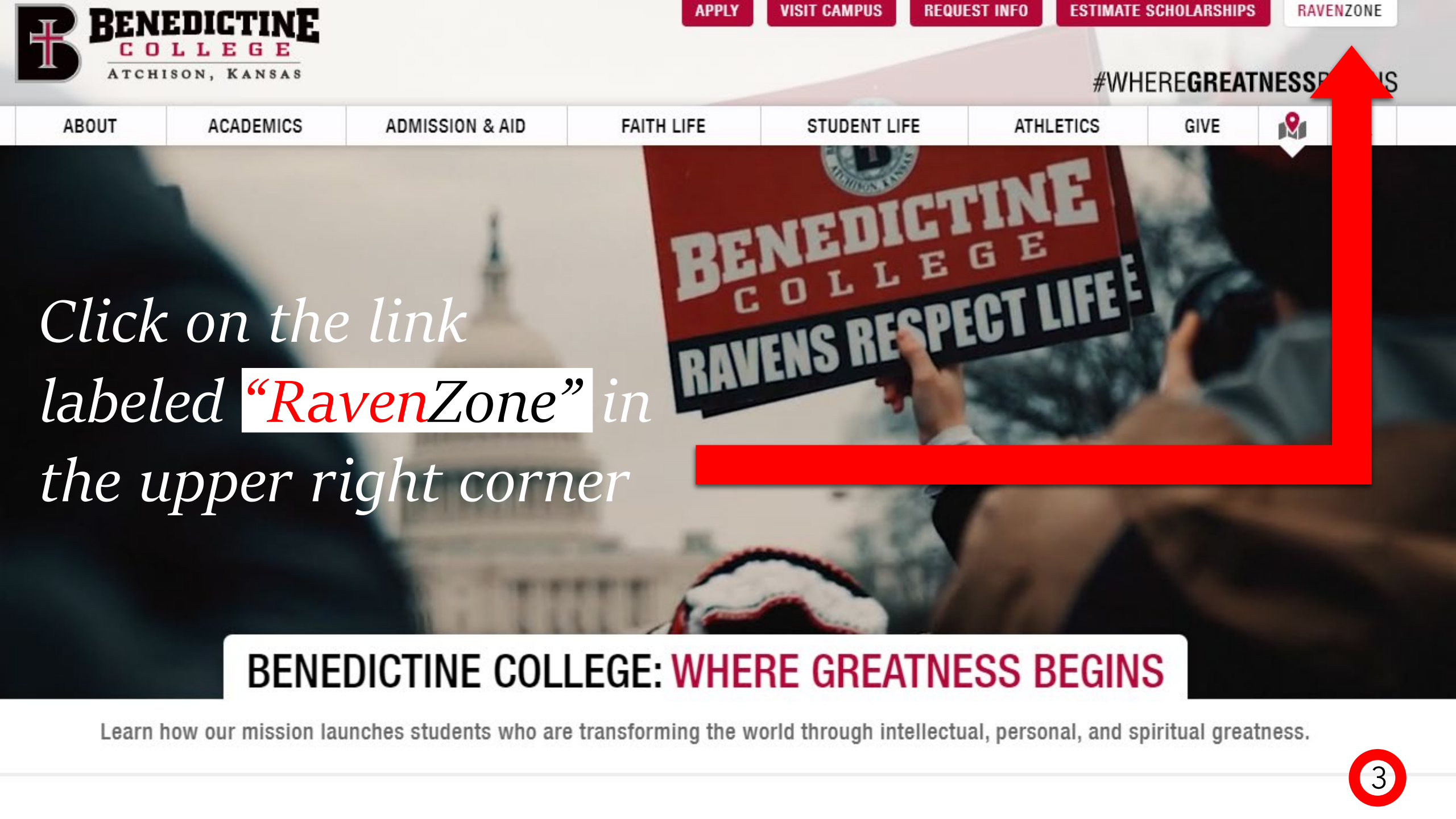
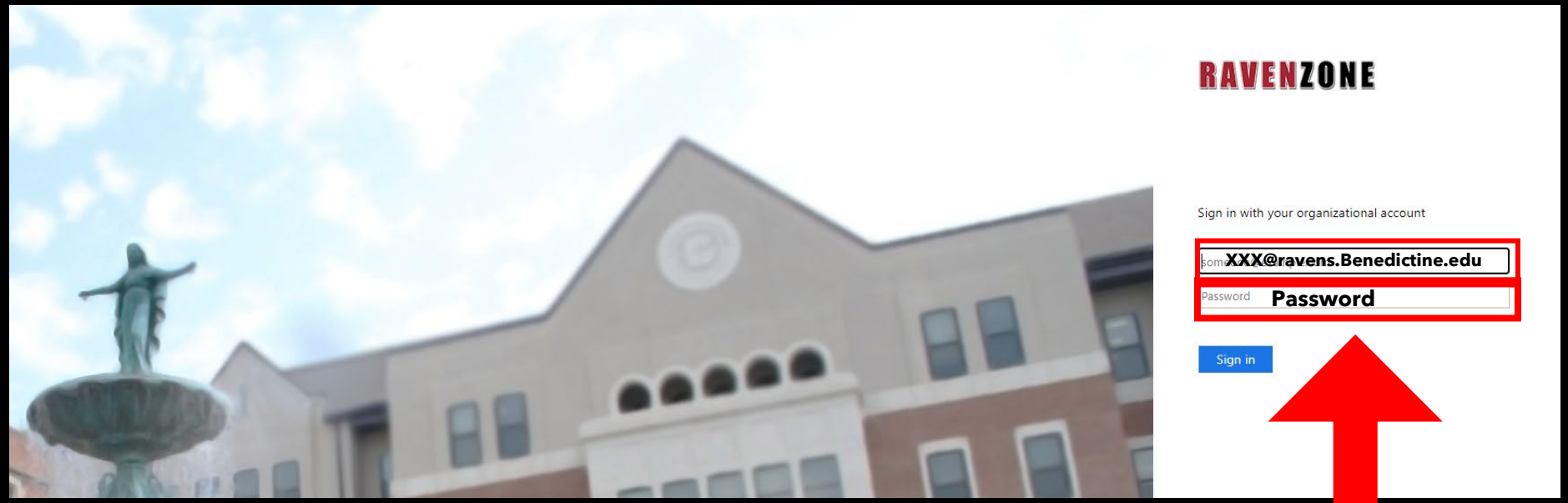
How do I...?

