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

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

3. When your student center opens, scroll down to the Finance section and click to select Account Inquiry.

4. After Account Inquiry opens, click to select Activity.
5. When the **Activity** page opens, click to select **Opt Out**.

6. Select the reason for opting out and click the **Opt Out** button.

7. Your balance will be $2.00 less when complete.