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# How to Make a Payment for a Grad Check through “Your Account”

— Office of the Registrar Fees —

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# Note:

- Students are responsible for making the owed payment according to late and/or refile fee deadlines. If you are uncertain on what amount is owed for the graduation check filed, please visit:

<https://www.csusb.edu/registrar/evaluations/graduation-requirement-check>

# 1. Log onto myCoyote. Locate “Student Center”.

The screenshot displays the myCoyote dashboard interface. At the top left, the CSUSB logo and "myCoyote" text are visible. The dashboard is organized into a grid of tiles. A blue arrow points to the "Student Center" tile, which is located in the second row, fourth column. The "Student Center" tile includes the text "Student Center" and "Access student related self services". Other visible tiles include "Semesters start Fall 2020", "COVID-19 / Coronavirus", "Student Email", "Faculty and Staff Email", "Blackboard", "ITS BULLETIN", "CSUSB Software", "Personal Messages", "My Academics", "My Personal Information", and "My Employment".

| myCoyote   |  | User Profile  |  |
|--|--|---|--|
|  |  |   |  |
| <b>Semesters start Fall 2020</b><br>Fall semester classes begin August 24, 2020! (Saturday classes begin August 22, 2020.) | <b>COVID-19 / Coronavirus</b><br>CSUSB's central website for information and updates regarding COVID-19. | <b>Student Email</b><br>Access your @coyote.csusb.edu email   |  |
|  |  |   |  |
| <b>Faculty and Staff Email</b><br>Office 365 includes a suite of tools, such as Email, Calendar, OneDrive, and more        | <b>Blackboard</b><br>Access online materials for your courses  | <b>ITS BULLETIN</b><br>CSUSB Software<br>ITS offers FREE software for students, faculty and staff! Find out what's available @ www.csusb.edu/software | <b>Student Center</b><br>Access student related self services                                |
|  |  |   |  |
| <b>Personal Messages</b><br>Directly access your personal messages   | <b>My Academics</b><br>Student Center, Faculty Center, Adviser Center and related student                | <b>My Personal Information</b><br>View and/or update items such as your email addresses, phone  | <b>My Employment</b><br>Time & Attendance, Benefits, Paycheck, Travel, CSI II exam, LinkedIn |

## 2. Once on Student Center, locate “Make a Payment”

The screenshot displays a student center interface. At the top, there is a table with two rows of class information:

|  |                            |   |
|--|----------------------------|---|
|  | PHYS 123-01<br>LEC (42695) | PHYS 123-01 -<br>5:25PM<br>Physical<br>Sciences 010 |
|  | PHYS 123-03<br>LAB (42678) | Mo 6:00PM -<br>8:50PM<br>Physical<br>Sciences 124   |

Below the table are two buttons: [Weekly Schedule](#) and [Enrollment Shopping Cart](#).

The main content area is divided into several sections:

- Finances** (with a hamburger menu icon):
  - Account Summary (See \* link below)**
    - Due Now 0.00
    - Future Due 3,598.83
  - You owe 3,598.83.
  - Currency used is US Dollar.
  - \*Important Student Fee Information**
  - [Make a Payment](#) (highlighted with a blue arrow)
- My Account**
  - [Account Inquiry](#)
  - [Enroll In Direct Deposit](#)
  - [Enroll in Payment Plan](#)
- Financial Aid**
  - [View Financial Aid](#)
  - [Accept/Decline Awards](#)

On the right side of the interface, there are two service categories:

- Campus Related Services**
  - [Textbooks Information](#)
  - [Blackboard Classes](#)
  - [Student Email](#)
- Additional Services**
  - [Voter Registration](#)
  - [Student Engagement](#)

At the bottom, there is a **Personal Information** section with a hamburger menu icon.