Get set up for Text Alert

Why should I get signed up for Text Alerts?

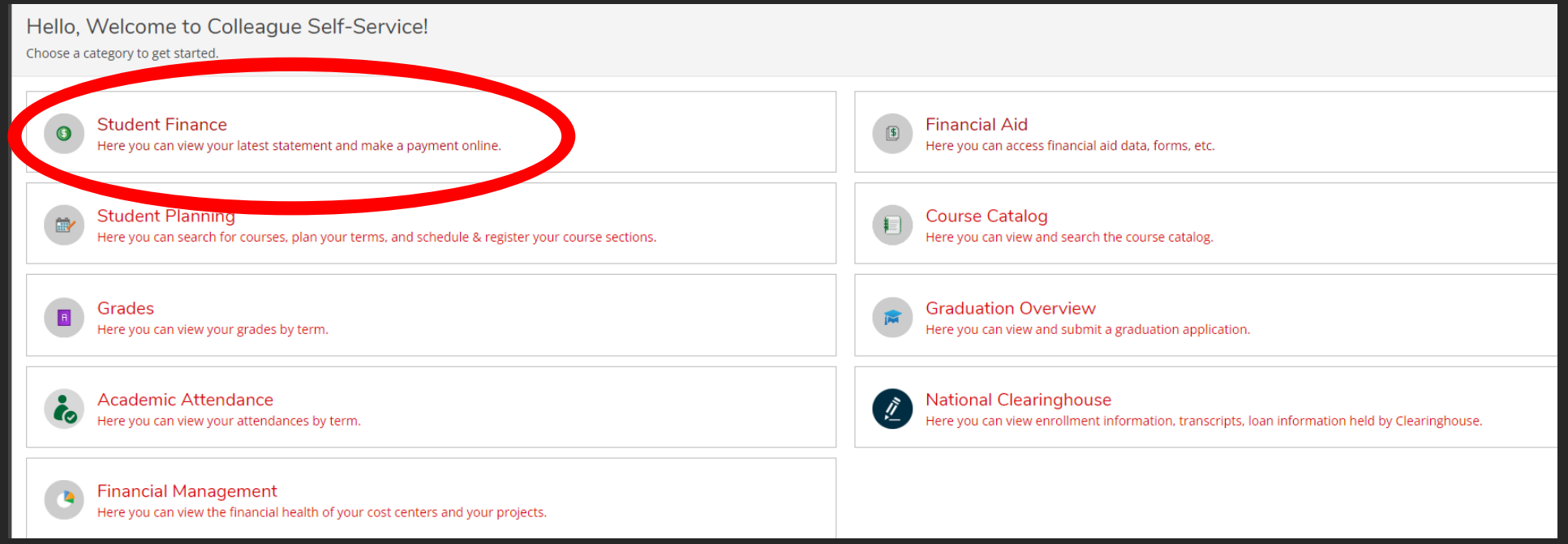
- Text Alerts help Authorized Users, and others stay informed of billing activity on the student's account.
- It is a good idea to get a parent, or individual, who is an Authorized User set up on the text alerts, for the fastest most up to date information.
- Only one phone number can be enrolled for Text Alerts. It is suggested enrolling the person making the payments for this feature.
- This needs to be completed through the student's RavenZone access.


