



## Student Self-Service Tutorial: Viewing and Paying Fees Online

**Last Revised: 02/10/2014**

## REVISION CONTROL

---

**Document Title:** Student Self-Service Tutorial: Viewing and Paying Fees  
**Author:** Marilyn Lymuel  
**File Reference:** StdPay.doc

### Revision History

| Revision Date | Revised By | Summary of Revisions | Section(s) Revised |
|---------------|------------|----------------------|--------------------|
| 04/11/2013    |            |                      | All                |
|               |            |                      | All                |

### Review / Approval History

| Review Date | Reviewed By | Action (Reviewed, Recommended or Approved) |
|-------------|-------------|--|
|             |             |  |
|             |             |  |

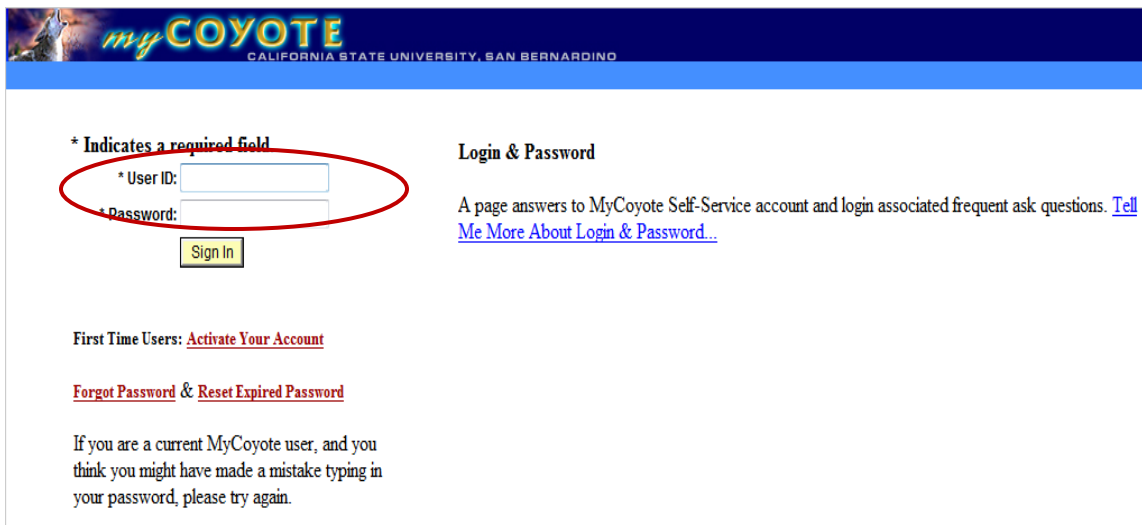
| <b>Table of Contents</b>                                     | <b>Page</b> |
|--|-------------|
| 1.0 Logging In:.....   | 4           |
| 2.0 Navigating to MyCoyote SB Make Payments Link.....        | 5           |
| 3.0 Navigating to MyCoyote Student Center Self-Service:..... | 5           |
| 4.0 Viewing the Charges Due:.....                            | 6           |
| 5.0 Making the Payment from the Enrollment Page.....         | 6           |
| 6.0 Making the Payment Online - Pre-Payment.....             | 9           |
| 7.0 Assigning a CashNet Parent Pin.....                      | 12          |

## 1.0 Logging In:

---

To login to MyCoyote Self-Service web site:

1. Type your MyCoyote Identification in the **User ID** text box
2. Type your Password in the **Password** text box
3. Select the **Sign In** button.



\* Indicates a required field

\* User ID:

\* Password:

**Login & Password**

A page answers to MyCoyote Self-Service account and login associated frequent ask questions. [Tell Me More About Login & Password...](#)

First Time Users: [Activate Your Account](#)

[Forgot Password & Reset Expired Password](#)

If you are a current MyCoyote user, and you think you might have made a mistake typing in your password, please try again.

## 2.0 Navigating to MyCoyote SB Make Payments Link:

---

To make a payment by credit card or electronic check, click on the **SB Make Payments** link after logging into MyCoyote. To view your due charges before you make a payment click the Student Center link.

