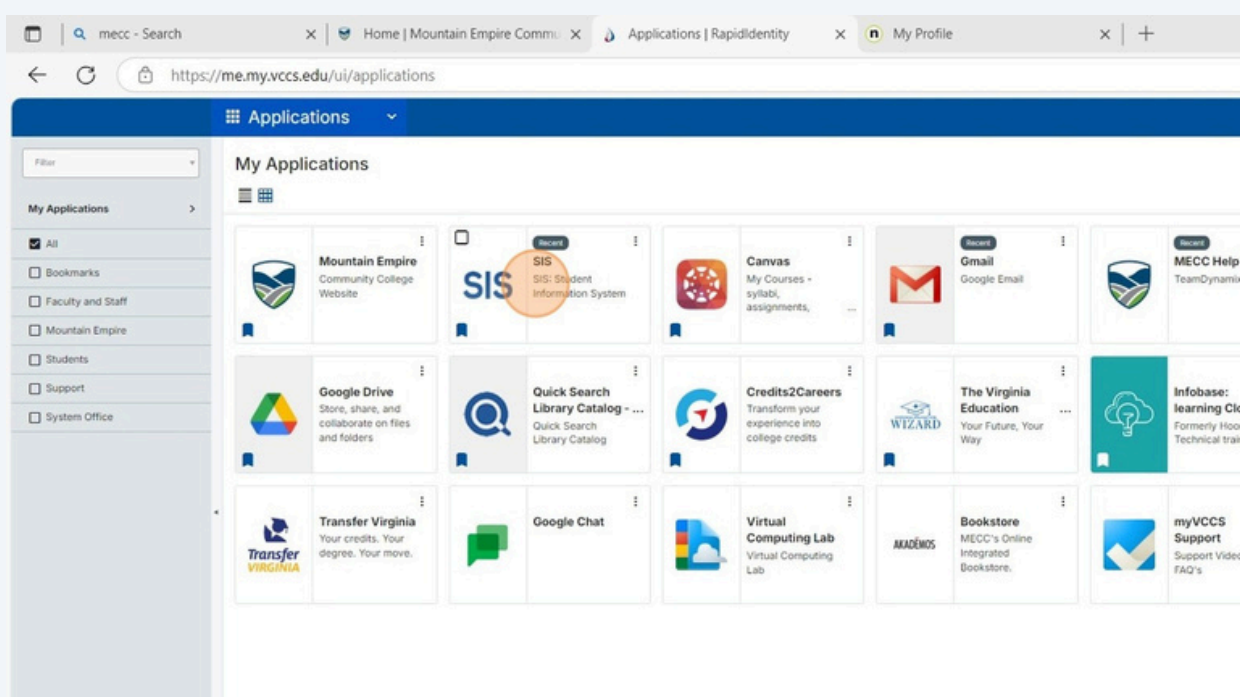


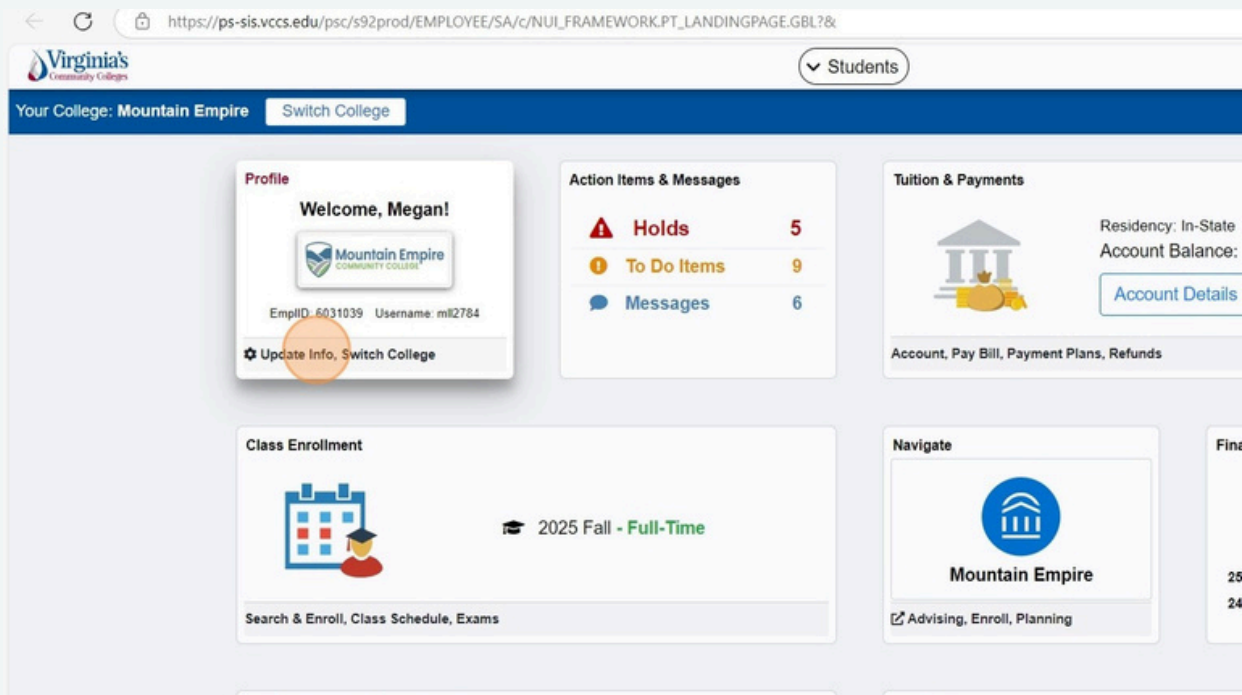
Student step-by-step instructions to manage refund in SIS

