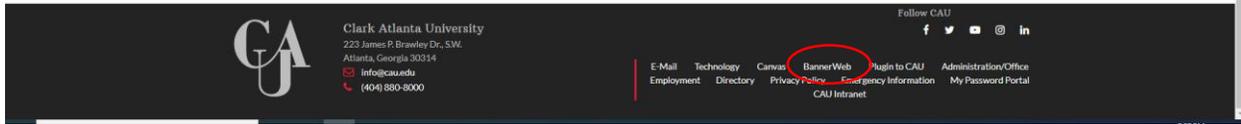


## How to Set Up a Payment Plan

Go to [www.cau.edu](http://www.cau.edu)- select Banner Web at the bottom of the screen



### Step 1. Select Enter Secure Area

- Enter Secure Area
- CANVAS
- Apply for Admission
- General Financial Aid
- Class Schedule
- Course Catalog
- PeopleAdmin
- Friends of Clark Atlanta University
- Student Email
- CAU Info Tech Service Desk

RELEASE: 8.9.1

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### Step 2. Enter your user id number and pin number. Your user id is your student identification number.

#### Select Login

[HELP](#) [EXIT](#)

### User Login

---

 Please enter your User Identification Number (ID) and your Personal Identification Number (PIN) then click Login or Enter.  
When you are finished, please Exit and close your browser to protect your privacy

**User ID:**

**PIN:**

---

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## Step 3: Select Student Services and Financial Aid



### Personal Information

View address information; review name or social security number change information; Change your PIN; **Participate in on-line surveys (one or more survey is available at this time).**



### Student Services & Financial Aid

#### **New Financial Aid Policy (Effective Fall 2009)**

- Financial aid disbursements will occur on the 10th day of class in order to comply with federal regulations regarding certification of class attendance.
- Financial aid disbursements will not occur until the drop/add process has been completed and NA's (non-attendance) have been recorded by members of the faculty.
- The financial aid eligibility status of Title IV recipients is affected by the number of credits for which they are enrolled, i.e., full-time, three-quarter time, half-time, and less than half-time.

#### **REMINDER:**

- Since financial aid disbursements occur after the start of classes, students should have resources to sustain themselves until funds are credited and refunds have been processed.

The following services are now available via Single-Sign-On to the **National Student Clearinghouse Student Self-Service Website**

- Printing a Proof or Verification of Enrollment, which can be mailed by the student to a health insurer, housing provider, or other organization needing a proof of enrollment.
- Viewing the electronic notifications and deferment forms that have been sent to the student's lenders.
- Viewing a list of the student's lenders, and real-time student loan information detail (such as outstanding principal balance, next payment due date, etc.) that some lenders provide.

The National Student Clearinghouse is the company who verifies your enrollment information can be contacted at [703-742-4200](tel:703-742-4200) or [www.studentclearinghouse.org](http://www.studentclearinghouse.org). If you would like to receive a letter from the Office of the University Registrar please complete the Counter Request Form and bring it to 102 Trevor Arnett Hall, fax it to 404-880-6083 or email it to [registrar@cau.edu](mailto:registrar@cau.edu).

## Step 4: Select Student Records

Personal Information

**Student Services & Financial Aid**

Finance

Employee

Search

Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)



## Student Services & Financial Aid

### **Panther Path Degree Works (NEW)**

Panther Path Degree Works provides a comprehensive set of web-based academic advising, degree audit, and transfer articulation tools to help students and their advisors negotiate curriculum requirements at CAU.

### Registration

Look-up classes to add, add/drop classes, view student schedules by day & time, student detail schedule, withdrawal information, check registration status, link to online enrollment verification.

### Student Records

Check your current enrollment status; View holds; Enroll in a SallieMae Tuition Payment Plan; Display grades and transcripts; Review charges and payments; Make Credit Card or Check Payments; Select or Change a Meal Plan.

### Financial Aid

Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.

### FERPA

Determine who can/cannot have access to your educational records.

