

User Guide for Using the TouchNet Payments Via the Student Portal

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The purpose of this document is to walk you through setting up your payment information in Student Portal and making a payment for tuition, admission deposit, or graduation fee. Please note that only active students can log on to the student portal and perform these instructions.

Prerequisites

The following are the prerequisites for using this payment method:

- 1. Must be enrolled as a Bermuda College student
- 2. Must have network account to log on.

STEPS

- Launch a browser and navigate to https://www.college.bm and click on the MENU, then click on CURRENT STUDENT
- 2. Login to the **Student Portal** by clicking the highlighted item below and entering your username and password

REGISTER NOW

STUDENT PORTAL

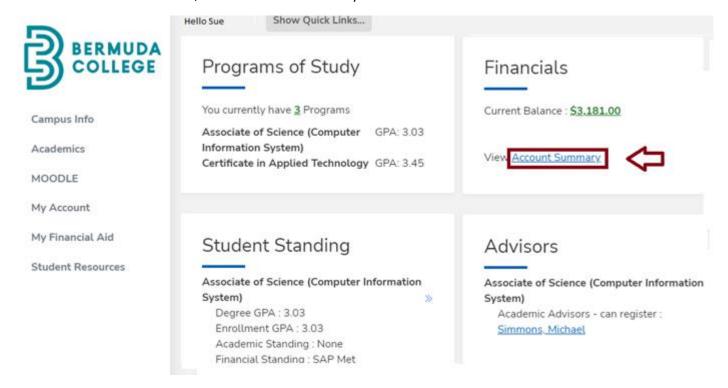
Login to the Student Portal o register for Courses, view your Grades, get your Schedule, change your Contact Information and access your Account.

Please note, online registration is only available for current or recent students (past three terms) with an active College computer account. Please contact serr@college.bm for more information.

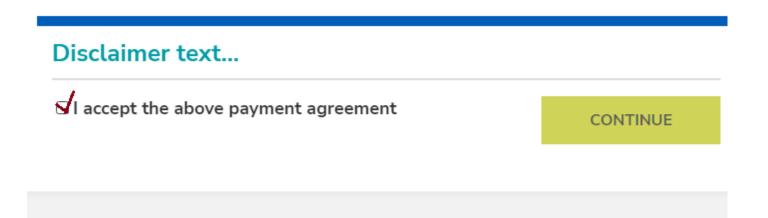
- Course Schedule (no login required)
- Transcript Requests
- Instructions on how to check your balance.
- Instructions on how to process online payments.

Student Login							
Required Field *	<u>U</u> sername ★						
	Password *	Password is case sensitive					
		LOGIN					

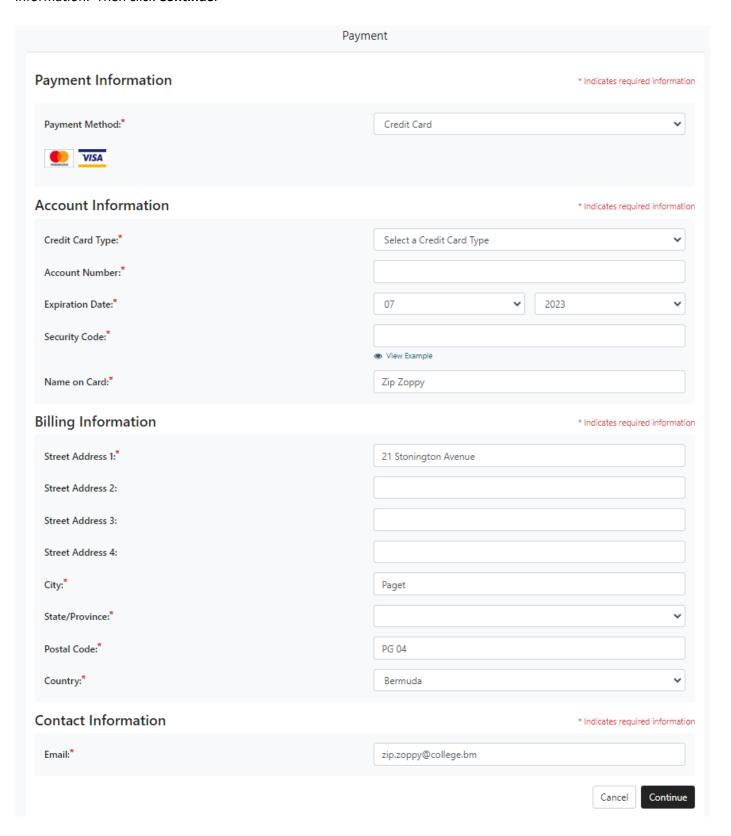
3. Inside the **Student Portal**, click on Account Summary



