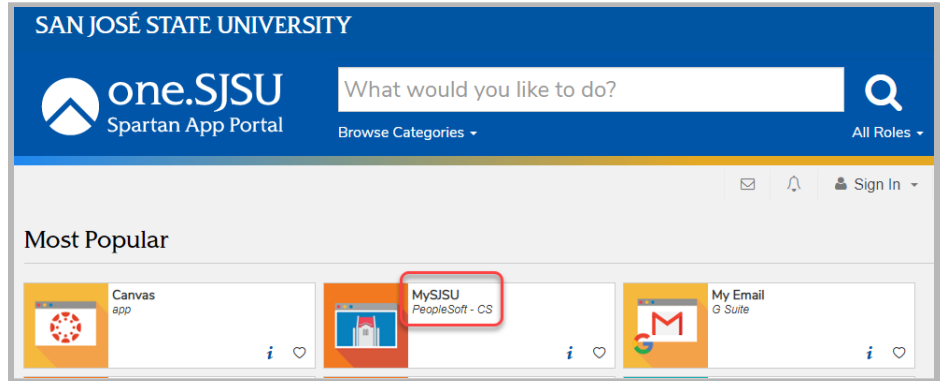


This guide will show you how to make a payment through the MySJSU student portal after you have completed enrollment in your Dual Enrollment course.

**The [one.sjsu.edu](http://one.sjsu.edu) homepage displays.**

1. Go to [one.sjsu.edu](http://one.sjsu.edu).
2. Click the **MySJSU** tile.  
If you can't find the MySJSU tile, search for it in the "What would you like to do?" search bar at the top of the page.



**If you see the *MySJSU sign-in page*, please continue to Step #3.**

**If you see the *Student Center page*, please continue to Step #4.**

**The *MySJSU sign-in page* displays.**

3. Enter your **9-digit SJSU ID** and **Password**. Click the **Sign In** button.

If you have forgotten your password, go to the [Reset Password](#) page and enter the 9-digit SJSU ID. Choose one of the two options listed to reset your password.

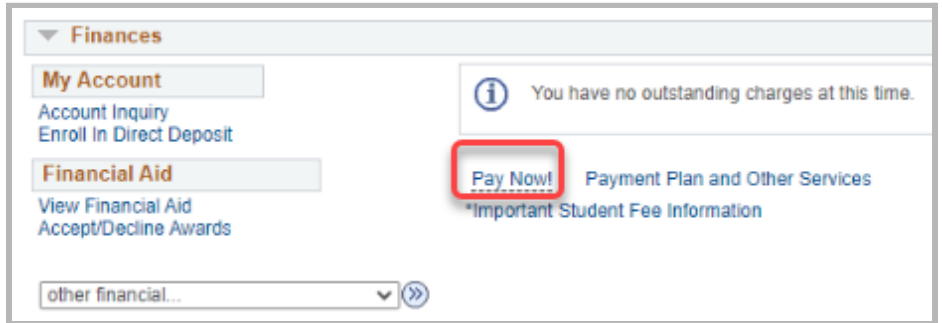
You can also go to the FAQ section in the [Password Help](#) page for additional assistance.

If you continue to have problems, please contact IT Service Desk.  
408-924-1530  
[itservicedesk@sjsu.edu](mailto:itservicedesk@sjsu.edu)

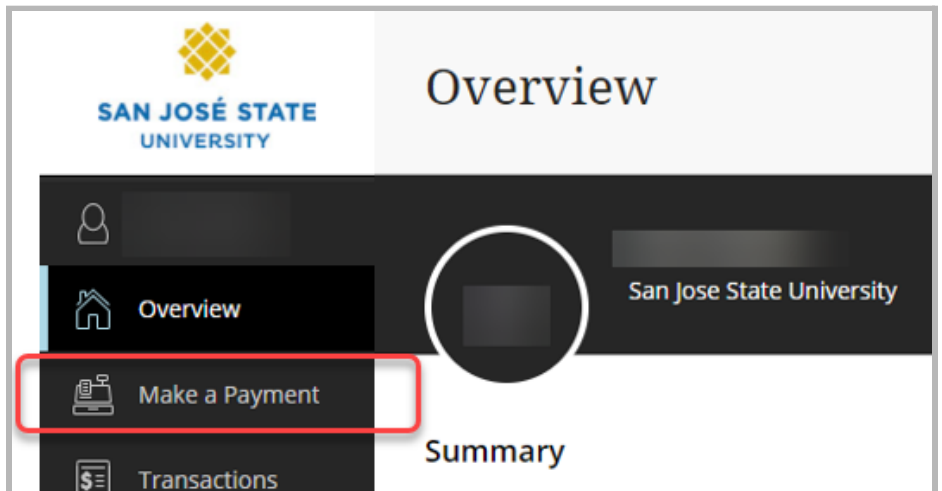
**The Student Center page displays.**

- Click on **Pay Now!** link under the *Finances* section.

