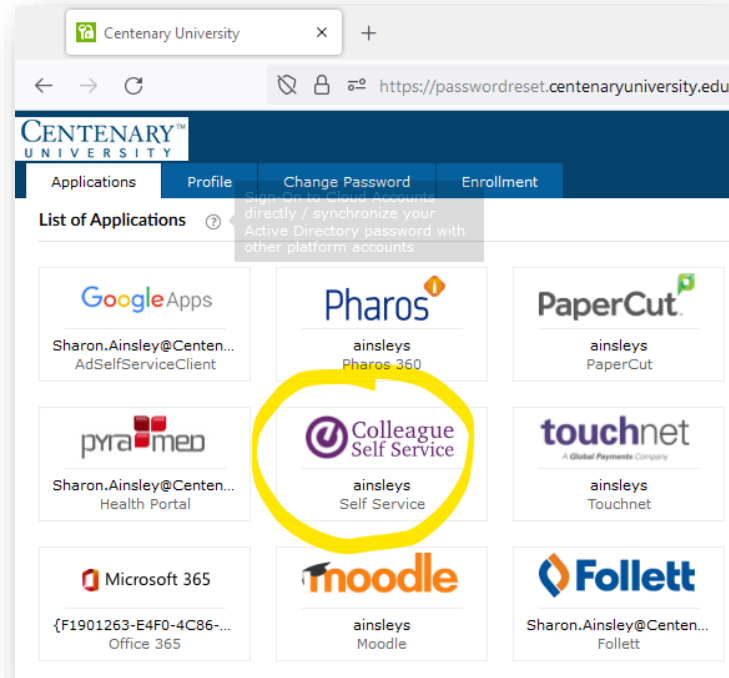


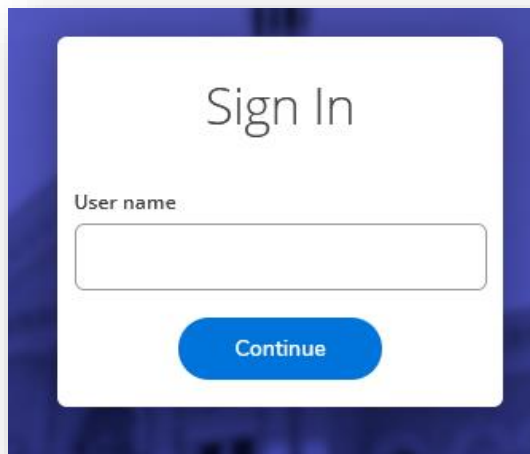


## Office of Information Technology Accessing the New Payment Center (Students)

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



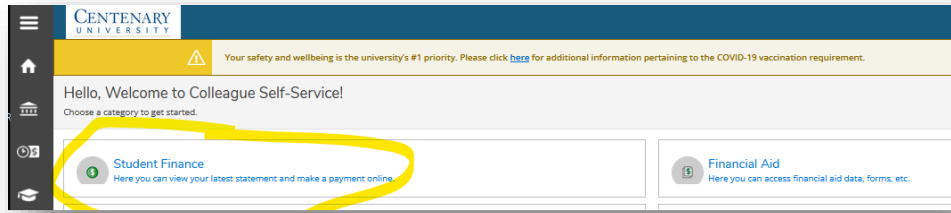
3. Enter your **USERNAME** on the login screen of Self-Service and click 'Continue' to be logged into **Colleague Self Service**.



