1. Navigate to https://one.sjsu.edu/ then click on “Sign In”
   Enter Employee ID number and password, and complete the DUO authentication.

2. Click on “MySJSU (PeopleSoft-CS)”. A new window will open.

3. Click on SJSU Campus Solutions located on the left hand side under “Menu”

4. Under Campus Community, click on “SJSU Payment Home”. A new window will pop up.
5. Click on "Faculty/Staff Payments and Deposits"

6. Click on "Click here to make a payment"

7. Click on "Housing Only Payment"

Your account does not currently have any outstanding charges.

Housing Only Payment
On-campus Housing Students only: Use this payment type to make payment towards housing charges only. Do NOT use this payment type to make payment towards tuition and fees.
8. Enter the amount to be paid, select the term you are paying and then click on “Continue”

Housing Only Payment
On-campus Housing Students only: Use this payment type to make payment towards housing charges only. Do NOT use this payment type to make payment towards tuition and fees.

Total Amount: 1632.00

Term:
- Select the term from the dropdown menu
- Continue

9. Click on “Checkout”

Click the "Make Another Payment" button if you wish to pay for a different item.

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Edit</th>
<th>Delete</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Only Payment</td>
<td>Edit Item</td>
<td>Delete Item</td>
<td>$1,632.00</td>
</tr>
<tr>
<td>Term: Fall 2019</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Amount: $1,632.00

Make Another Payment

10. Select method of payment and then click on “Continue to Checkout”

Select Method of Payment

- Enter new credit card information.
- Enter new electronic check information.

Continue Checkout

Once payment has been completed, a payment confirmation page will display.