The screenshot shows a web browser window titled "Student Self-Service". The main content area is divided into two sections. The top section, "Student Center", is highlighted with a red box and contains links for "Registration/Enrollment, Registration Appointment, Holds, To Do List, Financial Aid, and Student Account Info.", "PAWS", "Admission Transcript Status", "Apply for CSUSB Scholarships", and "Student Athlete Single Sign-On". The bottom section, "Payments and Orders", is also highlighted with a red box and contains a red oval around the "SB Make Payments" link, with "SB Make CASHNET Payments" listed below it.

## 3.0 Navigating to MyCoyote Student Center Self-Service:

---

To review your charges before you make a payment select the **Student Center** link after logging in MyCoyote. After reviewing your charges, click on the "make a payment" link.

The screenshot shows the MyCoyote logo at the top, with "CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO" below it. Below the logo is a blue header bar. The main content area is a window titled "Student Self-Service" with a red box around the "Student Center" link and its description: "Registration/Enrollment, Registration Appointment, Holds, To Do List, Financial Aid, and Student Account Info."

**Finances**

**My Account**  
[Account Inquiry](#)  
[Enroll In Direct](#)  
[Deposit](#)

**Financial Aid**  
[View Financial Aid](#)  
[Accept/Decline Awards](#)

other financial... >>

**Account Summary (See \* link below)**

**You owe 2,320.00.**

- Due Now 2,320.00
- Future Due 0.00

\* 320.00. \*\*

Currency used is US Dollar.

[\\*Important Student Fee Information](#)

[make a payment](#)

#### 4.0 Viewing the Charges Due:

To view the charges due, click on the Account Inquiry link under the Finances section. After viewing charges due click on the “make a payment” link to continue.

summary   activity   **charges due**   payments   pending aid

#### Account Summary

| What I Owe   |                                |                       |           |
|--------------|--------------------------------|-----------------------|-----------|
| Term         | Outstanding Charges & Deposits | Pending Financial Aid | Total Due |
| Fall 2012    | 2,320.00                       | 6,722.00              |           |
| Winter 2013  |                                | 6,722.00              |           |
| Spring 2013  |                                | 6,724.00              |           |
| <b>Total</b> | <b>2,320.00</b>                | <b>20,168.00</b>      |           |

Currency used is US Dollar.

[MAKE A PAYMENT](#)

**Note:** You can also click on the “make a payment” link from the activity and the charges due tabs.

## 5.0 Making a Payment Online from the Enrollment Page:

If you register for classes during priority registration or during open enrollment (before the pre-payment period) you can pay your fees from the **Enrollment** page. After you have selected your classes and click on the “View Results” button, you can click on the Make a Payment button to pay your fees.

ORACLE  
 Favorites | Main Menu > Self Service > Student Center

go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

**Add Classes**

3. View results

View the following status report for enrollment confirmations and errors:

Fall 2012 | Undergraduate | CSU San Bernardino

|                     |                              |
|---------------------|------------------------------|
| ✓ Success: enrolled | ✗ Error: unable to add class |
|---------------------|------------------------------|

| Class   | Message   | Status |
|---------|---|--------|
| ART 221 | Error: Unable to add this class - term maximum exceeded. Adding this class would exceed the maximum number of units or courses allowed for this term. | ✗      |

MAKE A PAYMENT MY CLASS SCHEDULE ADD ANOTHER CLASS

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

You can also click on the “Make a Payment” link from the “My Class Schedule” page.