BENEDICTINE COLLEGE
ATCHISON, KANSAS
APPLY
VISIT CAMPUS
REQUEST INFO
ESTIMATE SCHOLARSHIPS
RAVENZONE
#WHEREGREATNESS
ABOUT
ACADEMICS
ADMISSION & AID
FAITH LIFE
STUDENT LIFE
ATHLETICS
GIVE
BENEDICTINE COLLEGE
RAVENS RESPECT LIFE
Click on the link labeled "RavenZone" in the upper right corner
BENEDICTINE COLLEGE: WHERE GREATNESS BEGINS
Learn how our mission launches students who are transforming the world through intellectual, personal, and spiritual greatness.

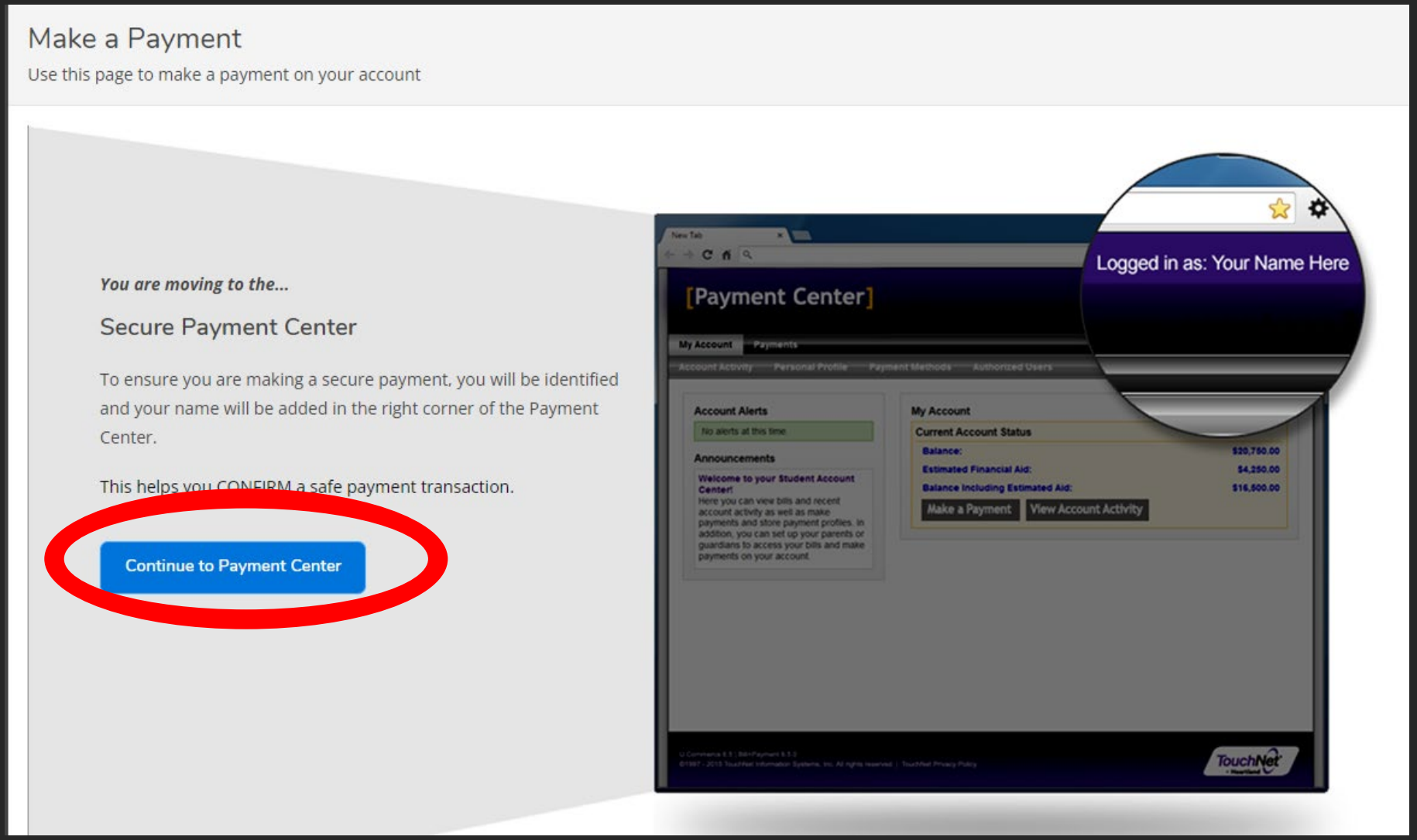


Enter your Benedictine Email as well as your password

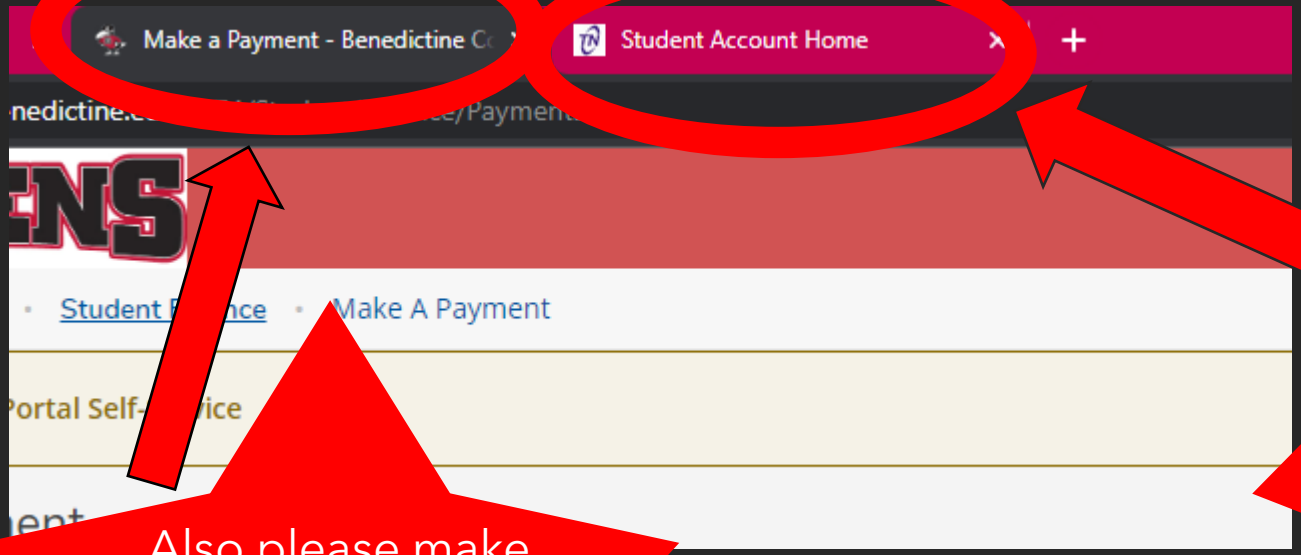
