Overview

Follow the instructions below to enroll in the tuition and fees installment payment plan. A $35 fee will be added to the overall balance when you opt-in to this plan.

1. Go to https://one.SJSU.edu

2. Select the MySJSU application (type in the search bar if necessary)

3. Log in using your SJSU ID number and password (the DUO app is required)
4. When your Student Center opens, on the left-hand menu, release the drop-down beside **Finances** and select **Enroll in Payment Plan**.

5. Select the second radio button for the tuition and fees IPP and click **next**.
6. Review the installment plan details: the eligible charges, the initial payment, the number of installments, and payment due dates. Click next.

7. Review the details once more, tick the box Yes, I have read the agreement to indicate your agreement, then click Enroll.

8. If you wish to select the other installment payment plan, click previous to repeat steps five through eight.

9. Congratulations, you have enrolled in the installment payment plan.