

Online Student Account Center | Student Role

How do I access the Online Student Account Center?

- Access **my.ccac.edu**
- Login with your **NetID** and **password**
- For quick access click the **Pay your bill** icon

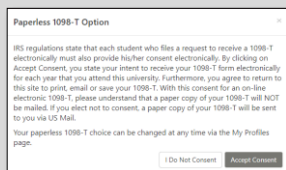


Student Financial Responsibility Agreement, Paperless 1098T Option and eRefunds Selection upon accessing the system

- The first time you access the Online Student Account Center you will need to review and accept **CCAC's Student Financial Responsibility Agreement**, decide how you would like to receive your 1098-T, and have the option to enroll in eRefunds in order to use the system
- First, you will see the **Student Financial Responsibility Agreement**



- Click **I Agree** to accept and continue to the Online Student Account Center
- Next, you will see the Paperless 1098-T Option

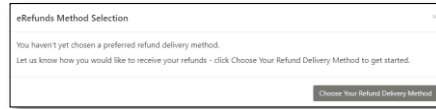


If you want to received your 1098-T electronically, click **Accept Consent**

If you prefer to receive a paper-copy of your 1098-T, click **I Do Not Consent**

How do I setup my refund delivery method?

- Setup your eRefund method, click **Choose Your Refund Delivery Method**

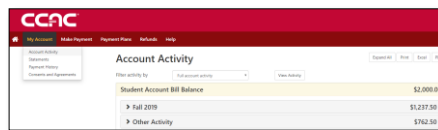


- You will then be taken to the **My Account** screen of the Online Student Account Center

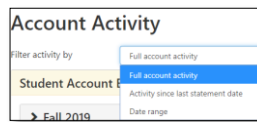
How do I view my Account Activity?

- Click **My Account** on the red menu line or click the **View Activity** button

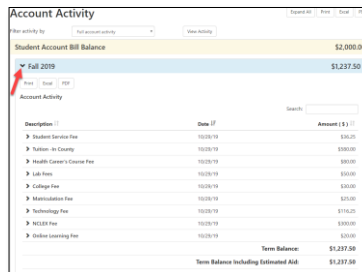
View Activity



- You will see the **Account Activity** page showing all of your account activity
- If you wish to see activity on your account, click the drop-down arrow next to **Filter activity by**

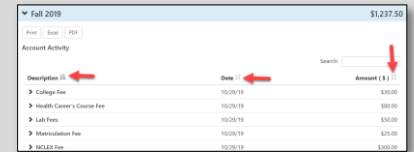


- To view activity by term, click the arrow next to the term to expand



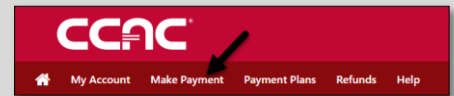
- All charges, payments, estimated financial aid and aid awarded will be listed on this screen. Please note that financial aid will appear under Estimated Financial Aid until it has posted to the student account. Once posted, the aid will move down to the Account Activity section.

- You can click the **arrows of Description, Date and Amount (\$)** to sort if desired



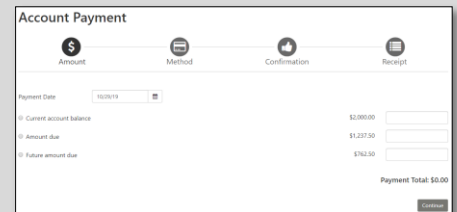
How do I make a payment?

