

Faculty/Staff Payment Online

Rev 06/2019

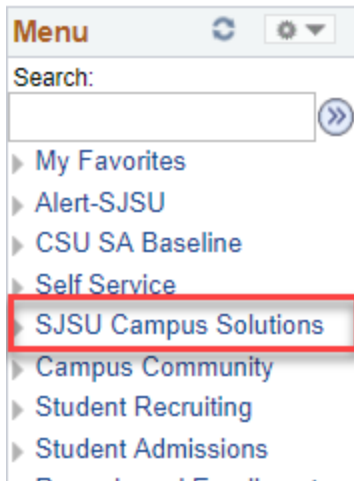
1. Navigate to <https://one.sjsu.edu/> then click on "Sign In"

Enter Employee ID number and password, and complete the DUO authentication.

2. Click on "MySJSU (PeopleSoft-CS)". A new window will open.



3. Click on SJSU Campus Solutions located on the left hand side under "Menu"



4. Under Campus Community, click on "SJSU Payment Home". A new window will pop up.



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5. 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](#)




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

Your Account

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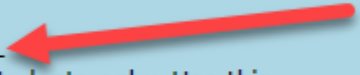
[Click here to make a payment](#)



7. Click on "Housing Only Payment"

Your account does not currently have any outstanding charges.

Description	Price View
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.	View Details



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8. Enter the amount to be paid, select the term you are paying 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:
(Payment Plan Students can change the term of their payment plan. The amount to the installment amount currently due.)

9. Click on "Checkout"

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

Item Code	Edit	Delete	Amount
Housing Only Payment Term: Fall 2019	Edit Item	Delete Item	\$1,632.00
Total Amount			\$1,632.00

10. 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.

Once payment has been completed, a payment confirmation page will display.