ORACLE  
 Favorites | Main Menu > Self Service > Student Center

go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || term information

**My Class Schedule**

Select Display Option List View Weekly Calendar View

Fall 2012 | Undergraduate | CSU San Bernardino

Class Schedule Filter Options

Show Enrolled Classes  Show Dropped Classes  Show Waitlisted Classes filter

| COMM 240 - WRITING FOR MEDIA |         |           |                      |                     |                 |                         |
|------------------------------|---------|-----------|----------------------|---------------------|-----------------|-------------------------|
| Status                       | Units   | Grading   | Grade                | Deadlines           |                 |                         |
| Enrolled                     | 4.00    | Graded    |                      | 57                  |                 |                         |
| Class Nbr                    | Section | Component | Days & Times         | Room                | Instructor      | Start/End Date          |
| 81436                        | 02      | Seminar   | MoWe 4:00PM - 5:50PM | University Hall 038 | James Gallagher | 09/20/2012 - 12/03/2012 |

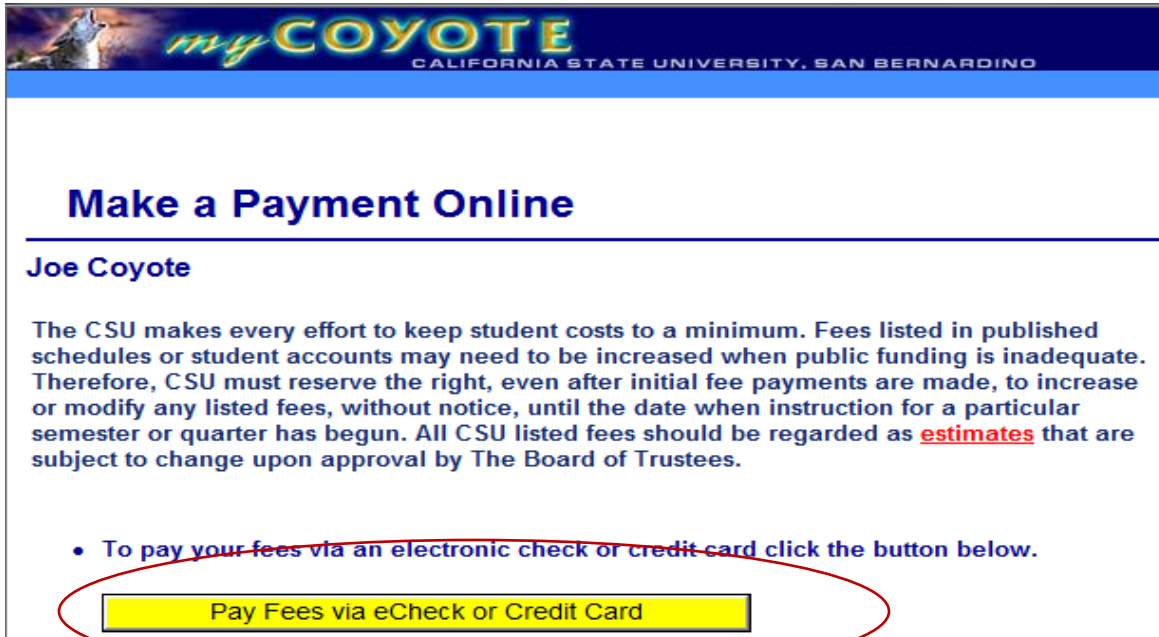
| COMM 502 - COMM LAW & POLICY |         |           |                      |                     |                 |                         |
|------------------------------|---------|-----------|----------------------|---------------------|-----------------|-------------------------|
| Status                       | Units   | Grading   | Grade                | Deadlines           |                 |                         |
| Enrolled                     | 4.00    | Graded    |                      | 57                  |                 |                         |
| Class Nbr                    | Section | Component | Days & Times         | Room                | Instructor      | Start/End Date          |
| 83569                        | 01      | Seminar   | TuTh 4:00PM - 5:50PM | University Hall 242 | Mihaela Popescu | 09/20/2012 - 12/03/2012 |

| HUM 375 - WORLD OF ISLAM |         |           |                      |                          |                    |                         |
|--------------------------|---------|-----------|----------------------|--------------------------|--------------------|-------------------------|
| Status                   | Units   | Grading   | Grade                | Deadlines                |                    |                         |
| Enrolled                 | 4.00    | Graded    |                      | 57                       |                    |                         |
| Class Nbr                | Section | Component | Days & Times         | Room                     | Instructor         | Start/End Date          |
| 81530                    | 01      | Lecture   | TuTh 6:00PM - 7:50PM | College of Education 105 | Sayed-Ali Miremadi | 09/20/2012 - 12/03/2012 |

Make a Payment Printer Friendly Page

## 6.0 Making the Payment Online:

Select the **Pay Fees via eCheck or Credit Card** button to pay the fees via an electronic check or credit card. Please note: VISA credit cards are not accepted.