## Step 5: Select Tuition Payment Plan



CLARK ATLANTA UNIVERSITY

[Personal Information](#) [Student Services & Financial Aid](#) [Finance](#) [Employee](#)

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Student Records

[Your Current Enrollment Status](#)  
[Panther PAW Card Consent](#)  
[Student Evaluation of Faculty Instruction](#)  
Note: Please click on the link to fill out Course Evaluation.  
[Graduate Student Tuition Deposit \(New Graduate Students Only\).](#)  
[View Holds](#)  
[View Your Midterm Grades](#)  
[View Your Final Grades](#)  
[Academic Transcript](#)  
**New eTranscript**  
NOTE: The eTranscript service is available to currently enrolled students and students who have submitted previous transcript requests via Bannerweb. Before you submit an eTranscript request, please review your unofficial transcript to make sure all credits are posted; and if you graduated, your degree has been awarded.  
[Request Printed/Official Transcript](#)  
[View Status of Transcript Requests](#)  
[Pay by Credit Card](#)  
**[Tuition Payment Plan](#)**  
[Confirmation Fee](#)  
[Dynamic Catalog](#)  
[Link to Online Enrollment Verification](#)  
The following services are now available via Single-Sign-On to the **National Student Clearinghouse Student Self-Service Website**

- Printing a **Proof of Verification of Enrollment**, which can be mailed by the student to a health insurer, housing provider, or other organization needing a proof of enrollment.
- Viewing the electronic notifications and deferment forms that have been sent to the student's lenders.
- Viewing a list of the student's lenders, and real-time student loan information detail (such as outstanding principal balance, next payment due date, etc.) that some lenders provide.
- Viewing the student's enrollment information held on file by the National Student Loan Clearinghouse (e.g., enrollment information provided by the school.) Also, the student can find out when the school is scheduled to send in their next enrollment update transmission.
- Viewing enrollment information that has been sent to the student's credit card providers, health insurers, student housing providers and other organizations, either as requested by the student, or as requested by the service provider with the consent of the student.

[Tax Notification](#)  
[Link to Insurance Waiver](#)

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**Step 6: You will be redirected to the payment portal. Enter your student identification number and pin number. Select the LOGIN Button.**



Welcome to Clark Atlanta University

**Students and Staff**

For login issues, please contact the Bursar's Office at 123-456-7890

900123456

\*\*\*\*\*

Login

**Authorized User**

Login for parents or others who have been granted access.

Email:

Password:

Welcome to the Student Account Suite. Parents, guardians, or employers require student permission through the student's authorized user process.

**Student Account Suite Features**

- Check your balance.
- Make a payment towards your balance.
- View your payment history.
- Store your payment methods for quick and easy payment.
- As a student, provide permission to others (parents, employers, etc) to view your bill and make payments.

**Step 7: Once you log into the payment portal, select Payment Plans at the top of the page.**



Announcement

Test Announcement...just want to see how it looks

**CO** Save time when paying. Set up a preferred payment profile in the Payment Profile page.

Student Account ID: xxxxx5183

**Student Account** There is no activity on this account at this time.

View Activity Make Payment

**My Profile Setup**

- Authorized Users
- Personal Profile
- Payment Profile

**Step 8: Select Enroll Now to start the payment plan process.**

My Account Make Payment Payment Plans Deposits Help My Profile

## Payment Plans

Manage Plans Plan History

You are not yet enrolled in a payment plan for the current term.  
There are active plans for which you may be eligible to enroll.

Enroll Now

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**Step 9: Select the term from the drop down. Once the term has been selected, proceed by clicking select.**

The screenshot displays the 'Payment Plan Enrollment' interface. At the top, there is a navigation bar with a hamburger menu icon on the right. Below the title, a progress indicator shows three steps: 'Select' (with a document icon), 'Schedule' (with a calendar icon), and 'Agreement' (with a thumbs-up icon). The 'Select' step is currently active. A dropdown menu is open under the 'Select Term' label, showing three options: 'Select Term', 'Select Term', and 'Fall 2020'. The 'Fall 2020' option is highlighted in blue. To the right of the dropdown is a red 'Select' button, which is pointed to by a red arrow.