This step-by-step guide is designed to help students manage and update their refund method with ease.

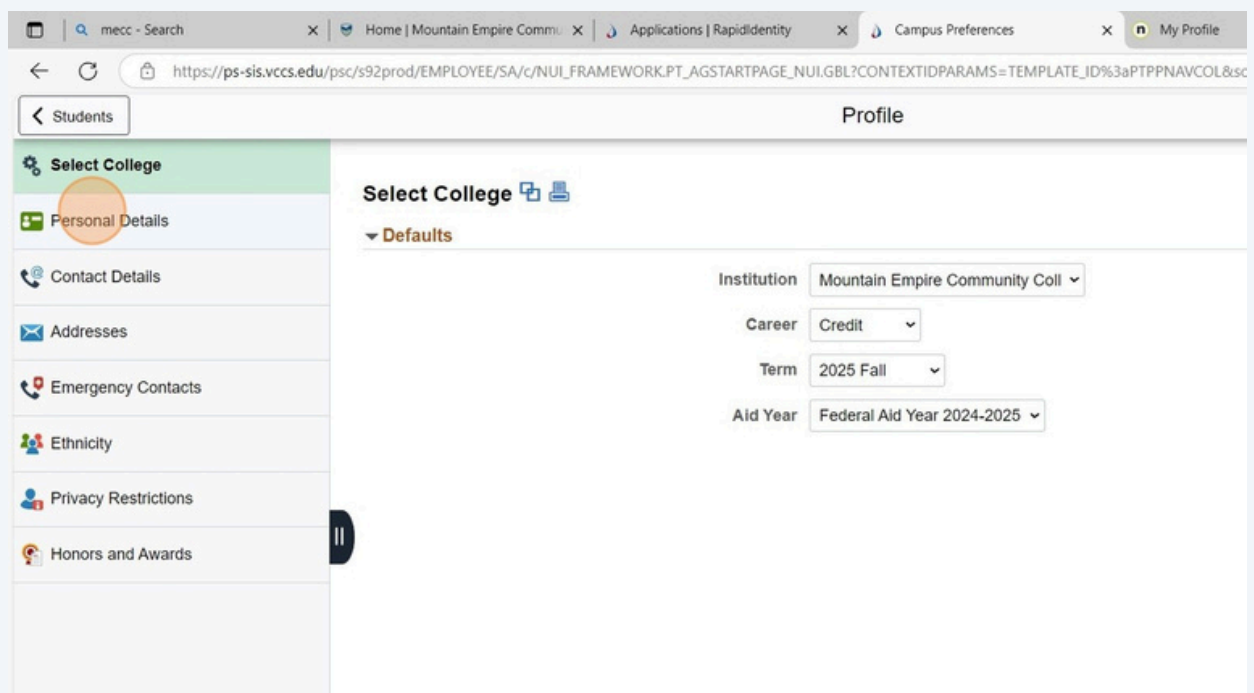
1 Log into your MyMECC dashboard and select SIS.



2 Click "Update Info, Switch College" in the profile box.



3 On the Select College page, be sure to update the institution, career, term, and aid year so they show the current information. Once information is updated click the "Students" button in the top left hand corner. This will take you back to the previous page.



4 Click "Account Details"

The screenshot shows the Mountain Empire Community College student portal. The top navigation bar includes links for 'Students', 'Home', and 'My Profile'. The main content area is divided into several sections:

- Action Items & Messages:** Displays 5 Holds, 9 To Do Items, and 6 Messages.
- Tuition & Payments:** Shows the account balance of \$2,061.60 and a circled 'Account Details' button. It also includes a 'Pay My Bill' button.
- Financial Aid:** Displays the status for the 25-26 term as 'Pending' and for the 24-25 term as 'Determined'.

