



# **User Guide for Using the TouchNet Payments Via the Student Portal**

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## Introduction

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

1. 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](#)** [to 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](mailto: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 ★

Username ★

Password ★

Password is case sensitive

LOGIN

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

Hello Sue Show Quick Links...

**BERMUDA COLLEGE**

Campus Info  
Academics  
MOODLE  
My Account  
My Financial Aid  
Student Resources

### Programs of Study

You currently have 3 Programs

Associate of Science (Computer Information System) GPA: 3.03  
Certificate in Applied Technology GPA: 3.45

### Financials

Current Balance : **\$3,181.00**

View **Account Summary** ←

### Student Standing

Associate of Science (Computer Information System) »

Degree GPA : 3.03  
Enrollment GPA : 3.03  
Academic Standing : None  
Financial Standing : SAP Met

### Advisors

Associate of Science (Computer Information System)

Academic Advisors - can register :  
[Simmons, Michael](#)

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

## Disclaimer text...

I accept the above payment agreement



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**.

### Payment

#### Payment Information \* Indicates required information

Payment Method:\*

#### Account Information \* Indicates required information

Credit Card Type:\*

Account Number:\*

Expiration Date:\*

Security Code:\*

[View Example](#)

Name on Card:\*

#### Billing Information \* Indicates required information

Street Address 1:\*

Street Address 2:

Street Address 3:

Street Address 4:

City:\*

State/Province:\*

Postal Code:\*

Country:\*

#### Contact Information \* Indicates required information

Email:\*


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

## Payment Information

We have the following credit card information on file.

Type	Number	
<a href="#">Mastercard</a>	****-****-****-4444	<a href="#">Remove</a>


[+ ADD A NEW CREDIT CARD >>](#)

 [BACK TO ACCOUNT INFORMATION](#)


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  

[ADD A PAYMENT METHOD](#)

Pay This Amount    
(Do not use commas)

Payment will be applied to term  

[CANCEL](#) [PAY](#)

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 from your account.

**CANCEL**

**CONFIRM PAYMENT**

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	My Statements	Registration Bill			
<b>Account Details</b>							
Showing 1 to 18 of 18 entries				Search <input type="text"/>			
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		<a href="#">Payment on Account</a>	ONLINE	(\$2.00)	\$3,179.00
17	6/6/2023 12:43:05 PM	6/6/2023 12:00:00 AM		<a href="#">College Promise Students</a>	AUTO : 060623	\$2,720.00	\$3,181.00
16	6/6/2023 12:43:05 PM	6/6/2023 12:00:00 AM		<a href="#">Lab Fee - Liberal Arts</a>	AUTO : 060623	\$50.00	\$461.00
15	4/5/2023 2:41:15 PM	4/5/2023 12:00:00 AM		<a href="#">College Promise Students</a>	Auto - 040523	\$465.00	\$411.00
14	2/15/2023 2:27:26 PM	2/15/2023 12:00:00 AM		<a href="#">Transfer Credit Payment</a>	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		<a href="#">Transfer Credit Payment</a>	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		<a href="#">Book Sales</a>	rec 558960	\$112.00	(\$54.00)