Payment Plan Enrollment

Select Schedule Agreement

Select Term

Select Term

Select Term

Fall 2020

Select

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**Step 10: There are 2 options on this page to proceed with establishing your payment plan**

**1. You can select DETAILS and it will take you to screen 10A below. This option allows you to verify the conditions of the payment plan.**

**OR**

**2. If you do not want to verify the conditions of the plan, proceed by clicking SELECT on this page and it take you to screen 10B.**

My Account Make Payment Payment Plans Deposits Help My Profile

## Payment Plan Enrollment

Select Schedule Agreement

Select Term: Fall 2020 [Select](#)

Plan Name	Setup Fee	Required Down Payment	Installments	Action
5 Month Payment Plan	\$70.00	20%	4	<a href="#">Details</a> <a href="#">Select</a>

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**Screen 10A - You can proceed by clicking select on this screen.**

CLARK ATLANTA UNIVERSITY

My Account Make Payment Payment Plans Deposits My Profile

5 Month Payment Plan

The 5 month payment plan is open for enrollment from July 1 - July 31. There is a one time application fee of \$70.00 that is required upon enrollment. Once the first installment is paid along with the application fee, your financial enrollment status will be updated.

Installment payments are due on the first of each month, regardless of what day you establish the plan.

A new payment plan must be established every semester.

If you miss a payment, a hold will be placed on your account until the plan is brought to a current status. All plans must be paid in full by November 1st.

Term(s): Fall 2020  
 Enrollment deadline: 7/31/20  
 Scheduled payments: Optional  
 Setup fee: \$70.00  
 Eligible charges and credits: \$11,023.00  
 Required down payment: \$2,204.60  
 Due at enrollment: \$2,274.60  
 Number of payments: 4  
 Installment payments: \$2,204.60  
 Payment frequency: Fixed Dates

Cancel Select

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**SCREEN 10B. You can expand the plan description by clicking Show More. Once you have verified the details, select Continue.**

My Account Make Payment Payment Plans Deposits Help My Profile

Payment Plan Enrollment

Select Schedule Agreement

5 Month Payment Plan

Plan Description

The 5 month payment plan is open for enrollment from July 1 - July 31. There is a one time application fee of \$70.00 that is required upon enrollment. Once the first installment is paid along with the application fee, your financial enrollment status will be updated.

Installment payments are due on the first of each month, regardless of what day you establish the plan.

Show More

Eligible Charges and Credits

Description	Charge(s)	Credit(s)
Fall 2020	11,023.00	
<b>Balance: 11,023.00</b>		
Required down payment	2,204.60	
Additional down payment	0.00	

Payment Schedule

The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan. Any additional amounts owed as reflected below will need to be paid separately. You may make a payment toward the amount not included in the plan after enrolling in the plan.

Description	Due Date	Amount(s)
Setup fee	Due now	70.00
Down payment	Due now	2,204.60
Installment 1	8/1/20	2,204.60
Installment 2	9/1/20	2,204.60
Installment 3	10/1/20	2,204.60
Installment 4	11/1/20	2,204.60
<b>Total of installments:</b>		<b>8,818.40</b>
<b>Total due now:</b>		<b>2,274.60</b>