**myCOYOTE**  
CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

### Make a Payment Online

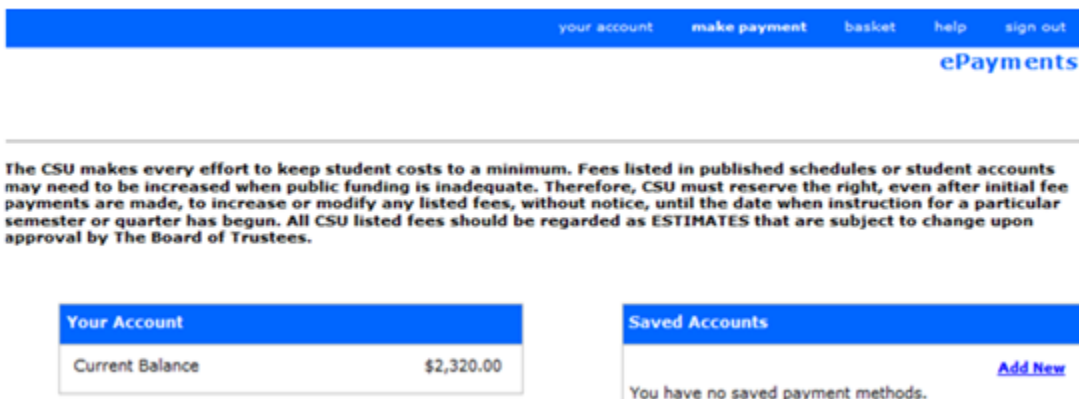
**Joe Coyote**

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as **estimates** that are subject to change upon approval by The Board of Trustees.

- To pay your fees via an electronic check or credit card click the button below.

**Pay Fees via eCheck or Credit Card**

The site will inform you of any current fees on your account. During the pre-payment period your current balance will be 0.00. Select the **make payment** tab from the top.



your account **make payment** basket help sign out

ePayments

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as ESTIMATES that are subject to change upon approval by The Board of Trustees.

| Your Account    |            |
|-----------------|------------|
| Current Balance | \$2,320.00 |

| Saved Accounts                     |  |
|------------------------------------|--|
| You have no saved payment methods. |  |
| <a href="#">Add New</a>            |  |

If you are already registered...your outstanding charges will show as an item to add to your basket. You will have the option to modify the amount you want to pay.

[Tuition and Fees \(Term: 2128 - Fall 2012\)](#)

\$2,320.00



If you are **NOT** already registered...you will need to select your fees. If you are a non-resident, remember to go back and add “non-resident fees” to your shopping basket. If you are registering during Late Registration Period, add the late registration fee to your shopping basket as well.

|  |          |
|--|----------|
| <a href="#">Fall IPP Credential Full-Time</a>    | \$816.00 |
| <a href="#">Fall IPP Credential Part-Time</a>    | \$520.00 |
| <a href="#">Fall IPP Graduate Full-Time</a>      | \$860.00 |
| <a href="#">Fall IPP Graduate Part-Time</a>      | \$545.00 |
| <a href="#">Fall IPP Undergraduate Full-Time</a> | \$719.00 |
| <a href="#">Fall IPP Undergraduate Part-Time</a> | \$463.00 |

Click the **Add to Basket** Button.



