

HOW TO PAY YOUR TUITION ONLINE

Before beginning the payment process, please review, the helpful hints at end of document

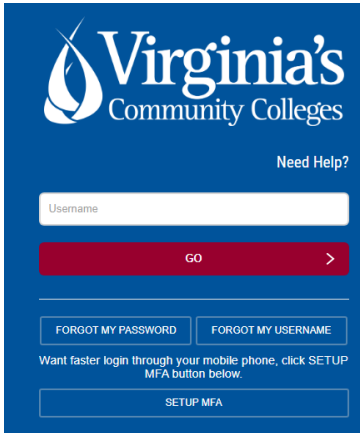
1. To pay your tuition online, login into MyVPCC (located on vpcc.edu website under Current Student)

MyVPCC

Sign in to access Navigate, Canvas, college email, and the Virginia Wizard. Click SIS to access your Student Center, which allows you to register for classes and contains your class schedule, the graduation application, your To Do List, and access to Quick Pay to pay your tuition.

Sign in to MyVPCC

2. Enter your login credentials and select the "GO" button



Virginia's
Community Colleges

Need Help?

Username

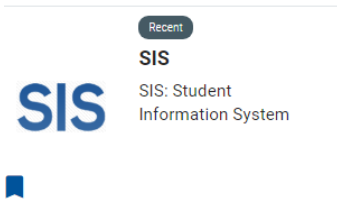
GO

FORGOT MY PASSWORD FORGOT MY USERNAME

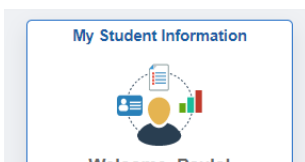
Want faster login through your mobile phone, click SETUP MFA button below.

SETUP MFA

3. Select the SIS (Student Information System) Icon



4. Select the My Student Information tile



Student Message Center

[Message Center](#)

Academics [Enrollment Shopping Cart](#)

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)
[Apply for Graduation](#)

other academic...

Finances

VA Peninsula Community College [Select College](#)
 To view your information at another VCCS college click the [Select College link](#)

My Account
[Apply for Payment Plan](#)

Account Summary

You owe 480.60.

- Due Now 0.00
- Future Due 480.60

For an updated balance, click on [Account Inquiry](#).

Charges due may not reflect all financial aid, payment plan or third party payments.

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

[Make a Payment](#) ▶
[Apply for Payment Plan](#) ▶
[Manage Refunds](#) ▶

other financial...

Please note that all tuition and most fees are set by the State Board for Community Colleges and are subject to change each semester without prior notice.

- From the Student Service Center page, click on **“Make a Payment”**. This will open the student portal to access the enterprise account.

Please Note: The very first time logging in, the following page will open.

Create Account

Contact Info
 Welcome. Please take a few moments to review and complete your contact information.

Name

Prefix

First Name*

Middle Name

Last Name*

Suffix

Address

Country*

Address Line 1*

Address Line 2

Add another address line

City*

State*

Zip*

Time Zone*

E-mail

E-mail 1*

Add another e-mail address

All correspondence will be sent via e-mail only
 Correspondence will be sent to all e-mails provided

Phone Numbers

At least one phone number is required.

Daytime Phone

Evening Phone

Mobile Phone

I certify that I am the subscriber to the provided cellular or other wireless number. To stay informed and receive the best service, I authorize NetNet and its representatives and agents to contact me regarding my account at any current and future numbers that I provide for my cellular, telephone or other wireless device using automatic dialing systems, artificial or prerecorded messages, and/or SMS text messages. I understand that standard message and data rates may be charged by my service provider(s). By clicking "Submit" below, you agree to such contact related to your account.

Submit

After clicking the “Submit” button, the following page will be presented requesting a 4 digit pin number be created. *The 4 digit PIN is used to verify identity when phoning the customer service call center.*

Review Items

The following item(s) require your attention before proceeding.

Create A 4-Digit PIN To Continue

The 4-Digit PIN will be used to validate your identity when you make inquiries by telephone. Choose something you will easily remember.

*4-Digit PIN:

Once the 4 digit PIN has been entered, select the “OK” button, and your home page will be displayed

6. Once on the home page, the balance owed will be displayed.

The screenshot shows the top navigation bar with 'Home', 'My Profile', and 'Financial Accounts'. Below the navigation bar, the user is greeted with 'Hello'. The main content area features a 'Payment Activity' section with a current balance of \$389.80 and a 'Make a Payment' button.

7. To make a payment, Select the **Make a Payment** Button.

The 'Make A Payment' page shows a progress bar with three steps: 1. Select A Payment, 2. Payment Method, and 3. Receipt. The current step is 'Select Accounts to Pay'. A table lists accounts with columns for Account, Term, Current Balance, and Payment Amount. The 'Charges' account for Fall 2020 has a current balance of 389.80 and a payment amount of 50.00. A note indicates that the balance is eligible for a payment plan. The 'Next - Payment Method' button is highlighted.