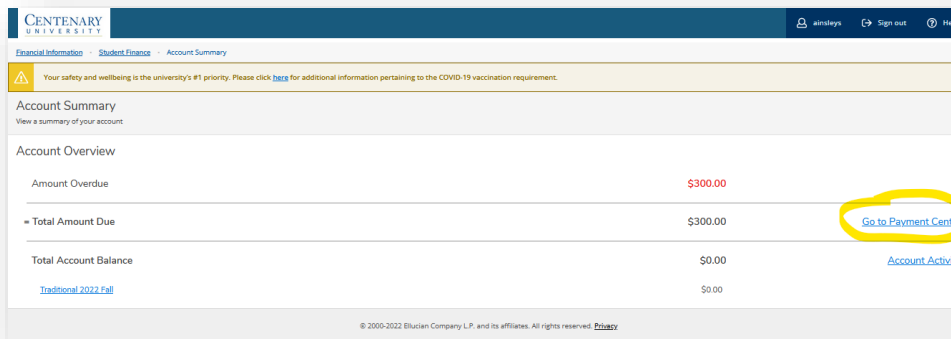


## Office of Information Technology

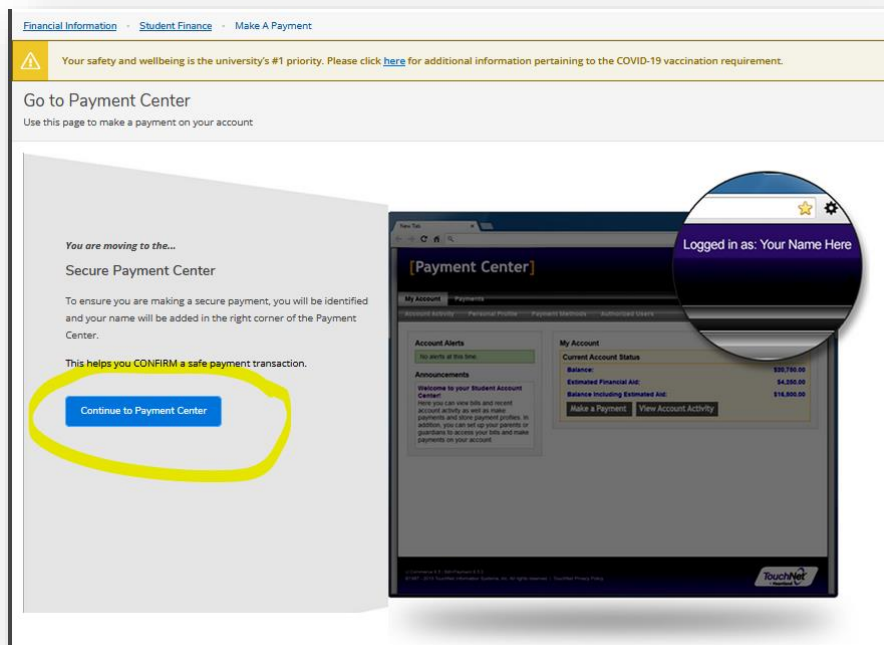
- On the main screen, click the 'Student Finance' button.



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



- On the **Go to Payment Center** page, click the blue button to continue to the Payment Center





## Office of Information Technology

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.

The screenshot shows the Centenary University Student Payment System interface. At the top, there is a navigation bar with the university logo and the text "CENTENARY UNIVERSITY". The user is logged in as "Sharon Ainsley" and can click "Logout". The main navigation menu includes "My Account", "My Profile", "Make Payment", "Payment Plans", "Deposits", "Refunds", and "Help".

**Announcement**

**Welcome to the Centenary University Student Payment System**

Here you can:

- View electronic bills and recent account activity
- Make payments and save preferred methods of payment for future use
- Setup a monthly payment plan
- Setup proxy users to pay on your behalf

Please be sure to setup your payment profile and add any family member that helps you with bills as an 'authorized user'.

**Payment Due Date**  
Information located [here](#).

**HEALTH INSURANCE WAIVER – All new traditional full-time**

**Student Account** ID: xxx6708

Balance \$0.00

[View Activity](#) [Enroll in Payment Plan](#) [Make Payment](#)

**Statements**

[Click the button to view your current account balance and details.](#) [View Real Time Statement](#)

**My Profile Setup**

- Authorized Users
- Personal Profile
- Payment Profile
- Security Settings
- Consents and Agreements
- Electronic Refunds

**Term Balances**