

Office of Information Technology Accessing the New Payment Center (Students)

- 1. Log into https://passwordreset.centenaryuniversity.edu
- 2. On the Applications tab, click the Colleague Self Service Icon



3. Enter your **USERNAME** on the login screen of Self-Service and click 'Continue to be logged into **Colleague Self Service**.

	Sign In	
User na	me	
	Continue	
	and a second	



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4. On the main screen, click the 'Student Finance' button.

	Your safety and wellbeing is the university's #1 priority. Please click here for additional information pertaining to the COVID-19 vaccination requirement.		
Hello, Welcome to Collea	que Self-Service!		
Choose a category to get started.	-		
Student Finance			Financial Aid
Here you can view your later	t statement and make a payment online		Here you can access financial aid data, forms, etc.

5. On the Account Summary page, click on the link to 'Go to Payment Center'.

CENTENARY		A ainsleys	〔→ Sign out (⑦ Help
inancial Information - Student Finance - Account Summary				
Your safety and wellbeing is the university's #1 priority. Please click here for additional information pertaining to the COVID-19 vaccination requirement	nt			
Account Summary New a summary of your account				
Account Overview				
Amount Overdue	\$300.00			
= Total Amount Due	\$300.00	(Go to Payment	Center
Total Account Balance	\$0.00		Account	Activity
Traditional 2022 Fall	\$0.00			
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6. On the Go to Payment Center page, click the blue button to continue to the Payment Center





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7. This will take you to the TouchNet Payment Center where you can pay bills, view account details, make deposits, or sign up for Payment Plans.

CENTENARY UNIVERSITY			Logged in as: Sharon Ainsley Logout 🗭
My Account • My Profile • Make P	ayment Payment Plans Deposits Refunds Help *		
Announcement	To sign up for direct deposit of your refunds, complete Refund Account Setup page.	your setup in the	My Profile Setup
Velcome to the Centenary University			Authorized Users
ere vou cap:	Student Account	ID: xxx6708	
View electronic bills and recent account activity	Balance	\$0.00	Personal Profile
Make payments and save preferred methods of payment for future use Seture a monthly payment plan	View Activity Enroll in Payment Plan Make Payment		Payment Profile
 Setup proxy users to pay on your behalf 	Statements		Security Settings
lease be sure to setup your payment rofile and add any family member that lelps you with bills as an 'authorized iser'.	Click the button to view your current account balance and details.	View Real Time Statement	Consents and Agreements
ayment Due Date			Electronic Refunds
normation located here.			Term Balances
IEALTH INSURANCE VAIVER – All new raditional full-time			