### 3. Once you have reached CASHNet, click “Pay”

[your account](#) [make payment](#) [basket](#) [help](#) [sign out](#) Search

#### ePayments

**Please select "Make Payment" from the blue toolbar above to continue to payment and shopping menu.**

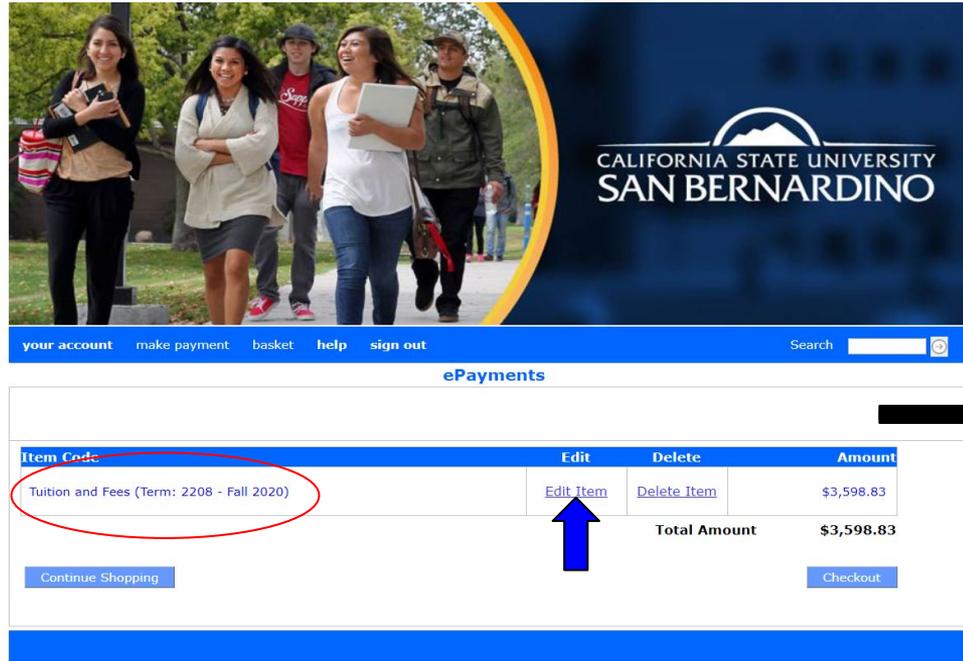
| Your Account  |                                |
|---|--------------------------------|
| Current Balance   | \$3,598.83 <a href="#">Pay</a> |
| Select "Make Payment" from the <a href="#">blue toolbar above</a> to pay an outstanding balance or to shop for items.<br>The last payment received was for \$1,615.92 on 2/19/2020. |                                |

| Your Recent Payments     |                                 |
|--------------------------|---------------------------------|
| <a href="#">View All</a> |                                 |
| 02/19/2020               | \$1,615.92 <a href="#">View</a> |
| 12/17/2019               | \$1,613.92 <a href="#">View</a> |
| 09/13/2019               | \$342.00 <a href="#">View</a>   |

| Parent PINs   |  |
|---|--|
| <a href="#">Add New</a>   |  |
| You currently have no Parent PINs set up.<br>Select the "Add New" link to grant access to your parents or other authorized users to make payments on your behalf. |  |

This option can be found under “Your Account”, next to “Current Balance”.

## 4. Click “Edit Item”



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

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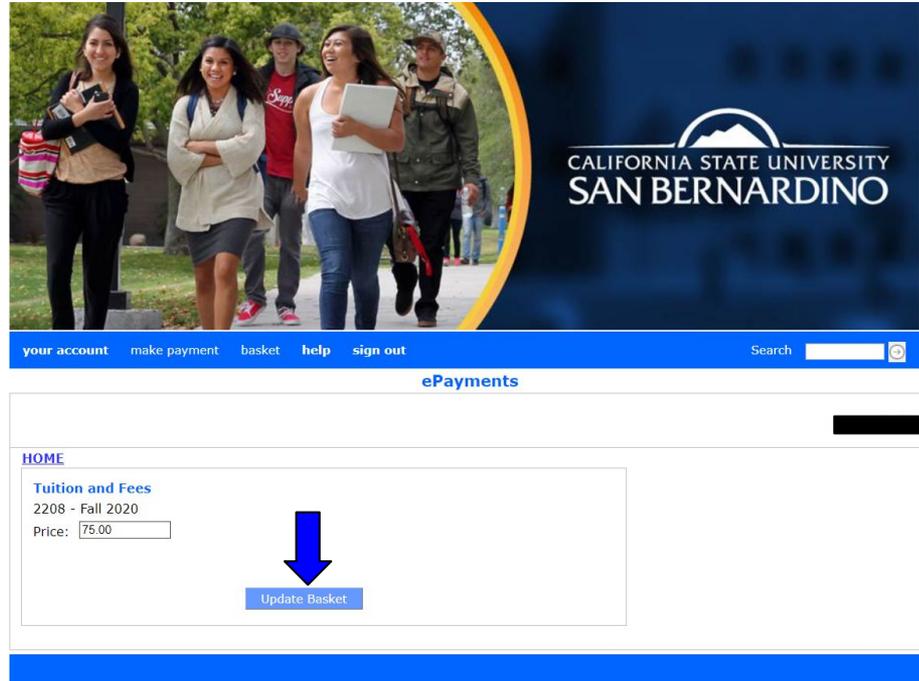
**ePayments**