[your account](#)

[make payment](#)

[HOME](#)

**Tuition and Fees**

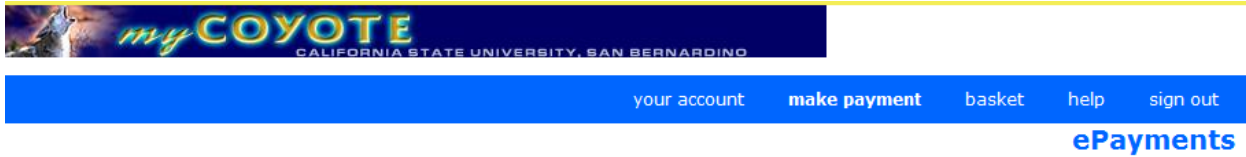
2128 - Fall 2012

Price:

To pay for this item, click the button below.

[Add to Basket](#)

Click the **Checkout** Button.



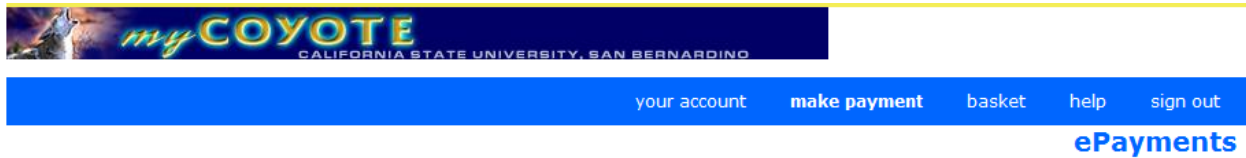
|   |                      |                        |                   |
|---|----------------------|------------------------|-------------------|
| Tuition and Fees (Term: 2128 - Fall 2012) | <a href="#">Edit</a> | <a href="#">Delete</a> | \$2,320.00        |
| <b>Total Amount</b>                       |                      |                        | <b>\$2,320.00</b> |

[Continue Shopping](#)

[Checkout](#)

Select

the **Enter new credit card information** (or **Enter new electronic check information**) radio button for the method of payment and select the **Continue Checkout** button to continue the checkout.



The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as **estimates** that are subject to change upon approval by The Board of Trustees.

Enter new credit card information.

Enter new electronic check information.

[Continue Checkout](#)

**Note:**

1. If **paying by check**, you will need the following information:
  - a. Email address
  - b. Phone number
  - c. Routing / Transit number
  - d. Account number

**Only checks from regular banks, checking accounts (and most credit unions) may be used. Do not use credit card cash advance checks, brokerage account checks, or checks marked "Do Not Use for ACH". There is no convenience fee for using the electronic check method.**

2. If **paying by credit card**, you will need the following information:

## Student Self-Service Tutorial: Viewing and Paying Fees

- a. Credit card number and expiration date
- b. CVC ID code (usually a 3 or 4 digit code located on the back of the card)
- c. Cardholder name and billing address
- d. Email address

**Credit card purchases include a 2.9% non-refundable convenience fee. We accept MasterCard, American Express, Diner's Club, Discover, and Visa.**

Confirm the total amount which you are going to pay for and the account information. Select **Submit Payment** button. Then you will have the option of printing or saving your confirmation.

The screenshot shows the ePayments interface for California State University, San Bernardino. At the top, there is a navigation bar with links for 'your account', 'make payment', 'basket (1 item, \$55.00)', 'help', and 'sign out'. Below this is the university logo and the 'ePayments' title. The main content area contains a confirmation message: 'Please confirm the information below. To submit your payment, click on the 'Submit Payment' button.' Underneath, there is a section titled 'Items selected' with a table listing 'Tuition and Fees (Term: 2128 - Fall 2012)' for a total of '\$2,320.00'. Below the table is a 'Payment information' section with fields for 'Account Number:', 'Account Type:', 'Routing Transit Number:', 'Bank:', 'Account Holder Name:', and 'Email Address:'. A 'Submit Payment' button is located at the bottom right of the form.

***Need more information or have any questions, contact the Bursar's Office at (909) 537-5157.***

## **7.0 Assigning a Parent Pin in CashNet**

---

This will allow student to authorize parents or other third party to access and make payments to their account balance in CashNet.

1. Student logs in to the main portal to the Self Service page and click the "make a payment" button in the Finances section.



