Overview
This student guide demonstrates how to enroll in the Housing ONLY Payment Plan.

Please contact the Bursar’s Office by calling 408-924-1601 or email bursar@sjsu.edu with any questions about this process, student account, or visit them at www.sjsu.edu/bursar.

1. Go to MySJSU (http://my.sjsu.edu/).
2. Click the MySJSU Sign In button.

The MySJSU homepage 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) with your full name and SJSU ID.
The Student Center page displays.

5. Click the **Payment Plan and Other Services** button.
The University Payments page displays.

6. Click the **Enroll in payment plan** button.
The Enroll in Payment Plan page displays.

7. Select Payment Plan for Housing ONLY.
8. Click the **Next** button.
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.
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.
15. Congratulations! You have enrolled in the Housing ONLY Payment Plan!

16. You can use the View My Account button to see your account.
The Account Summary page displays.

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

Account Summary

**You owe** 4,000.00. For the breakdown, access Charges Due

<table>
<thead>
<tr>
<th>What I Owe</th>
<th>Campus</th>
<th>Term</th>
<th>Outstanding Charges &amp; Deposits</th>
<th>Total Due</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>San Jose State Bursars</td>
<td>Spring 2017</td>
<td>4,000.00</td>
<td>4,000.00</td>
</tr>
<tr>
<td></td>
<td>Office</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>4,000.00</td>
<td>4,000.00</td>
</tr>
</tbody>
</table>

Financial Aid

* 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 fees are initially charged or initial fee payments are made, to increase or modify any listed fees. All listed fees, other than mandatory systemwide fees, are subject to change 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, the Chancellor, or the Presidents, as appropriate. Changes in mandatory systemwide fees will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66028 - 66028.6 of the Education Code).