

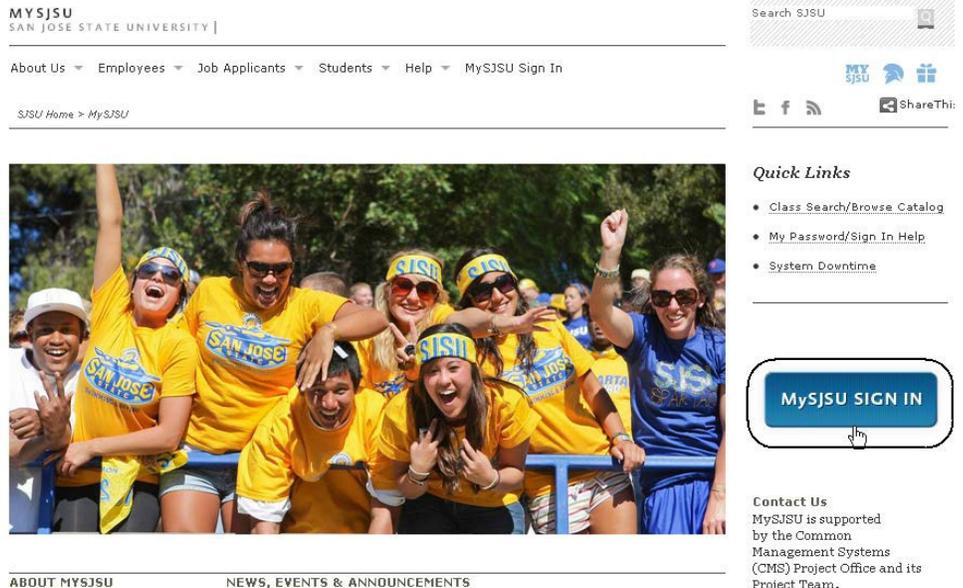
## Overview

This student guide demonstrates how to enroll in a payment plan.

Please contact the Bursar's Office at phone 408-924-1601 or email [bursar@sjsu.edu](mailto:bursar@sjsu.edu) with any questions about this process, student account, or visit them at [www.sjsu.edu/bursar](http://www.sjsu.edu/bursar).

### The MySJSU homepage displays.

1. Go to [MySJSU](http://my.sjsu.edu/) (<http://my.sjsu.edu/>).
2. Click the **MySJSU Sign In** button.



### The Login page displays.

3. Enter your **SJSU ID** and **Password**.
4. Click the **Sign In** button.

*Note: If you have difficulty logging in, contact the IT Help Desk by email ([ithelpdesk@sjsu.edu](mailto:ithelpdesk@sjsu.edu)) with your full name and SJSU ID.*



The Student Center page displays.

5. Click the Payment Plan and Other Services button.

## Spartan's Student Center

[View My Messages](#)

You have **1** new message.

[View Messages](#)

[Academics](#)

[Search](#)

[Enroll in Academics](#)

Other academic... [View @](#)

Class	Schedule
HRTM 148-01 LEC (27883)	Mo 5:00PM - 7:45PM Clark Building 324
KIN 14C-01 ACT (23520)	Fr 12:30PM - 2:20PM Spartan Complex Central 044B
KIN 61A-03 ACT (23853)	Mo 9:30AM - 11:20AM Event Center Aerobics
LIBR202-14 SEM (29342)	Room: TBA
NURS 138-04 LEC (29738)	We 2:30PM - 4:20PM IRC Richard B. Lewis 302
VIET 1B-01 SEM (20900)	Fr 4:30PM-7:15PM Boccardo Business Center 125

[enrollment shopping <art ...](#)

[Finances](#)

[My Account \(!\)](#)

[Account Summary](#)  
[Enroll in Direct Deposit](#)

[Financial Aid](#)  
[View Financial Aid](#)  
[Accept Online Awards](#)

Other financial... [View @](#)

[Account Summary \(See link below\)](#)

You owe 3,422.00.

[View Due Date](#)

[PAY NOW](#) | [PAYMENT PLAN AND OTHER SERVICES](#)

[\\*Important Student Fee Information](#)

[SEARCH FOR CLASSES](#)

[Holds](#)

[Application Fee Outstanding](#)

[details ...](#)

[Other Indicators](#)

[Electronic Return Indicator](#)

[details ...](#)

[To Do List](#)

[Copy of Green Card](#)  
[Residency Graduate applicant](#)  
[Transcript wide degree posted](#)  
[VISA Graduate Applicants](#)  
[Work in Progress](#)

[details ...](#)

[Enrollment Dates](#)

[Enrollment Appointment](#)  
You may begin enrolling for the Spring 2012 Regular Academic Session on January 25, 2012.

[details ...](#)

[General Information](#)

[California Voter Registration](#)  
[Admissions](#)  
[Registrar Services](#)

[SJSU Financials & Extended Ed](#)

[Financial Aid](#)  
[Bursar's Office](#)  
[Int'l and Extended Studies](#)

**The University Payments page displays.**

**6. Click the Enroll in payment plan button.**

**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/bursarfees/installments/index.htm>.

[Enroll in payment plan](#)



**Faculty/Staff Payments and Deposits**

Your browser must allow popups from this site.