- You have several options to make a payment:
- Click **Make Payment** from the main menu bar

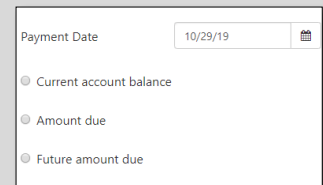


- or click the **Make Payment** button (found on most screens)
- You will be taken to the **Account Payment** screen

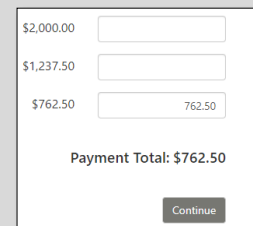
Make Payment



- Select the balance you wish to pay and select a payment date



- Enter the amount you wish to pay in the box for the specific balance and click **Continue**



- At the method screen, select your payment method from the drop down

- CCAC accepts payment via Electronic Check (ACH), Debit or Credit Card including VISA, MasterCard, Discover, BCard, DinaCard and American Express, and Bank Wire
- You also have the option to save your payment method for future use

Paying by Electronic Check

- If you wish to make an **ACH** payment from your checking or savings account, select **Electronic Check (checking/savings)** from the Payment Method drop-down menu, then click **Continue**

- Next, enter your **bank account information** on the **Account Information** screen
- If you wish to save this payment method for future use, enter a name in the **Save payment method** box

- Click **Continue** to confirm your payment and receive a receipt

Paying by Credit or Debit Card

- If you wish to pay by Debit or Credit Card, choose **Credit or Debit Card** from the Payment Method drop-down, then click **Continue**

- Enter the **Card Number** and click **Continue**
- Enter name on the card and expiration date before clicking continue to proceed

- Click **Continue** to proceed with confirming payment and receiving the receipt
- If you need to make changes, simply click **Back** and make the necessary changes to your payment method
- To proceed with your payment click **Submit Payment**
- Click **Continue** to proceed

Paying by Bank Wire

- If you wish to pay by Bank Wire, choose **Bank Wire** from the Payment Method drop-down, then click **Continue**
- Complete the **Country** field on the form and click **Continue**

- Complete the **Bank Wire** form and click **Continue** to proceed with confirming payment and receiving the receipt

- Regardless of the payment method selected, the **Payment Receipt** will appear notifying you if your payment was successful or if there were issues

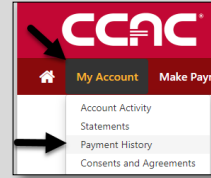
Amount	Payment Method	Confirmation	Payment Receipt
\$100.00	Credit or Debit Card	Confirmed	Receipt

Payment Receipt

Your payment in the amount of \$100.00 was successful. A confirmation email was sent to person.test@ccac.edu. Please print this page for your records.

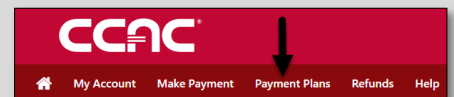
Payment date: 10/27/16
 Amount Paid: \$100.00
 Transaction type: Purchase
 Student Name: Person Test
 Paid to: Community College of Allegheny County
 Bureau Office: 800 Allegheny Avenue, Pittsburgh, PA, 15233, UNITED STATES
 Web address: https://test.secure.touchnet.net/8443C23052aet_33a/feb0ccatggs/90
 Account number: xxxxxxxxxxxx1111
 Card type: VISA
 Name on Card: Person T. Test

- A copy of the payment confirmation will be sent to your **CCAC Academic Email** account
- You can also access all payment history via the **Payment History** option under **My Account** in the menu bar

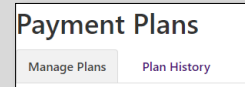


How do I enroll in a Payment Plan?

- From the main **My Account** screen click **Payment Plans** from the menu bar



- You will be taken to the **Payment Plans** screen where you can manage your plan and view plan history

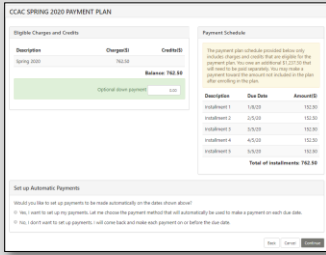


- Click **Enroll Now** to setup a **Payment Plan**

- Note: The Enroll Now button will not be available if you are not yet enrolled in classes for the current or upcoming term
- Select the term from the drop down box and click **Select**

