Dual Enrollment Payment Guide

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 homepage displays.

1. Go to 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
The Student Center page displays.

4. 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.

5. On the left navigation, click Make a Payment.

6. Double check the amount due and click the Continue button.
7. Under **Payment method**, click the dropdown menu to select your payment method.

- 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.

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.

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.