[Make a payment/deposit](#)

The Enroll in Payment Plan page displays.

- 7. Select a Payment Plan.
- 8. Click the Next button.

Spartan vu go to . HR®

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[Account Inquiry](#) [Account Services](#)

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[enroll in payment plan](#) [1098t tax form](#)

Enroll in Payment Plan 1 2 3 4

1. Select Payment Plan

You are eligible to enroll in the following payment plans. You will need to follow the 4-step process for each payment plan you elect to enroll in.

Payment Plans	Maximum Amount	Number of Installments	First Due Date
<input checked="" type="radio"/> PPL 3	50,000.00		2 03/16/2012
<input type="radio"/> PPL TEST			

Currency used is US Dollar.

[CANCEL](#) [NEXT](#)

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[Account Inquiry](#) [Account Services](#)  
[Enroll In Payment Plan](#) [1098t Tax Form](#)

go to . HR®

9. Review the installment plan you have selected.
10. Click the Previous button to make a different selection.
11. Click the Next button to proceed

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Account Inquiry Account Services

enroll in payment plan 1098 tax form

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Enroll in Payment Plan 1 2 3 4

## 2. Review Installments

You have selected PPL 3.

PPL TEST

Eligible Charges:	2,867.00
Plan Amount:	50,000.00
Number of Installments:	2

Due Date	Installment	Administrative Fee	Total Installment
03/16/2012	1,433.50	33.00	1,466.50
04/14/2012	1,433.50		1,433.50
<b>Total</b>	<b>2,867.00</b>	<b>33.00</b>	<b>2,900.00</b>

Currency used is US Dollar.

**Important:** The Installment Schedule above is based on your current eligible charges of 2,867.00. If charges that are placed in this plan are reversed or reduced, your installment payment will also be automatically reduced. If you incur eligible charges in the future, they will be added to this installment schedule automatically, up to the amount of 50,000.00.

CANCEL
PREVIOUS
NEXT

12. Review the installment schedule and terms of the payment plan.
13. Check the box indicating that you have read the agreement.
14. Click the **Enroll** button or click the **Previous** button to select another payment plan option.

## Enroll in Payment Plan

1 2 3 4

### 3. Agreement

Please examine the terms of the payment plan carefully before enrolling in the plan.

**PPL 3**

You are about to enroll in PPL 3.  
PPL TEST

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**Plan Amount:** 2,867.00  
**Administrative Fee:** 33.00  
**Total Plan Amount:** 2,900.00

**Number of Installments:** 2

Installment Schedule			
Due Date	Installment	Administrative Fee	Total Installment
03/16/2012	1,433.50	33.00	1,466.50
04/14/2012	1,433.50		1,433.50
<b>Total</b>	<b>2,867.00</b>	<b>33.00</b>	<b>2,900.00</b>

Currency used is US Dollar.

**Important:** The Installment Schedule above is based on your current eligible charges of 2,867.00. If charges that are placed in this plan are reversed or reduced, your installment payment will also be automatically reduced. If you incur eligible charges in the future, they will be added to this installment schedule automatically, up to the amount of 50,000.00.

I agree to the installment schedule listed above. If I default on any installments, I understand that full amount may be due immediately and a hold will be placed on my account.

The agreement is dated: 02/16/2012  Yes, I have read the agreement

CANCEL PREVIOUS ENROLL

15. Congratulations! You have enrolled in a payment plan!
16. You can use the **View My Account** button to see your account.

## Spartan Vu

go to...

Account Inquiry	Account Services
enroll in payment plan	1098t tax form

## Enroll in Payment Plan

1 2 3 4

### 4. Result

**Congratulations!**

You have successfully enrolled in PPL 3. Please keep the installment schedule below for your reference.

Installment Schedule			
Due Date	Installment	Administrative Fee	Total Installment
03/16/2012	1,433.50	33.00	1,466.50
04/14/2012	1,433.50		1,433.50
<b>Total</b>	<b>2,867.00</b>	<b>33.00</b>	<b>2,900.00</b>

VIEW MY ACCOUNT

The Account Summary page displays.

17. Click the **Pay Now** button to make a payment.

Spartan Vu

Account Inquiry	Account Services
summary	activity charges due

### Account Summary

You owe 3,422.00. For the breakdown, access [Charges Due](#)

What I Owe			
Campus	Term	Outstanding Charges & Deposits	Total Due
San José State Bursar's Office	Spring 2012	3,422.00	3,422.00
<b>Total</b>		<b>3,422.00</b>	<b>3,422.00</b>

[PAY NOW!](#)

[Financial Aid](#)

[Account Inquiry](#) [Account Services](#)

[Summary](#) [Activity](#) [Charges Due](#)

\* The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by The Board of Trustees.