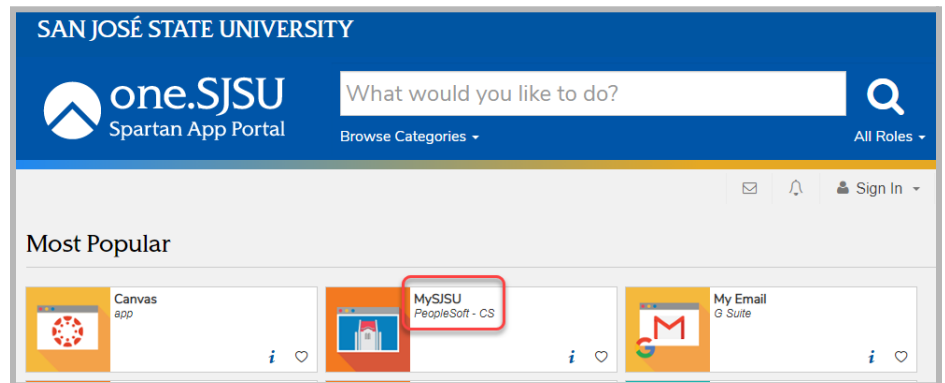


This guide will show you how to make a payment through the MySJSU student portal after you have completed enrollment in your Dual Enrollment course.

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

1. Go to [one.sjsu.edu](https://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.

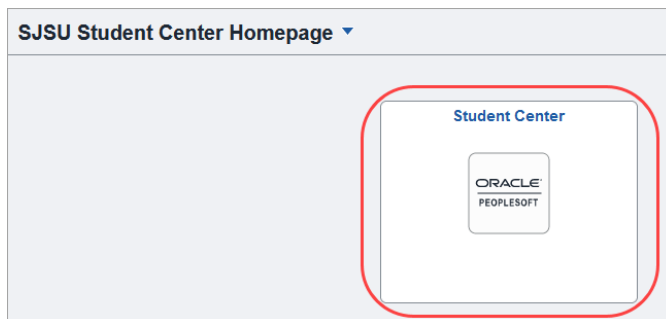
If you continue to have problems, please contact IT Service Desk.

408-924-1530

[itservicedesk@sjsu.edu](mailto:itservicedesk@sjsu.edu)

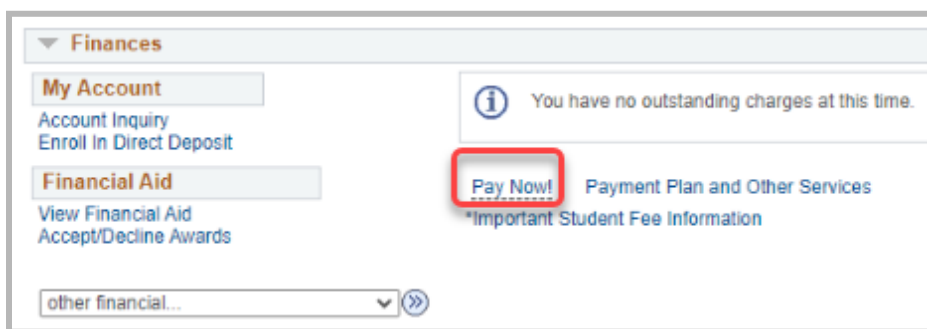
**The SJSU Student Center Homepage displays.**

4. Click on the [Student Center](#) tile.  
**The Student Center page displays.**



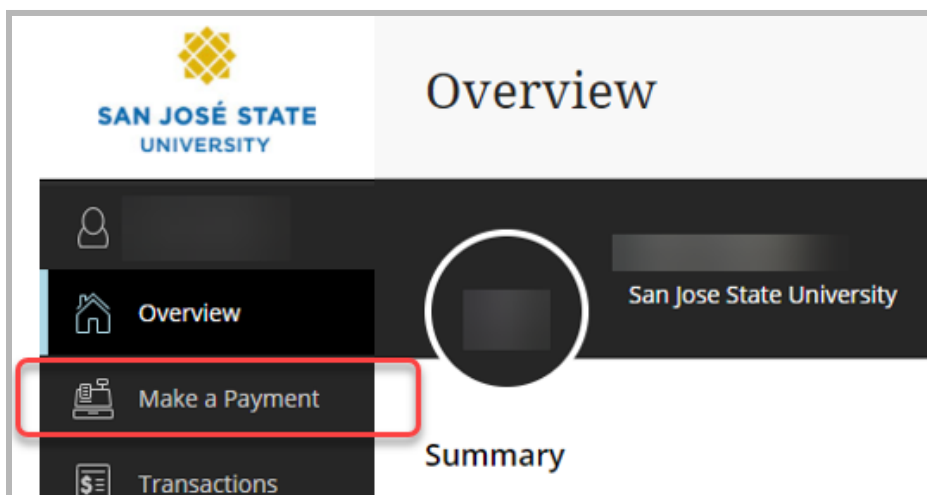
5. Click on [Pay Now! link](#) under the **Finances** section.

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.**

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



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

The screenshot shows a 'Pay amount' screen with a progress indicator at the top. Below the header, it states '1 item \$16.50 Remaining due \$0'. The main heading is 'How much would you like to pay?'. A box titled 'Student Balance - to pay tuition and campus fees' contains an 'Amount' field with '\$16.50' and a 'Balance \$16.50' bar. At the bottom right, the 'Continue' button is highlighted with a red box.

8. 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.

The screenshot shows a 'How would you like to pay?' screen. It displays the 'Payment amount' as '\$16.50'. A dropdown menu for 'Payment method' is open, showing options: 'New credit or debit card', 'New bank account', 'Foreign currency', and 'New 529 savings plan'. The 'Continue' button at the bottom right is highlighted with a red box.

9. 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 FCB 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  
[Input field]

① Card number required

\* Expiration date \* Security code ①  
MM / YY [Input field]

\* Zip/Postal code  
[Input field]

☐ Save card for future use

Cancel Continue

10. 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