The Self-Service Screen will appear. Click on the “Student Finance” tab, which will take you to the Payment Center.



Once you are in the “Student Finance” tab, you will have the option to make payments on your account. To do so, click on the “Make a Payment” link on the right-hand side.

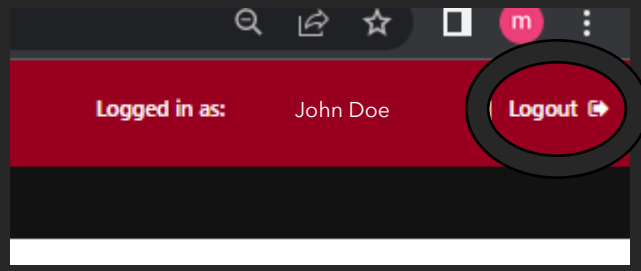


Once you click make a payment, you will be informed of a new Secure Payment Center Page that will be opening up. Click “Continue to Payment Center” to continue.



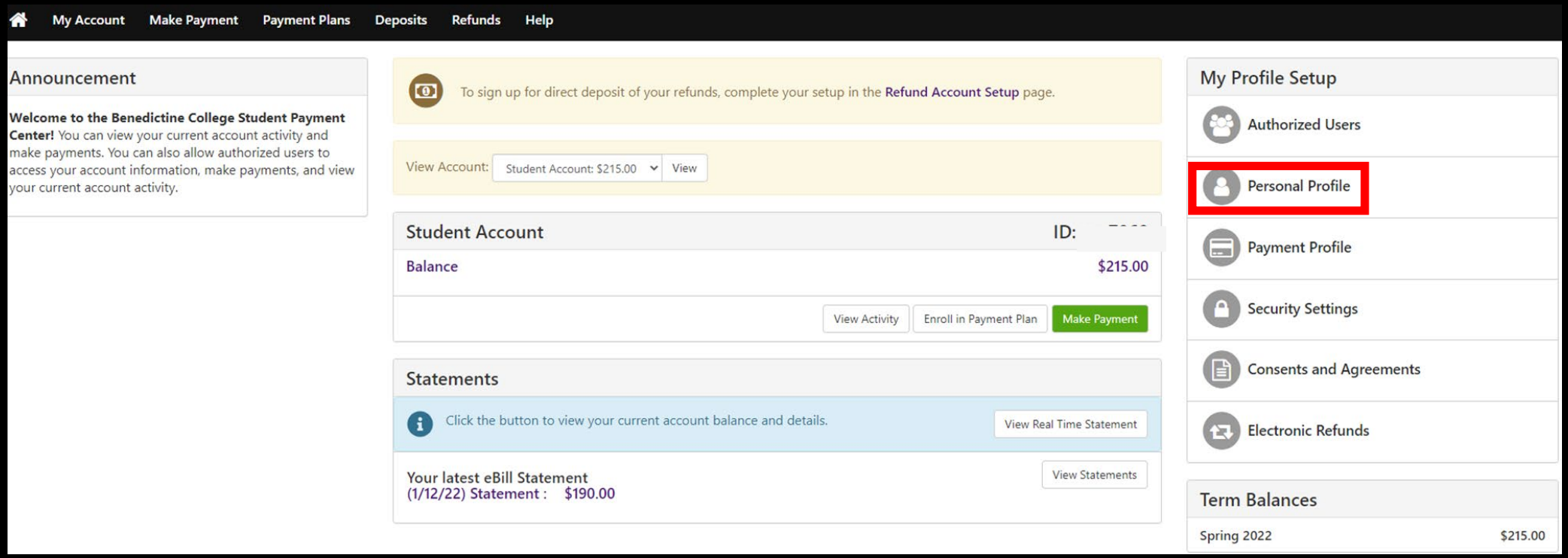
Also please make sure to log out of your "Make a Payment- Benedictine" Tab as well