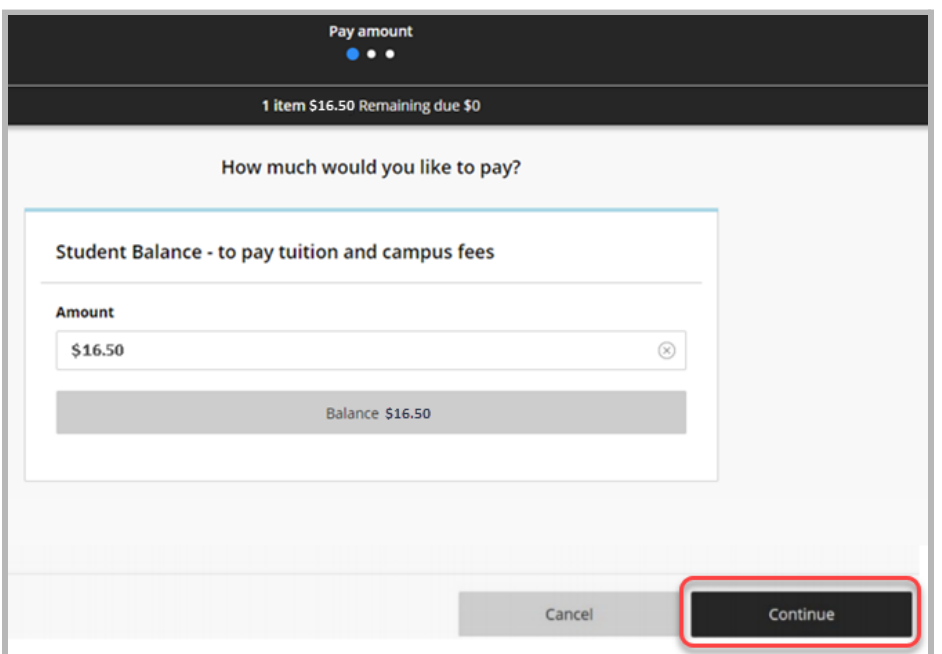
Note: If you have pop-up blocker enabled, you will need to allow the pop-ups from the payment site or disable your pop-up blocker in order to continue.

**The Student Account Online page displays.**

- On the left navigation, click **Make a Payment**.



- Double check the amount due and click the **Continue** button.



7. Under **Payment method**, click the dropdown menu to select your payment method.

Payment methods:

- New credit or debit card
- New bank account - Electronic Check/ACH payment
- Foreign currency - Flywire bank wire or Intl. Credit Card
- New 529 savings plan - 529 savings plan ACH payment

For example, select **New credit or debit card** to pay via a credit card.

Then click the **Continue** button.

How would you like to pay?

Payment amount  
\$16.50

\* Payment method

Select...

New credit or debit card  
New bank account  
Foreign currency  
New 529 savings plan

Cancel Continue

8. Enter all the required credit card information:

- Card number
- Expiration date
- Security code
- Zip/Postal code

Click the **Continue** button.

Note: There is a 2.75% service charge for paying with a credit card.

How would you like to pay?

Payment amount  
\$16.50

\* Payment method  
New credit or debit card

AMERICAN EXPRESS DISCOVER MASTERCARD VISA

• We accept VISA, MasterCard, American Express and Discover Credit Cards.  
• We do not accept ATM Debit Cards.  
• There is a non-refundable 2.75% service charge for paying with a credit card.  
• All payments made via a credit card that result in a credit will be refunded directly to the card holder's account. There are no exceptions.  
• Please enter your credit card information and click on the 'Continue Checkout' button.

\* Card number

Card number required

\* Expiration date

MM / YY

\* Security code ⓘ

\* Zip/Postal code

Save card for future use

Cancel Continue

9. If payment is authorized, a payment confirmation page displays.

You can click on the [receipt #](#) link to view an online copy of the receipt and print for your records. A receipt will also be sent to your email.

**You have completed your payment.**

✓

\$16.95

Thank you for your payment

You have a remaining balance of \$0

The payment receipt #216 was sent to:

Go to overview