ACCOUNT	TERM	CURRENT BALANCE	PAYMENT AMOUNT
<input checked="" type="checkbox"/> Charges	Fall 2020	389.80	\$ 50.00

8. Next enter the amount of payment, then click on **Next – Payment Method** Button and select payment method

The 'Payment Method' page shows a dropdown menu for 'Payment Method' and a 'Payment Method Disclosure' box. The disclosure text states: 'Card Transactions for Thomas Nelson Community College are Processed Through Netnet Campus Commerce, USA'. The 'Next - Payment Method' button is highlighted.

Payment Method

Bank Account
 Credit / Debit Card
 International Payment

Bank Account Details
All fields are required.

Account Holder Name

Bank Name

Account Type Checking Savings

Routing Number ?

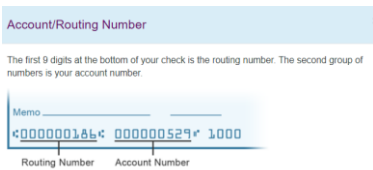
Invalid Routing Number

Account Number ?

Save bank account to Financial Accounts for future use?

[Cancel](#) [Save & Continue](#)

If using an e-check/bank account, you can click on the ? next to the Routing number or Account Number box, instructions are provided on where to locate the routing number and account number on a check.



If you wish to save this payment profile for future payments, select the box above the [Save & Continue](#) button.

Home My Profile Financial Accounts Signed in as Cindy

Make A Payment
Cindy Student ID: 12373

1 Select A Payment 2 Payment Method 3 Receipt

Payment Method

VISA ending in 1111
 International Payment
 My Bank ending in 7777
 or Add a New Account

Netnet Returned Payment Fee Policy

Total Amount

Institution Amount	\$50.00
Total	\$50.00

[Cancel](#) [Pay \\$50.00 Now](#)

9. Next verify the information and then click on the [Pay Now Button](#) at the bottom of the page.

Thank You

Your payment for \$50.00 has been authorized and submitted.
A transaction receipt was sent to TestAccount1@factsmgf.com

[Proceed to Home](#)

Summary

Institution	Thomas Nelson Community College
Customer	Cindy Student
Student ID	12373
Payment Date	02 Oct 2020
Account Holder Name	Daddy Student
Account	My Bank - 7777
Institution Payment Amount	\$50.00

This is an immediate one-time payment and cannot be canceled. If you have any questions, contact Netnet at (800)609-8056.

Authorization ▼

10. Click on [Proceed to Home](#) Button to see the balance has been reduced by the payment made.

If assistance is needed, click the [Customer Service](#) Link

Customer Service



Please refer to the Frequently Asked Questions before calling.
(800)605-8056

Frequently Asked Questions

Sign In Issues

[Expand All](#) | [Collapse All](#)

- My username and/or password are not recognized
- I have not received an e-mail after requesting my username/password
- What is a registration code? How do I find it?
- My account is locked
- I have forgotten the e-mail address I used when I registered (or the e-mail address I used is no longer valid)
- How do I change my password, security questions, or e-mail address?

Common Questions

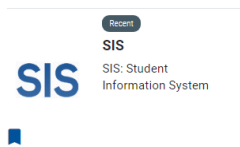
[Expand All](#) | [Collapse All](#)

- I receive a message at the top of the page that says my cookies are not enabled
- I receive a message at the top of the page that says I already have a session open
- How can I make this web site a favorite or bookmark in my browser?
- When I click on a paperclip or other document link to view, nothing happens
- Who can I contact with questions about a credit card transaction?

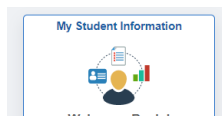
HELPFUL HINTS:

1. Before making a payment, verify that your User Preferences are set to Virginia Peninsula Comm College by following the directions below.

- A. Select the SIS (Student Information System) Icon



- B. Select the My Student Information tile.



This should display your Student Center

Student Message Center

Message Center

Academics

Search Enrollme
 Plan
 Enroll
 My Academics
 Apply for Graduation

other academic... »

Finances

VA Peninsula Community College [Select College](#)
 To view your information at another VCCS college click the Select College link above.

My Account i You have no outstanding charges at this time.
 Account Inquiry

Financial Aid
 View Financial Aid [Make a Payment](#) ▶
 Accept/Decline Awards [Apply for Payment Plan](#) ▶
[Manage Refunds](#) ▶

other financial... »

Please note that all tuition and most fees are set by the State Board for Community Colleges and are subject to change each semester without prior notice.

Personal Information

Demographic Data
 Emergency Contact
 Names
 User Preferences

other personal... »

C. Scroll to the bottom of the page to the Personal Information section and select the last option “User Preferences”

Personal Information

Demographic Data
 Emergency Contact
 Names
 User Preferences ←

other personal... »


D. Verify that VA Peninsula Community College is selected from the dropdown list for Institution and click the “Save” button

Personal Information **Security** Participation

[FERPA Restrictions](#) | [User Preferences](#)

User Preferences


To facilitate your navigation through the different pages, and to avoid having to select the generic values, you may default your most commonly used values for the following fields. Other values will remain available for selection as appropriate for each feature.

Institution VA Peninsula Community College 

Academic Career

Term

Aid Year

Save 

2. If you are using a mobile device to access your student account to make a payment and are having difficulties, please try using a computer or laptop. Not all mobile devices are compatible with the payment function.
3. When making a payment ensure your popup blocker has been disabled.