How to Enroll in a Housing Payment Plan

Overview

This student guide demonstrates how to enroll in a housing payment plan. Call the Bursar’s Office at 408-924-1601 or email bursar@sjsu.edu with any questions about this process and your student account. Visit www.sjsu.edu/bursar for more information.

1. Go to https://one.sjsu.edu/ and log in using your SJSU ID number and password.

2. Select the MySJSU app.

3. Select “Payment Plan and Other Services”
4. Click the “Enroll in Payment Plan” button.

5. Select the first radio button, “Payment Plan for Housing”
6. Click Next

7. Review the installment Plan. Note the number of installments, eligible charges, and due dates (screenshot pricing is for demonstration purposes only).

8. Click the “Previous” button to change your selection

9. Click “Next” to proceed
10. Read the payment plan terms and agreement carefully, confirming the installment schedule

11. Check the box indicating that you have read the agreement

12. Click the “Enroll” button (click the “Previous” button to select another payment plan option)
13. Congratulations, you have enrolled in the Housing Payment Plan

14. Click on “View My Account” to see your account summary

15. Click to select “Charges Due” to view initial payment and installment amounts
16. To make a payment, click the dropdown arrow
17. Select the “Student Center,” then click the icon.

18. Scroll down to the “Finances” section and click the “Pay Now” button to make a payment.