uwo.ca/

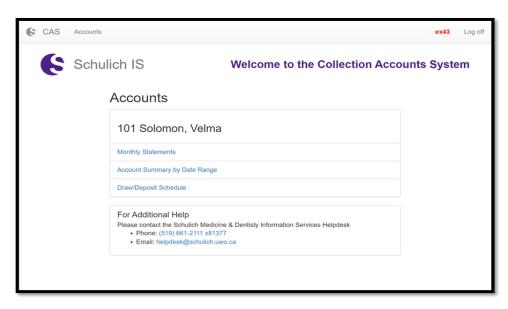
Use your Western Username and password. E.g. if your Western email is jsmith22@uwo.ca your username is jsmith22



Password: Your password is managed by Western's identity manager, to change or reset your password follow the guides at this url: <a href="https://wts.uwo.ca/identity/passwords/password\_management\_tools/">https://wts.uwo.ca/identity/passwords/password\_management\_tools/</a>

or use the Identity manager directly here: <a href="https://identity.uwo.ca/">https://identity.uwo.ca/</a>

### **Welcome Screen**

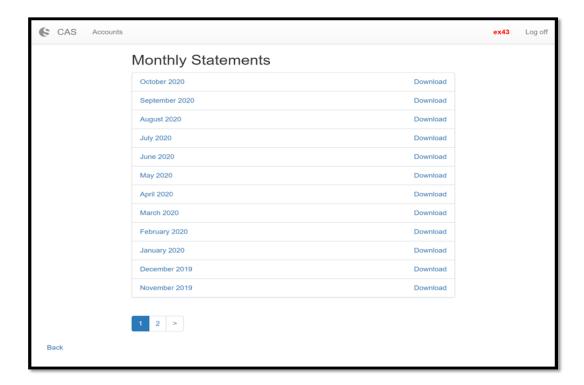


Select "Monthly Statements" to view or download monthly statements.

Select "Account Summary by Date Range" to generate a report for a specific time period.

Select "Draw/Deposit Schedule" to view the draw and deposit shedule for the current year.

### **Monthly Statements**



All available monthly statements are listed 12 per page. Select the date to view the statement in your web browser. Or select the Download link beside the date to download to your computer.

**Note:** Monthly statements will only be available after month end has been run for that month. This is usually by the 3<sup>rd</sup> or 4<sup>th</sup> banking day of the next month.

## **Summary By Date**



To create a report for a specific time period enter the start and end date and then select the "Generate Report" button to create the report. If the download checkbox is checked then the report will be downloaded, otherwise it will be displayed in your web browser.