Once the "Continue to Payment Center" button is clicked on previous screen, a new internet browser tab will be created. –
NOTE- Please make sure that once you are done with your payment in this tab, that you go to upper right-hand corner and log out.



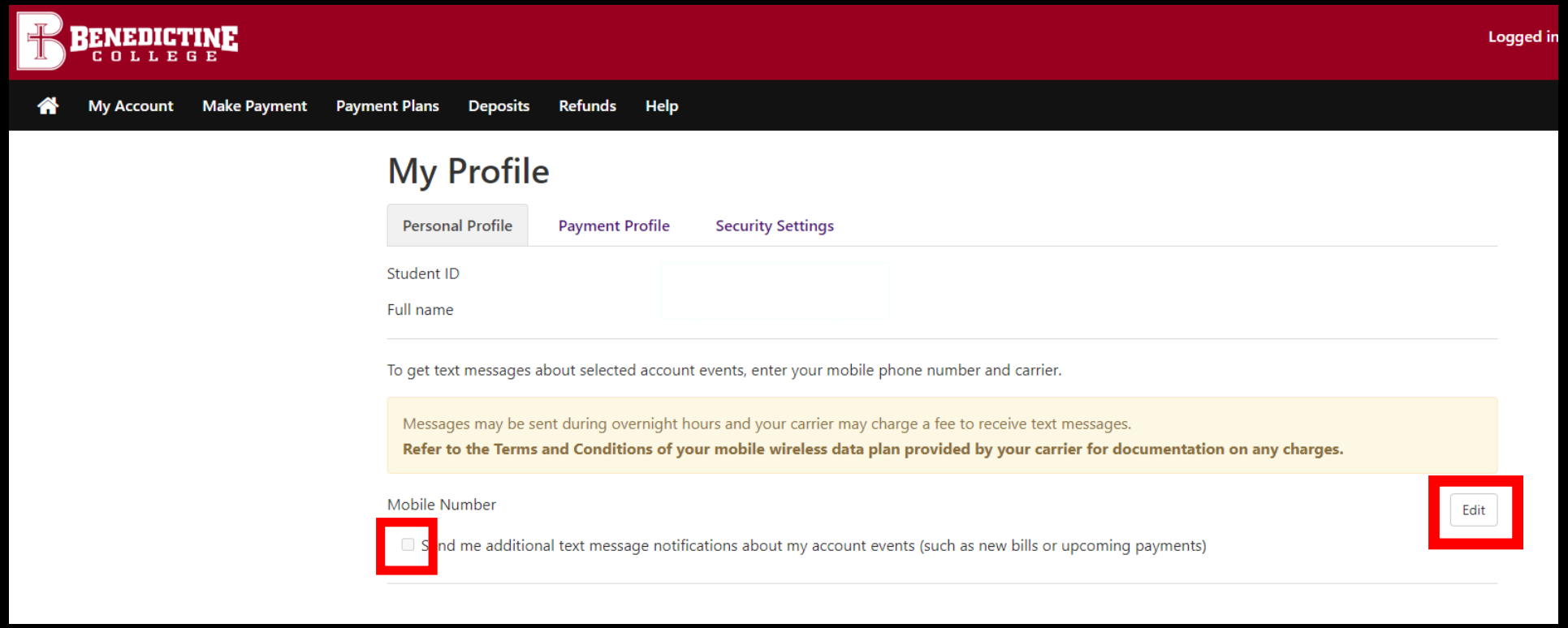
Step one:

Inside your RavenZone, on the right-hand side Select “Personal Profile.”