Set up Automatic Payments

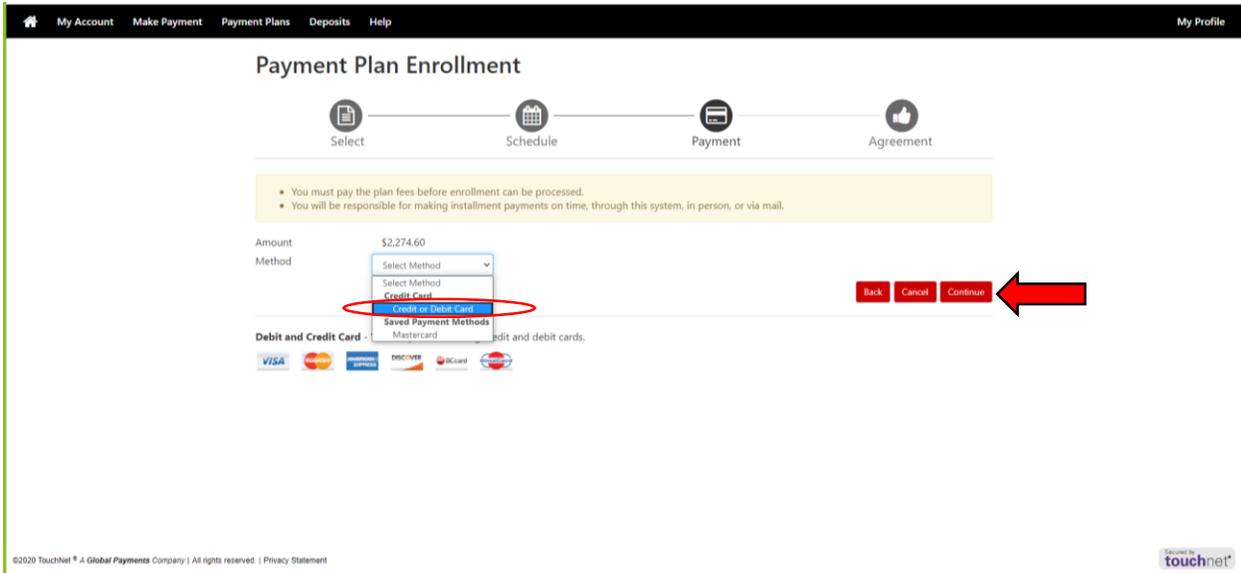
Would you like to set up payments to be made automatically on the dates shown above?

Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date.

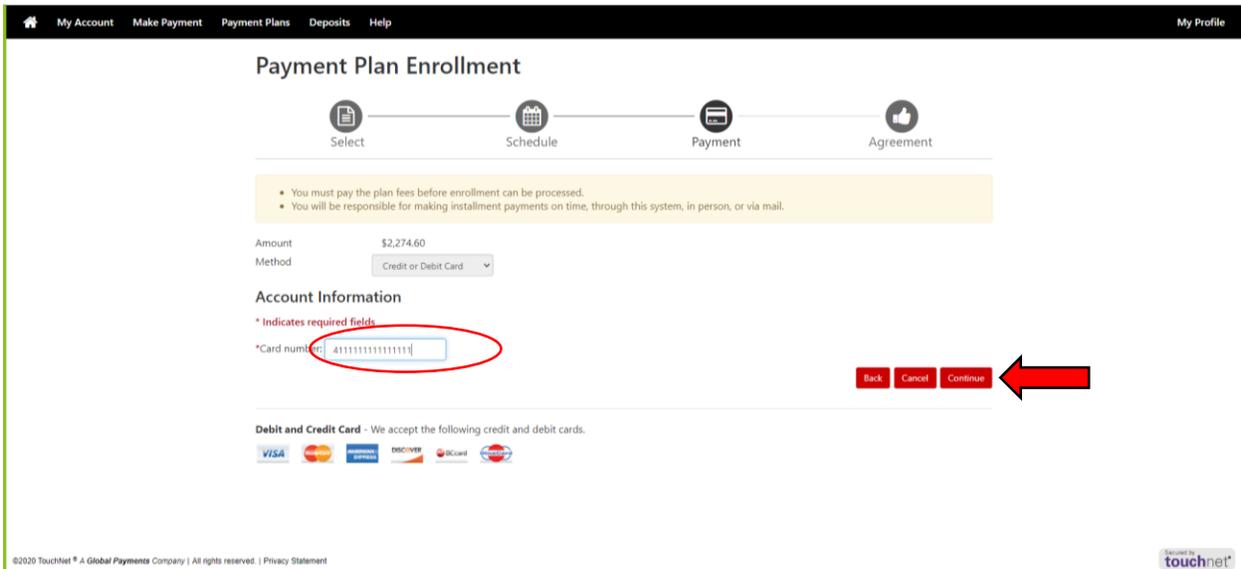
No, I don't want to set up payments. I will come back and make each payment on or before the due date.

Back Cancel Continue

**Step 11 Select your payment method. Click Continue to proceed.**



**Step 12: Enter your card number and select Continue to proceed.**



**Step 13: Enter the remainder of your credit card information. If you would like to save this card in your profile for future payments, you can save it here. Select Continue.**

My Account   Make Payment   Payment Plans   Deposits   Help My Profile

## Payment Plan Enrollment

Select — Schedule — Payment — Agreement

- You must pay the plan fees before enrollment can be processed.
- You will be responsible for making installment payments on time, through this system, in person, or via mail.