| Item Code                                 | Edit                      | Delete                      | Amount            |
|---|---------------------------|-----------------------------|-------------------|
| Tuition and Fees (Term: 2208 - Fall 2020) | <a href="#">Edit Item</a> | <a href="#">Delete Item</a> | \$3,598.83        |
| <b>Total Amount</b>                       |                           |                             | <b>\$3,598.83</b> |

[Continue Shopping](#)   [Checkout](#)

Grad Check Fees are applied to your Tuition and Fees. Your payment will apply here.

## 5. Change amount to reflect price owed and click “Update Basket”



your account make payment basket help sign out Search

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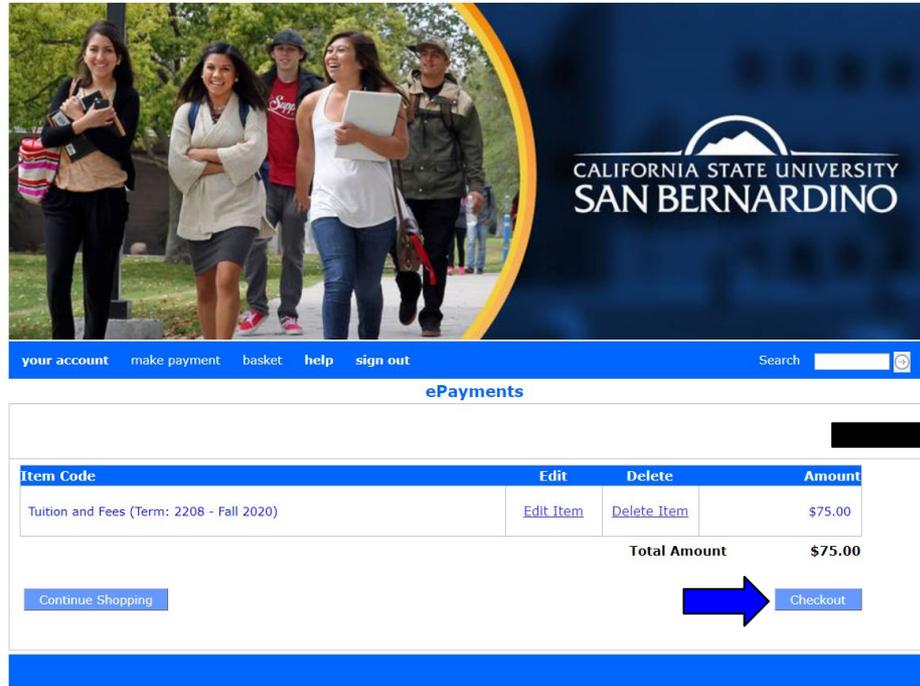
ePayments

HOME

Tuition and Fees  
2208 - Fall 2020  
Price: 75.00

Update Basket

# 6. Proceed to checkout



your account   make payment   basket   help   sign out   Search

**ePayments**

| Item Code                                 | Edit                      | Delete                      | Amount         |
|---|---------------------------|-----------------------------|----------------|
| Tuition and Fees (Term: 2208 - Fall 2020) | <a href="#">Edit Item</a> | <a href="#">Delete Item</a> | \$75.00        |
| <b>Total Amount</b>                       |                           |                             | <b>\$75.00</b> |

[Continue Shopping](#)  [Checkout](#)