- You will see the **Plan Name** listed
- You can click on **Details** to view more information about the plan such as terms, fees, numbers of payments, late fees, etc.
- You can select to enroll from the details box or from the main payment plan screen

- The **Plan Enrollment** screen will provide all eligible charges and credits, the payment schedule, and the opportunity to enroll



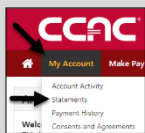
- When enrolling you have the option to setup automatic payments. If you wish to enroll in automatic payments, select the radio button and click **Continue**
- You will then select the payment method you wish to use for future installments automatically
- You can choose from **Electronic Check or Credit/Debit Card**. Make a selection and continue
- Depending on the method selected, follow the previous steps in this document for paying by **Electronic Check or Credit/Debit Card**
- You will then setup the payment and agree to the terms
- The Payment Plan Agreement will appear, listing the date of the agreement, installment dates, and amounts due



- Click the checkbox next to **'I Agree'**
- Click **Continue** to proceed
- Confirmation of enrollment in the Payment Plan will display

How do I view eBill statements?

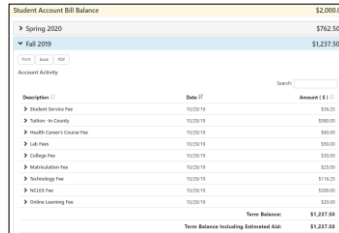
- Click **My Account** in the red menu bar and then **Statement**



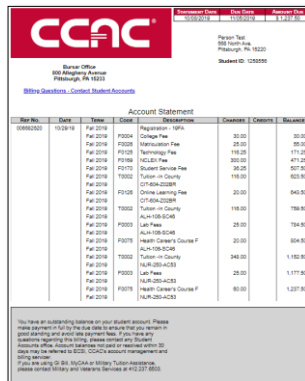
- You can also click **View Statements** on the home screen
- You can choose the statement you wish to view by clicking the corresponding tabs (Billing Statement, 1098-T Tax Statements)



- The most recent statement will appear at the top of the list
- Use the arrows to sort the billing statements
- You can also click **Make Payment** to initiate a payment
- Click **View All Activity** to see all account activity. You can choose to print or export to Excel or PDF.



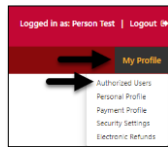
- Click **View** under the **Action** menu to see your statement



- You may choose to view the account statement by clicking **View** under **Action**

How do I add Authorized Users?

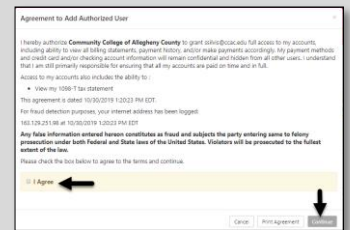
- From the home screen, click **My Profile** and then **Authorized Users**



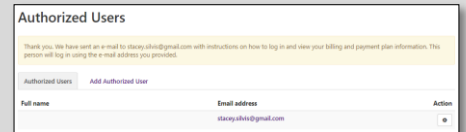
- The Authorized Users screen will appear. Click **Add Authorized User**
- Enter the email address of the authorized user you wish to add
- Next, define the level of access you wish to provide, and click **Yes** or **No** where appropriate
- Click **Continue** to proceed



- The Agreement to Add Authorized User will appear. Click **I Agree** and then **Continue**.



- If you do not wish to proceed with adding the authorized user simply click **Cancel**
- You can print the agreement by clicking **Print Agreement**
- Confirmation that the authorized user has been added will appear



- An email will be sent to the authorized user including instructions and a web link to access your Online Student Account Center
- To make changes or remove your authorized user, click the **Settings Gear** under the **Actions** menu

Getting Help

- You can contact any campus Student Accounts office for further assistance regarding the Online Student Account Center or student account matters
- For assistance logging into the Online Student Account Center, contact the ITS ServiceDesk: 412.237.8700 or help@servicedesk.cac.edu