Step Two:

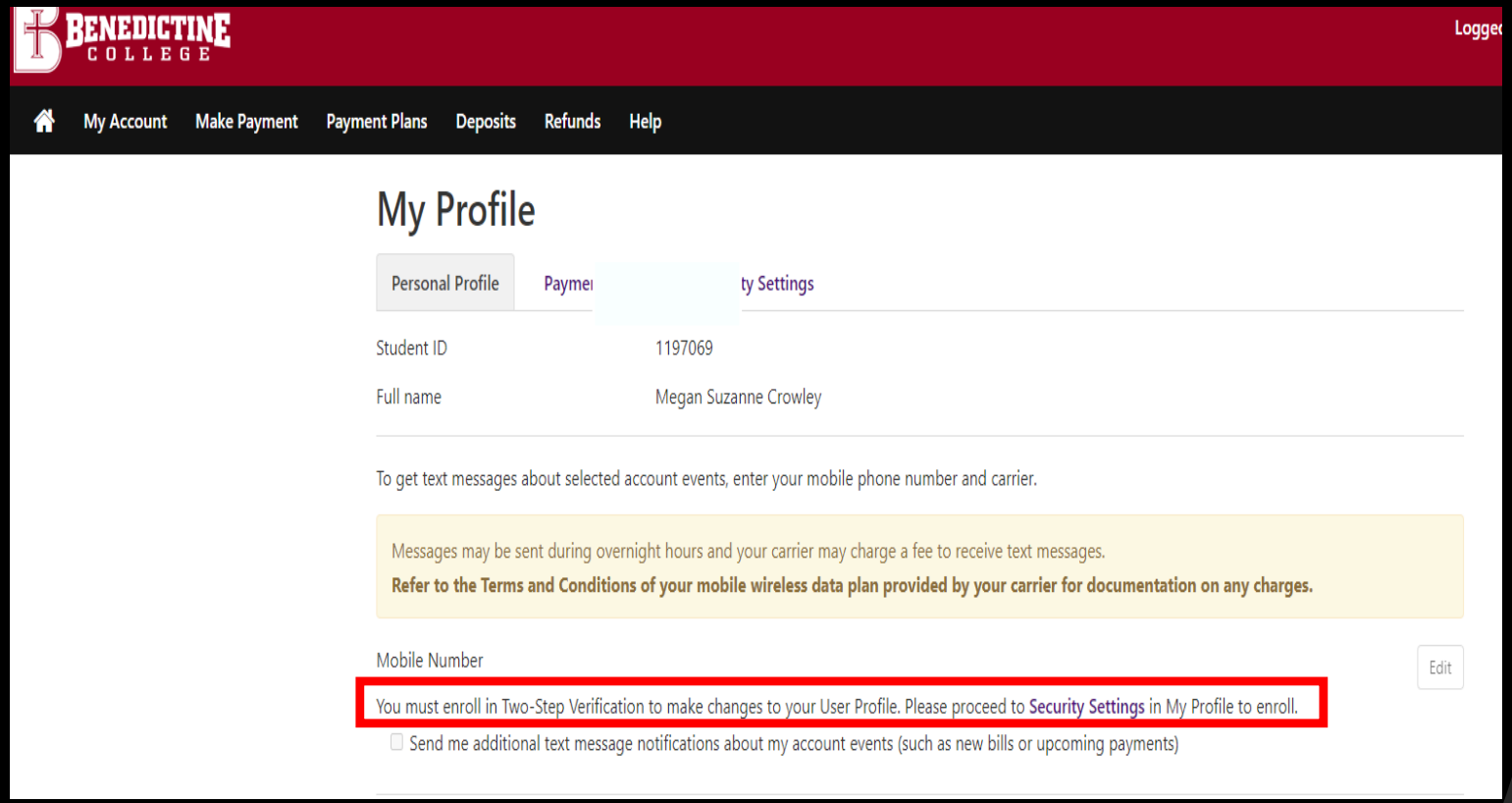
From here try and Click on the box where it says Mobile Number on the bottom left, if it will not let you, click the “Edit” button on the bottom right-hand side.



Step Three:

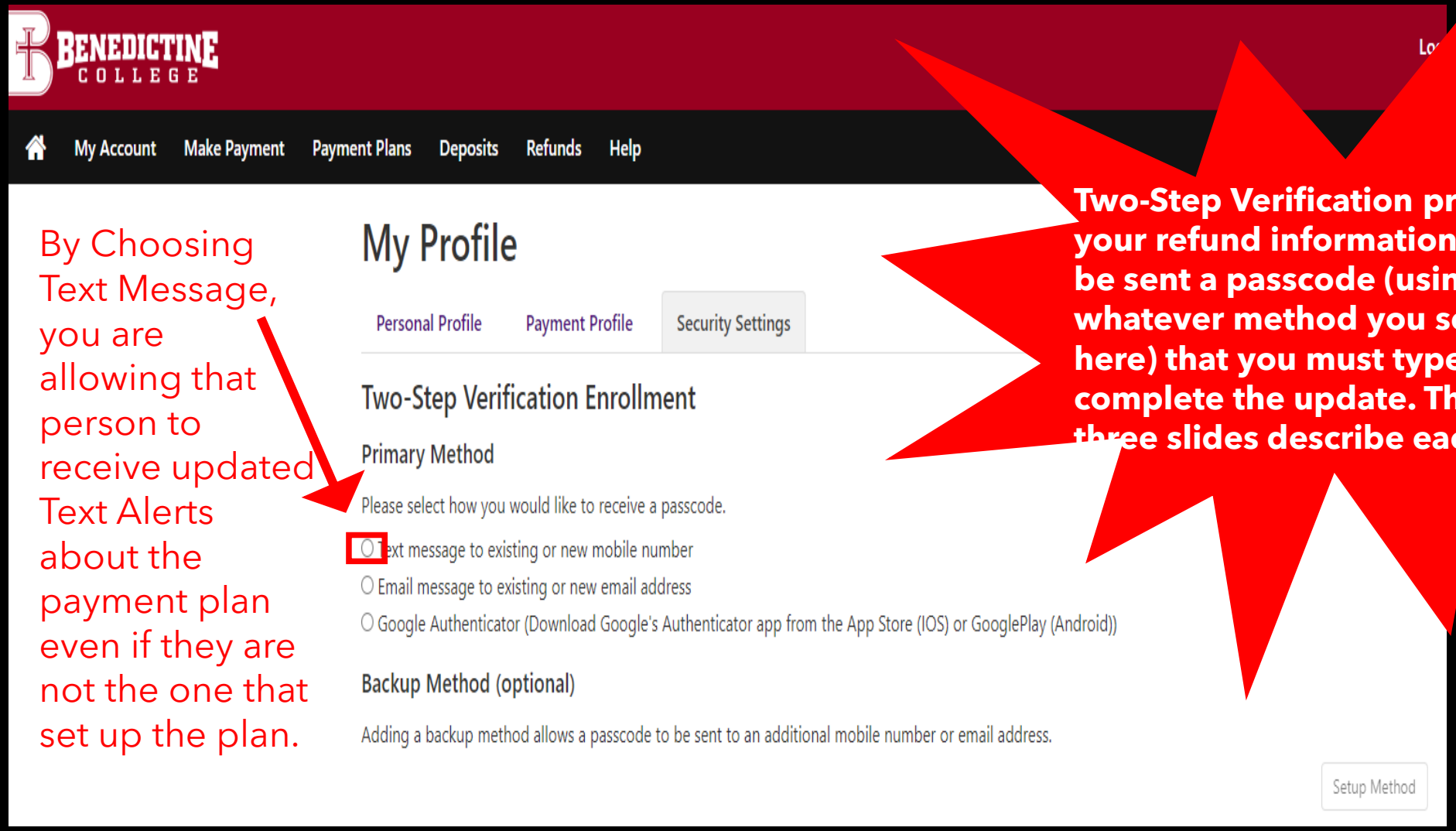
Once you click the “Edit” button, the screen will change, and tell you that you need to sign up for Two-Step Verification. You will want to click on the purple link labeled “Security Settings” in My Profile to get enrolled in Two-Step Verification.

Two-Step Verification is a process that involves two authentication methods, performed one after the other, to verify that whoever is requesting the update is who they say they are. Meaning: you, the student, are using two verification methods to confirm you are the person who is actually attempting to update your refund method.



Step Four:

After clicking on the “Security Settings” link you will be able to set up your Two-Step Verification methods.

