3.10 GUIDE TO 8.9 STUDENT CENTER – CAMPUS FINANCES

Business Process Procedures

Overview These procedures walk an operator through the pages a student will see when navigating to the Campus Finances area of the 8.9 Student Center.

Key Points The names “Student Center” and the “Student Services Center” are not synonymous. The Student Center refers to the set of pages a student will use to enroll, drop and pay for classes. The Student Services Center is the set of pages that students and staff can use to view academic and financial account information.

Navigation Self Service > Campus Finances
It is strongly suggested that you add this navigation to your Favorites Menu.

Detailed Directions

Step 1 Navigate to the Campus Finances page. The Campus Finances menu page is displayed.

To view web transactions, use SF Merchant ID = VCCNV280.
To view IVR transactions, use SF Merchant ID = IVRN280.
Or click on to select the SF Merchant ID.

Step 2 At the Campus Finances menu page, click on the Account Inquiry menu link. The Account Inquiry page displays.

Kathleen Vessey

Account Summary

What I Owe

You have no outstanding charges.

Financial Aid

Summary Activity

Make a Payment

go to ...
Step 3  
Click on the Activity tab at the top of the display.

Step 4  
The Activity page appears. This page displays charge and payment transactions for a student-specified date range. Use the drop-down menus for the dates and terms to view a different period of time.

Step 5  
Click the Make a Payment tab at the top of the display, or click on the menu link on the Campus Finances page to display the first screen in the series of Make A Payment pages.
Step 6

The Make a Payment – Specify Payment Details page displays. This page is the start of a four-part process that guides students through making a payment. Enter the required information and click **Next** to move to Step 2 in the payment process.

<table>
<thead>
<tr>
<th>Kathleen Vessey</th>
<th>go to ...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>summary</td>
</tr>
<tr>
<td></td>
<td>activity</td>
</tr>
<tr>
<td></td>
<td>make a payment</td>
</tr>
</tbody>
</table>

**Make a Payment**

1. **Specify Payment Details**

You may specify your payment amount after providing your account information.

---

**Credit Card Details**

Enter the information requested exactly as it appears on your credit card.

- **First Name**: Kathleen
- **Last Name**: Vessey
- **Credit Card Type**: select Credit Card Type
- **Card Number**: 
- **Expiration Date**: select Month / select Year

The billing address you specify must match your credit card company’s records.

- **Telephone**: 
- **Email Address**: kvessey@nucg.edu
- **Country**: United States
- **Address**: 

**Summary**

- **Activity**: 

**Make a Payment**

- **go to ...**
Step 7

The Make A Payment – Specify Payment Amount page displays. Enter the payment amount and click **NEXT** to move to Step 3 in the payment process.

<table>
<thead>
<tr>
<th>Kathleen Vessey</th>
</tr>
</thead>
<tbody>
<tr>
<td>summary</td>
</tr>
<tr>
<td>activity</td>
</tr>
<tr>
<td>make a payment</td>
</tr>
</tbody>
</table>

**Make a Payment**

2. Specify Payment Amount

Listed below are the charges you are allowed to pay online. Your other charges can be paid through the Cashiers office or mailed in separately.

<table>
<thead>
<tr>
<th>What I Owe</th>
<th>Outstanding Charges</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charges for Tuition</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

Currency used is US Dollar.

[Cancel | Previous | Next]

**My Charges**

<table>
<thead>
<tr>
<th>Summary</th>
<th>Activity</th>
<th>Make a Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>go to ...</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Revised 09/2006
Step 8

The Make A Payment – Confirm Payment page displays. Submit the information listed, or change it and then submit it. Click to move to Step 4 in the payment process.

Step 9
### Step 9

The Make A Payment – Payment Result page displays. Print this page for your records.

![Payment Result Page](image)

#### Confirmation Details

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>450000185786</td>
<td>224.94</td>
</tr>
<tr>
<td>Credit Card Number</td>
<td>Transaction Data</td>
</tr>
<tr>
<td>WWWW X1111</td>
<td>09/14/2006</td>
</tr>
<tr>
<td>Transaction Status</td>
<td>Successfully Posted</td>
</tr>
</tbody>
</table>

Currency used is US Dollar.

**View Confirmed Payment**
**Make Another Payment**

**Summary**
**Activity**
**Charges Due**
**Payments**
**Pending Financial Aid**
**Make a Payment**

---

### Step 10

Click **View Confirmed Payment** to ensure the payment posted successfully.

**Payment History**

**View By** Northern Virginia Comm College

**Date Paid**
**Payment Type**
**Paid Amount**

<table>
<thead>
<tr>
<th>Date Paid</th>
<th>Payment Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/14/2006</td>
<td>Web Payment - Ref # 450000185786</td>
<td>224.94</td>
</tr>
</tbody>
</table>

Currency used is US Dollar.

**Pending Payments**

You have no pending payments.

**Summary**
**Activity**
**Charges Due**
**Payments**
**Pending Financial Aid**
**Make a Payment**

**go to**
Note

The Campus Finances page also offers students the ability to view Financial Aid and promissory note information. Please refer to Financial Aid business process or reference documentation for more information.