5 Click "Manage Refunds"

The screenshot shows the 'Account Balance' page. The left sidebar contains a list of links, with 'Manage Refunds' circled in orange. The main content area displays the following information:

What I Owe

Term	Charges & Payments
2025 Fall	2,061.60
Total	2,061.60

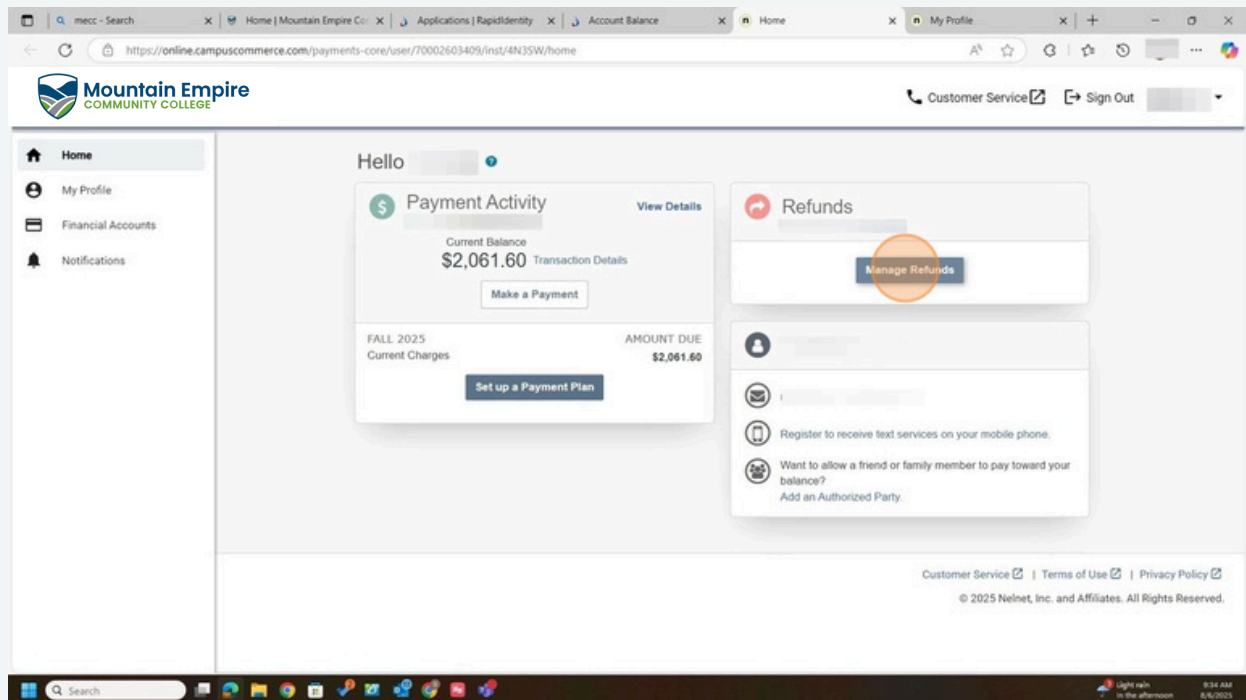
[CLICK HERE to see Pending FA based on Actual Enrollment](#)

Pending Financial Aid Last Update/Time

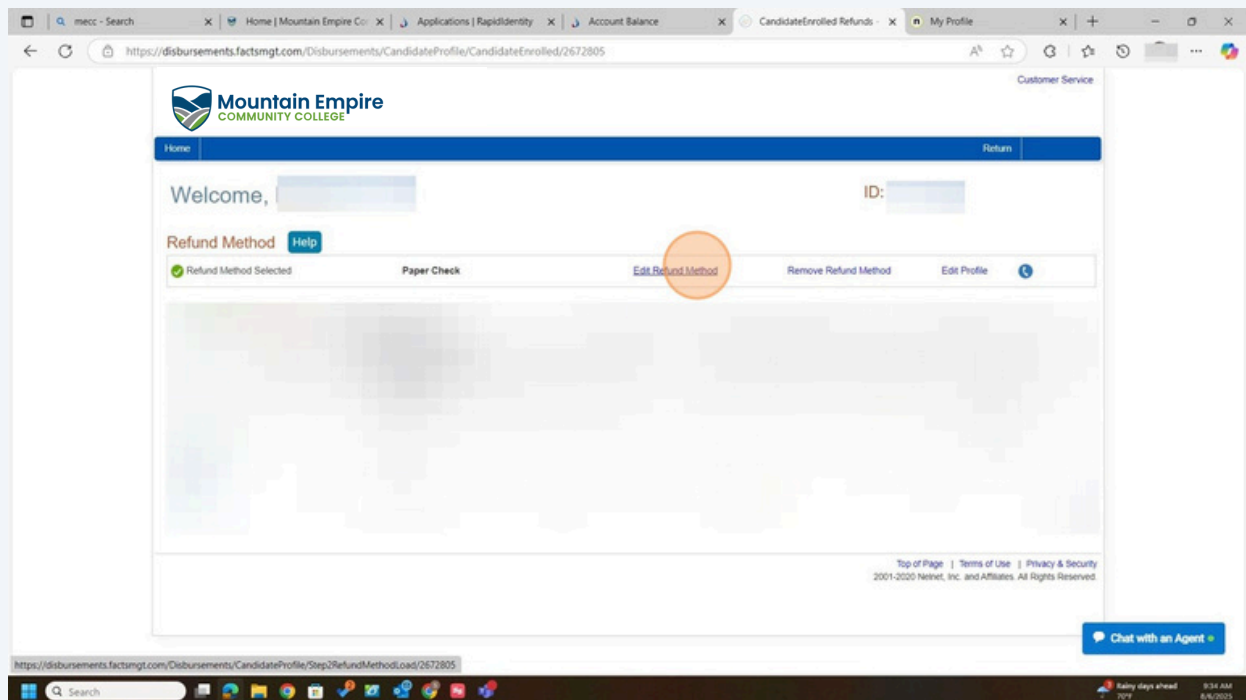
Note: If you do not have pending aid, this button is inactive.

