

Making Your Housing Payment Online

1. Navigate to <http://my.sjsu.edu> then click on the blue button "MySJSU (PeopleSoft)"

MYSJSU | SPARTAN APPS PORTAL
SAN JOSÉ STATE UNIVERSITY

Search

Employees Students

[SJSU Home](#) > [Spartan Apps Portal](#)

**MySJSU
(PeopleSoft)**

SJSU @ Work



2. Enter Employee ID number and password, and then click on **Sign In** button.

SJSU SAN JOSÉ STATE
UNIVERSITY

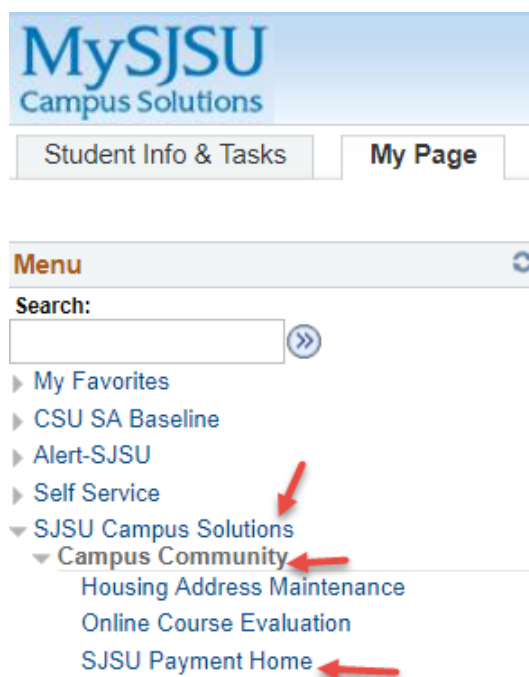
Sign In

☐ Remember me

Sign In

[Need help signing in?](#)

3. Click on "SJSU Campus Solutions > Campus Community > SJSU Payment Home" from your Employee Self Service. A new window will open.



4. Click on "Faculty/Staff Payments and Deposits"

University Payments

Non-payment of fees will result in disenrollment

Undergraduate, Graduate and Post Baccalaureate Programs

To make an electronic payment via e-check or credit card, or to set up authorized users, click Student Account Options below. Your browser must allow popups from this site.

[Student Account Options](#)

You must be enrolled in regular university classes to use the Payment Plan. Payment Plan is not available for Special Session or Open University students. Please enroll in a plan before making your first payment. There is a fee to use Payment Plan. For more information, visit http://www.sjsu.edu/bursar/payment_refunds/installments/index.html

[Enroll in payment plan](#)

Faculty/Staff Payments and Deposits

Your browser must allow popups from this site.

[Make a payment/deposit](#)

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

Your Account

Current Balance	\$0.00
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[Click here to make a payment](#)

6. Click on "Housing Only Payment"

Description

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.

7. Enter the payment amount and select the term you are applying for (ex Fall 20xx or Spring 20xx) 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:

*Term:

<Select>

(Payment Plan Students can change the Total Amount to the installment amount currently due.)

Continue

6. Click on "Checkout"

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

Initial Housing Payment Term: Fall 2014	Edit	Delete	\$600.00
Total Amount			\$600.00
			Checkout

7. 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.