**Academics**

[Search](#)  
[Plan](#)  
[Enroll](#)  
[My Academics](#)

**You are not enrolled in classes.**

enrollment shopping cart ▶

other academic... ▼▶▶

**Finances**

**My Account**  
[Account Inquiry](#)  
[Enroll In Direct](#)  
[Deposit](#)

**Financial Aid**  
[View Financial Aid](#)  
[Accept/Decline Awards](#)

**You have no outstanding charges at this time.**

[\\*Important Student Fee Information](#)

**make a payment**

**SEARCH FOR CLASSES**

**Holds**  
Pre-Payment Required  
Satisfactory Academic Progress  
details ▶

**To Do List**  
Failed SAP  
details ▶

**Enrollment Dates**  
[Open Enrollment Dates](#)

- The next page to display is now in the CashNet System, and will display any balance due, and other optional items available for purchase.

## Make a Payment Online

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as **estimates** that are subject to change upon approval by The Board of Trustees.

- By clicking "Next", you are acknowledging that you have read the above disclaimer.



- The next page to display is the details of the student account, and notice the section where the parent ping can be set up. Click on the "Add New" link to set up a new parent pin.



**Prepayment Period**

**Tuition fees must be paid before registering for courses.**

**Your Account**

|   |        |
|---|--------|
| Current Balance   | \$0.00 |
| The last payment received was for \$100.00 on 3/5/2013. |        |

**Saved Accounts**

|              |   |
|--------------|---|
|              | <a href="#">Add New</a>                     |
| Fall Payment | <a href="#">Edit</a> <a href="#">Delete</a> |

**Your Recent Payments**

|            |                               |
|------------|-------------------------------|
|            | <a href="#">View All</a>      |
| 03/05/2013 | \$100.00 <a href="#">View</a> |

**Parent PINs** [Add New](#)

You currently have no Parent PINs set up.

4. Enter the Parent Pin, email address, and note if desired.



**Parent PIN Information**

Parent PIN

Email Address

Confirm Email Address

Add a note to the welcome email (optional)

Should this person...  
be allowed to log in?  Yes  No

*A welcome email will be sent to the email address entered above. The email will contain the optional note, login ID, temporary password and a link to access this site.*

(hvn1webcn2)

The screen will look like the following when completed.

Last Revised: 10/11/2012



your account   **make payment**   basket   help   sign out

ePayments

---

**Parent PIN Information**

Parent PIN

Email Address

Confirm Email Address  \*

Add a note to the welcome email (optional)

Hi Mom! Can you pay my fees!!

-D

Should this person...  
be allowed to log in?    Yes    No

---

(hvn1webcn2)

Note: a message providing a temporary password will be sent to the person being given access.

5. After assigning a parent pin has been assigned the message in the parent pin section will change and can be edited, updated, and deleted by the student.



**Prepayment Period**

**Tuition fees must be paid before registering for courses.**

| Your Account   |        |
|--|--------|
| Current Balance  | \$0.00 |
| The last payment received was for (\$1.00) on 7/16/2013. |        |

| Saved Accounts |                             |
|----------------|-----------------------------|
|                | <a href="#">Add New</a>     |
| MyChecking     | <a href="#">Edit Delete</a> |

| Your Recent Payments |          |                          |
|----------------------|----------|--------------------------|
|                      |          | <a href="#">View All</a> |
| 07/16/2013           | -\$1.00  | <a href="#">View</a>     |
| 07/16/2013           | \$1.00   | <a href="#">View</a>     |
| 06/19/2013           | \$300.00 | <a href="#">View</a>     |

| Parent PINs  |                             |
|--|-----------------------------|
|  | <a href="#">Add New</a>     |
| You currently have the following Parent PINs set up. |                             |
| 1010   | <a href="#">Edit Delete</a> |

After the Parent Pin has been established the following message will be sent:

Student Name has created an account for you at CSU San Bernardino.

Pay Bill

Your login information is:

Parent PIN: 1020  
Password: tHRjXbmjB

To access the account, please click the link below:

<https://commerce.cashnet.com/csusbpay?LT=P>

(If clicking the link does not work, please copy and paste the information into your browser.)