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 the compass located on the left hand side corner.

4. Click on “SJSU Campus Solutions” Under Menu.
5. Click on “Campus Community”.

6. Click on “SJSU Payment Home”.
7. Click on "Faculty/Staff Payments & Deposits".

8. Click on "Housing Only Payment"
9. Enter Amount & Select Correct Term Session

**Housing Only Payment**

$0.00

**Amount**

$0.00

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.

* Term

Select...

- Selection required

10. Click on “Add Payment”.

Review amount to be paid is correct & Click on “Checkout” located at the bottom right corner and continue with entering payment information.