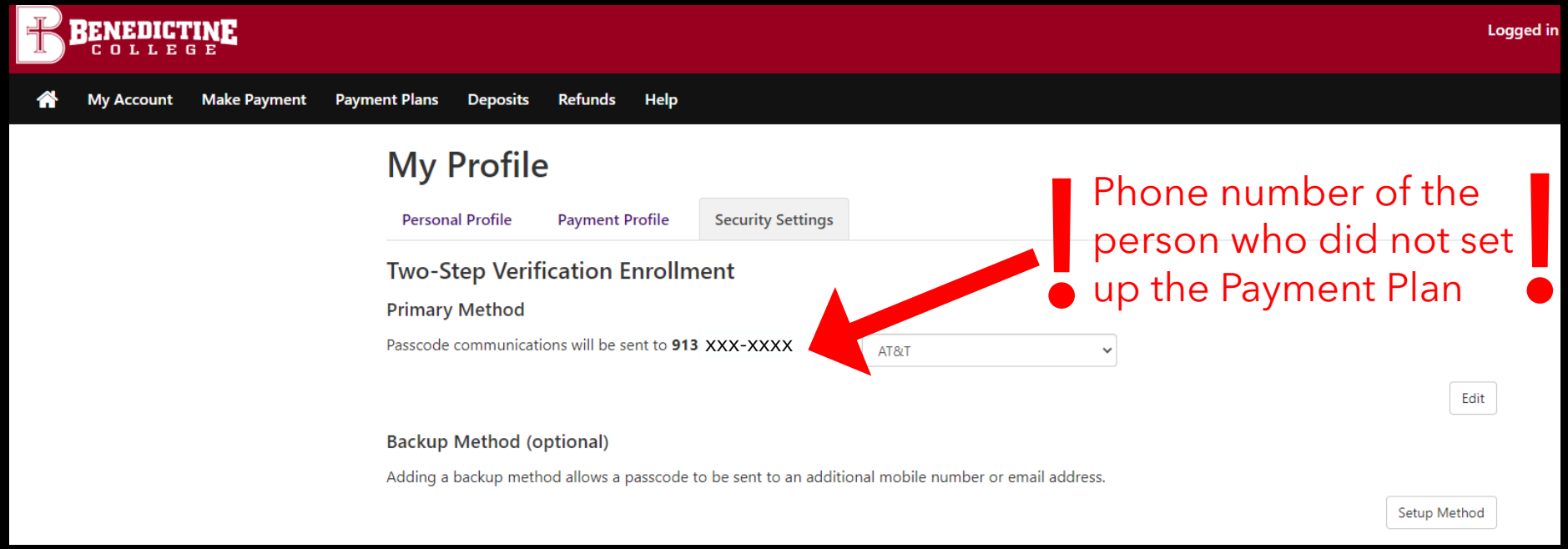


By Choosing Text Message, you are allowing that person to receive updated Text Alerts about the payment plan even if they are not the one that set up the plan.

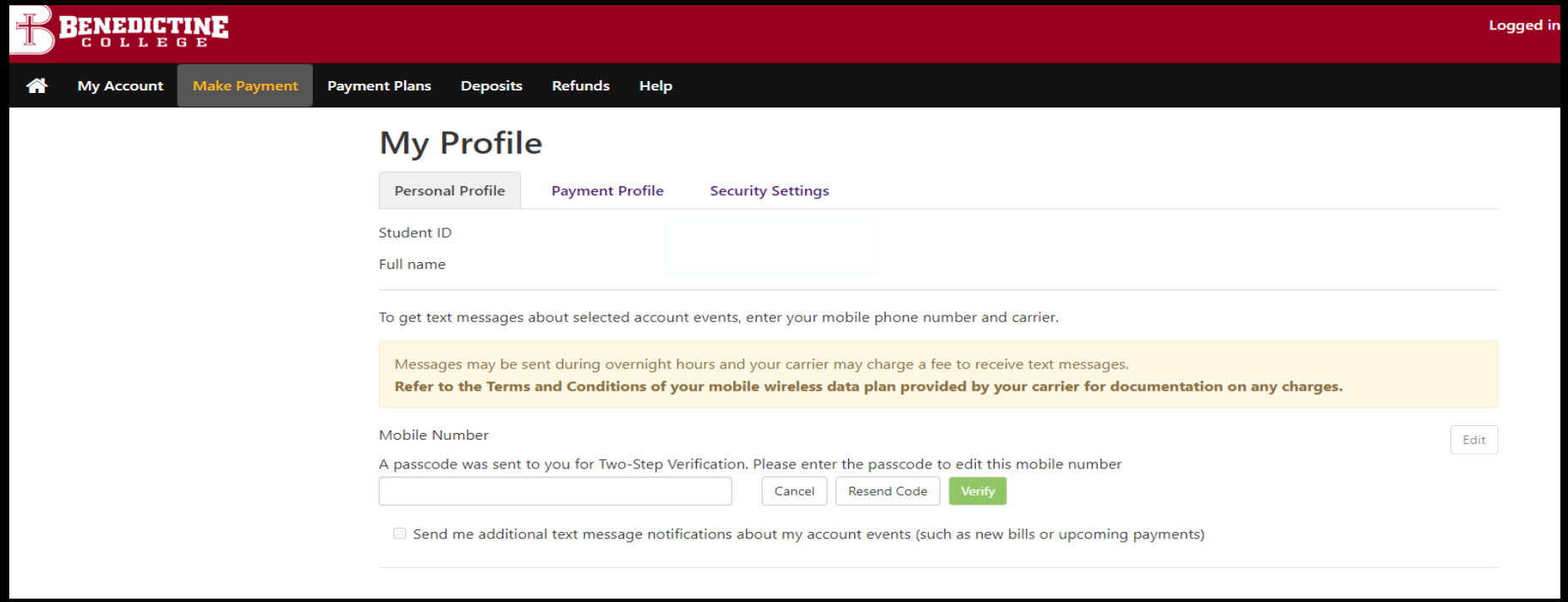
Two-Step Verification protects your refund information, you will be sent a passcode (using whatever method you set up up here) that you must type in to complete the update. The next three slides describe each option.

Step Five:

Once the Two-Step Verification process is complete, you can add a phone number.



If you have already signed yourself up, as a student, for the alerts, and you want to change it to another user, click the “Edit” button. You will be directed to this screen. A text message will be sent to the phone number on file, asking for the “Passcode.” You will put that passcode sent to you, in to verify it was you, before you switch the number to another, unfortunately, you can only add one number.



Benedictine College Business Office

Cray Seaberg Hall, Top Floor

Office hours: Monday-Friday:

8:30 a.m.- 4:30 p.m.

bcbusinessoffice@benedictine.edu

913.360.7403