



How to Pay for Your Classes

SU Tech Support

Video script text (12-15-16)

Some students choose to enroll in their upcoming classes and pay for them later. This video will walk you through how to pay for your classes once you are already enrolled for the upcoming semester.

Login to the SU Student Portal in Orbund at <http://online.summituniversity.org>. Enter your **username and password**, and make sure **that Student is selected for the Role**; then click **Login**. This will take you to your Dashboard in the student portal. Click on **Finance** and select **Payment & Invoice**. This will take you to your Payment & Invoice page.

First, make sure that the correct semester is listed at the top of the page. This is VERY IMPORTANT! Having the correct semester selected will ensure that you are seeing the right invoice with all of your upcoming classes listed, and that any payments that you make are applied to the correct semester. If you do not see the correct semester, simply select it from the dropdown menu.

Be sure to **review your Payment & Invoice page carefully** before paying. Here you will find your tuition and fees for the semester broken down by class. Scroll down to the bottom of the page to see your Payment schedule and to complete your payment. Here you will also see any previous payments that you have made on this semester's invoice in the Payment History list. For a detailed explanation of how to read your invoice, check out the SU Tech Support video in the Knowledge Base on *Understanding Your Invoice*.

To make a payment, **check the box next to the amount owed**. If you only can pay a portion of this amount now, type that amount in the payment box. Be sure to note the due date for your tuition and fees so that you don't accidentally incur late fees and lose access to your classes in Moodle.

When you are ready, click **Enter Payment**. This will open a Payment Method pop-up window. Select **Credit Card – PayPal Website** and click **Submit Payment**. This will redirect you to a separate PayPal webpage to complete your payment. If you don't see the PayPal website right away, you will need to make sure that pop-ups are enabled for <http://server9.orbund.com>. Every browser handles pop-ups a little differently, but you usually will see a warning near your browser bar at the top of the screen where you can allow the pop-up.

Now that you have made it to the PayPal website, **complete your payment** using either your PayPal account or a debit/credit card. Once your payment is complete, **you will receive an email receipt from PayPal**. When you log back into the Student Portal, you will also see the payment listed under your Payment History, confirming that your registration is complete.

Two common problems that students have when trying to pay are: 1) not having pop-ups enabled in their browser, and 2) confusing pending payments with completed payments. For help with enabling pop-ups in your specific browser, visit <http://summituniversity.org/pop-ups>. For more information about Pending payments, visit <http://summituniversity.org/pendingpayments>. And as always, if you need technical assistance, please contact SU Tech Support at <http://summituniversity.org/help>.