Amount: \$2,274.60  
 Method: Credit or Debit Card

**Account Information**

\* Indicates required fields

\*Card account number: xxxxxxxxxxxx1111

\*Name on card: Test Credit Card

\*Card expiration date: 07 / 2021

\*Card Verification Value: 123  
(View example)

**Option to Save**

Save this payment method for future use

Save payment method as: Test Credit Card  
(example My CreditCard)

Set as your preferred payment method. You can choose a different payment method prior to submitting any payment.

Back
Cancel
Continue

**Debit and Credit Card** - We accept the following credit and debit cards.

**Step 14: Scroll through the terms and conditions, select the box indicating that you agree to the terms and conditions. Select Continue to proceed.**

Clark Atlanta University   Logged in as

My Account   Make Payment   Payment Plans   Deposits

## Payment Plan Enrollment

- You must scroll through the full agreement and select "I agree" to continue.
- Your card information has been saved.
- By agreeing and continuing, you will also be submitting a payment today of \$2,274.60 as a part of your enrollment

Finance charge.

I, [REDACTED] hereby agree to pay the balance deferred as stated in this agreement in 4 installment payments on or before the due date specified for each installment. I understand that **INSTALLMENT AMOUNTS MAY CHANGE** over time to account for any new charges, payments, or financial aid adjustments. I also agree to pay the payment plan setup fee of \$70.00.

I also understand that failure to meet the terms of this agreement may entitle Clark Atlanta University to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes, (3) deny future enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full.

Installment 1 in the amount of **\$2,204.60 due on 8/1/20**  
 Installment 2 in the amount of **\$2,204.60 due on 9/1/20**  
 Installment 3 in the amount of **\$2,204.60 due on 10/1/20**  
 Installment 4 in the amount of **\$2,204.60 due on 11/1/20**

This agreement is dated 07/06/2020 14:14:53 PM EDT.  
 For fraud detection purposes, your internet address has been logged:  
 45.23.94.115 at 07/06/2020 14:14:53 PM EDT

**Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.**

To revoke this authorization agreement you must contact [studentacct@cau.edu](mailto:studentacct@cau.edu).  
 Print and retain a copy of this agreement.  
 Please check the box below to agree to the terms and continue.

I agree to the terms and conditions.

Print Plan Amounts
Print Agreement
Back
Cancel
Continue

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**Step 15: Once payment has been processed successfully, a receipt will populate on the screen and you will also receive an email confirming payment. You have the option to print.**

The screenshot shows a web portal interface with a navigation bar at the top containing 'My Account', 'Make Payment', 'Payment Plans', 'Deposits', and 'Help'. On the right side of the navigation bar is a 'My Profile' link. The main content area is titled 'Payment Receipt' and features a yellow confirmation box with two bullet points: 'Thank you, your payment was processed successfully.' and 'Your enrollment in 5 Month Payment Plan was processed successfully.' Below this is a 'Payment Confirmation' section with a two-column layout of payment details. A second yellow box at the bottom of the main content area states 'Card not present for this transaction. Please print this page for your records.' and a red 'Print' button is located to the right of this box. The footer contains the copyright notice '©2020 Touchnet® A Global Payments Company | All rights reserved. | Privacy Statement' on the left and the 'Secured by touchnet' logo on the right.

Payment date:	7/6/20
Payment Time:	14:16:42
Name of Payee:	Clark Atlanta University 223 James P. Brawley Dr. S.W. Atlanta, GA 30314
Card type:	VISA
Name on card:	Test Credit Card
Account number:	4000000000001111
Amount paid:	\$2,274.60
Description:	Student Account Payment
Student name:	Latonia Thompson
Confirmation Number:	20200706000002
Authorization Code:	131637
Payment method:	4000000000001111

**Congratulations!! You have now completed the financial enrollment process. Your status will be updated on Banner Web in an hour. Please verify your enrollment status by following these steps:**

**Log in to Banner Web – Student Services and Financial Aid- Student Records – Your Current Enrollment Status**