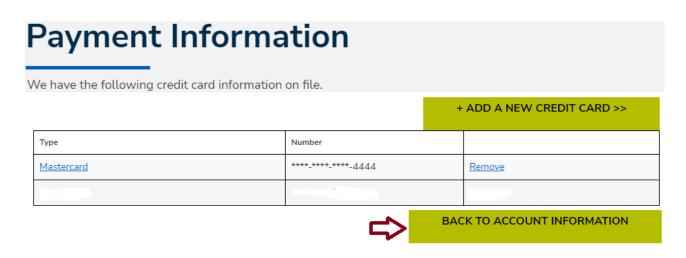
4. Scroll down to the bottom of the screen and tick "I accept the above payment agreement". Then click **CONTINUE**



5. If you do not have a payment method in the system, click ADD A PAYMENT METHOD and complete the payment information. Then click Continue.



6. After completing a new payment Information, click **BACK TO ACCOUNT INFORMATION** to complete the payment



7. Select a payment method by using the down arrow. Then, enter the amount you would like to pay, and click PAY.

Enter your payment information below. To add another payment method, click on the Add a Payment Method link.

Online Payment Information

Make my payment from	Mastercard (****-****-4444)		\$ ~
	ADD A PAYMENT METHOD		
Pay This Amount	0.00		
	(Do not use commas)		
Payment will be applied to term	Fall 2023		₽ ,
		CANCEL	PAY

CONFIRM PAYMENT

8. Confirm your payment by clicking CONFIRM PAYMENT

Enter your payment information below. To add another payment method, click on the Add a Payment Method link. **Online Payment Information** Make my payment from Mastercard (****-****-2502) ADD A PAYMENT METHOD Payment Amount \$2.00 Payment will be applied to term Fall 2023 Review the payment information and transaction fees (if any). Press 'Confirm Payment' to continue with posting the payment froi CANCEL

9. After you confirm, a confirmation page will be displayed. Click **COMPLETE**

Total **PAY NOW** Current Balance: \$3,181.00 Enter your payment information below. To add another payment method, click on the Add a Payment Method link. **Online Payment Information** Make my payment from Mastercard (****-****-2502) ADD A PAYMENT METHOD Pay This Amount \$2.00 Payment will be applied to term Fall 2023 Payment Receipt 23-208-0002 Payment has been posted to your account. To avoid duplicate posting, do not use your browser's Back button or Refresh button. Click 'Complete' to finish PRINTABLE VERSION COMPLETE

10. You may view your ledger card by click the Account details as shown below:

Account Details Payment Schedule		nedule	My Statements	Registratio	Registration Bill						
Acco	Account Details										
Showing 1 to 18 of 18 entries Search											
Trans	Post Date	Date	Transaction Due Date	Transaction Details	Check#/Ref	Amount	Balance *				
18	7/27/2023 10:47:37 AM	7/27/2023 10:47:37 AM		Payment on Account	ONLINE	(\$2.00)	\$3,179.00				
17	6/6/2023 12:43:05 PM	6/6/2023 12:00:00 AM		College Promise Students	AUTO: 060623	\$2,720.00	\$3,181.00				
16	6/6/2023 12:43:05 PM	6/6/2023 12:00:00 AM		<u>Lab Fee - Liberal Arts</u>	AUTO: 060623	\$50.00	\$461.00				
15	4/5/2023 2:41:15 PM	4/5/2023 12:00:00 AM		College Promise Students	Auto - 040523	\$465.00	\$411.00				
14	2/15/2023 2:27:26 PM	2/15/2023 12:00:00 AM		Transfer Credit Payment	transf cr to 23SP fr 22FA line#9	(\$166.00)	(\$54.00)				
13	2/15/2023 2:26:41 PM	2/15/2023 12:00:00 AM		Transfer Credit Payment	transf cr fr 22FA line#9 to 23SP	\$166.00	\$112.00				
12	1/30/2023 12:44:58	1/30/2023 12:00:00 AM		Book Salos	roc 558960	\$112.00	(\$E4.00)				