Currency used is US Dollar.

6 Click "Manage Refunds"

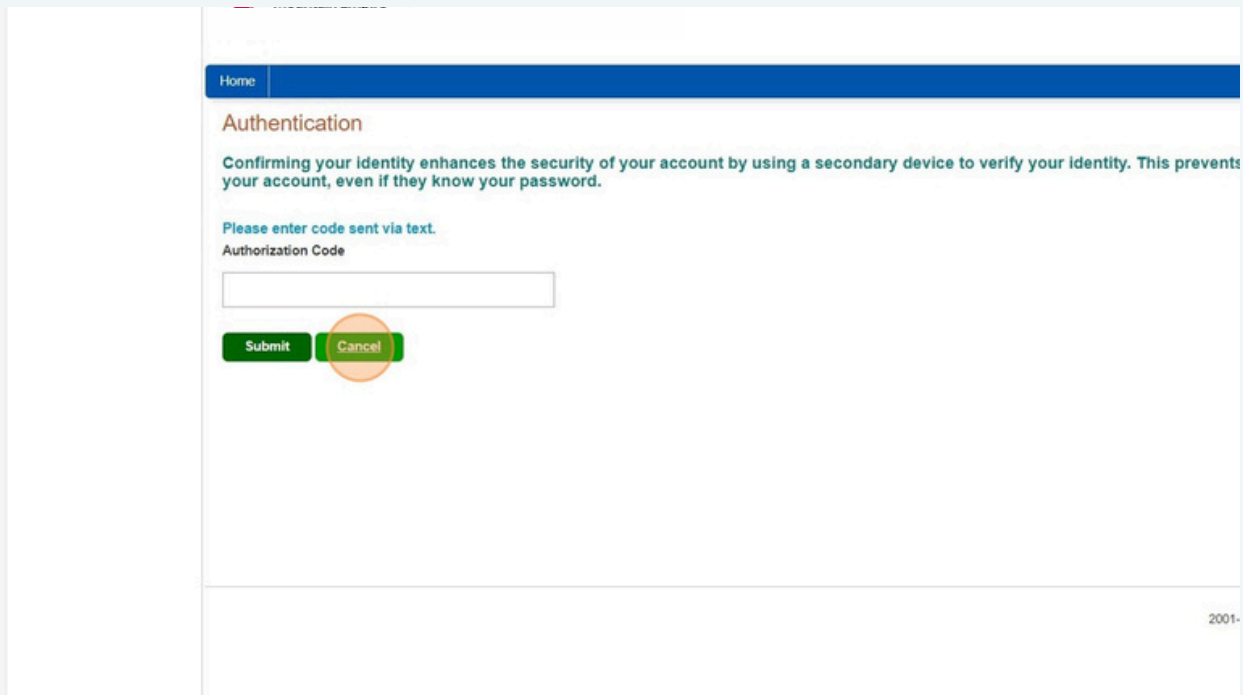


7 Click "Edit Refund Method"



8

After making your changes, you'll need to enter the authorization code that was sent to you.



The screenshot shows a web interface for authentication. At the top, there is a blue navigation bar with the word "Home" on the left. Below the navigation bar, the heading "Authentication" is displayed in a bold, orange font. Underneath the heading, a paragraph explains that confirming identity enhances account security by using a secondary device. Below this text, a blue link says "Please enter code sent via text." followed by the label "Authorization Code". A text input field is provided for the code. At the bottom of the form, there are two green buttons: "Submit" and "Cancel". The "Cancel" button is highlighted with a large orange circle. In the bottom right corner of the page, the text "2001-" is visible.