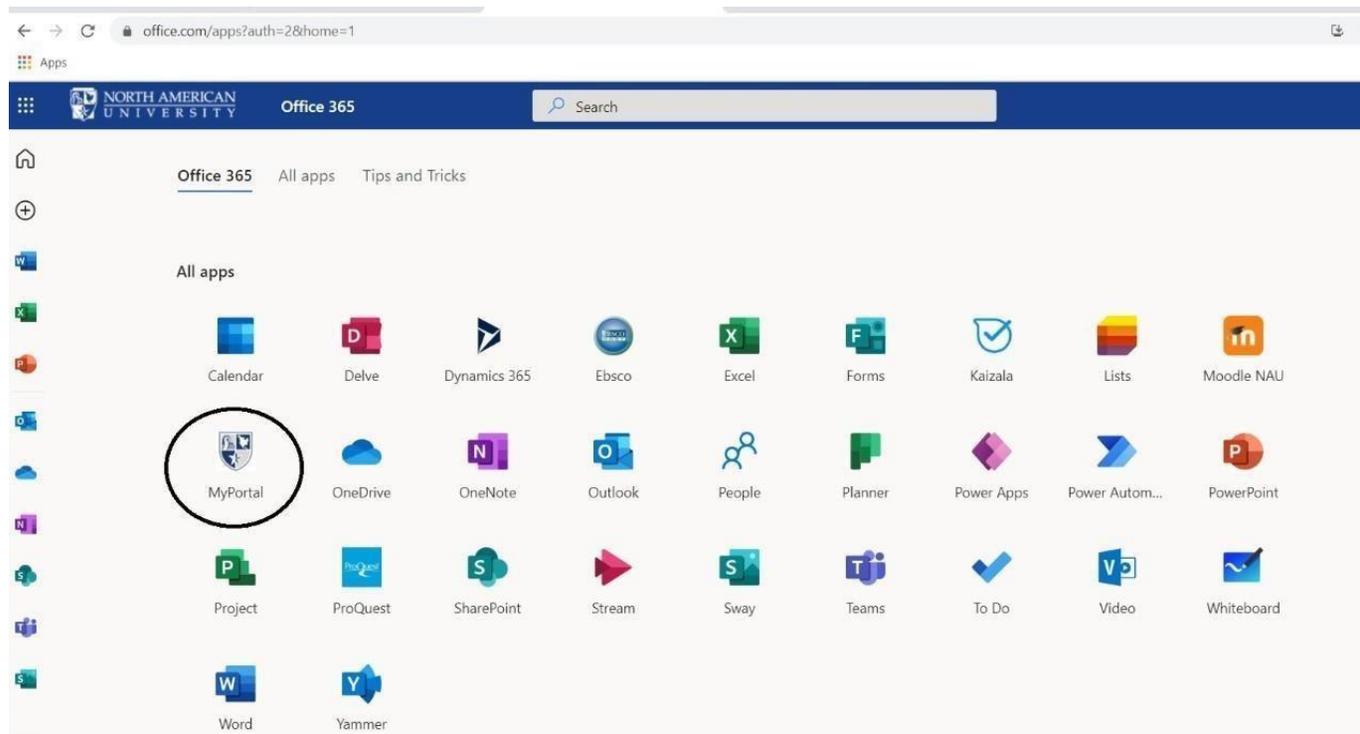


ONLINE PAYMENT INSTRUCTIONS

1. Go to office 365 web

Login by the user name (you do not need to type @na.edu part) and password provided by our IT department; Don't forget, you need only one user name and password to use any service for NAU (Computers in library and in computer labs, email accounts, MyNau and Moodle, all with one single sign in).

2. After logging in, 'My apps' page will show (see below), you should be able to see 'MyPortal' there. Click it and it will take you to the student portal called 'MyPortal'.



3. When you click 'MyPortal', the system will transfer you to NAU Portal.

4. Then click 'Students' tab.

NORTH AMERICAN UNIVERSITY

Home Academics **Students** Campus Life Admissions Alumni My Pages

You are here: Home > Home

Portal

Home

Quick Links

- My Pages
- My Courses
- Financial Aid Student Portal
- NAU Library

Portal

Welcome To North American University

NORTH AMERICAN UNIVERSITY

5. After clicking on 'Student' Tab, below shown image should be seen. Here, you need to click on 'Student Accounts' to see your financial information.

The screenshot displays a student portal interface. At the top, a dark blue navigation bar contains the following tabs: Home, Academics, Students, Campus Life, Admissions, Alumni, and My Pages. Below this bar, a breadcrumb trail reads: "You are here: Students > Home > Student Home Page".

On the left side, there is a vertical sidebar menu with the following items: Students, Home, NAU Academic Calendar, Advising, Student Accounts (circled in red), Forms, Grades, Housing, Registration, Major Exploration, My Residence Information, Student Forms, My Course Schedule, My Unofficial Transcript, My Grade Report, My Vehicle Information, Payment Checkout, and Quick Links.

The main content area is titled "Students" and is divided into two primary sections:

- Registration:** This section features a dropdown menu set to "2019-2020 Academic Year - Fall". Below it is a "Registration" card with a clock icon, showing "0 hrs planned | 9 hrs registered".
- Academics:** This section includes a warning message: "Academic standing for this term: Good Standing". Below this is an "Academic" card with a graduation cap icon, displaying the following information: "Classification: Graduate | Career GPA: 3.73 | Career Hrs: 60.00 | Expected Graduation: 2021-2022 Academic Year - Fall". At the bottom of this card are three buttons: "View student academic information", "View student grade report", and "View unofficial transcript".

6. Once clicking on the 'Student Accounts' you should see a drop down menu that has the options seen on the image below, click on 'Financial Account' and follow the instruction promptly to make a payment by using your debit/credit card or bank account.

The screenshot shows the NAU website's navigation bar with links for Home, Academics, Students, Campus Life, Admissions, Alumni, and My Pages. Below the navigation bar, a breadcrumb trail indicates the user is in 'Students > Student Accounts'. A left-hand navigation menu lists various services, with 'Student Accounts' selected and a sub-menu open. The sub-menu includes 'Announcements', 'Financial Account' (circled in red), 'Payment Plans', 'Financial Document Center', and 'Direct Deposit'. The main content area is titled 'Student Accounts' and features a 'Financial Account' section. This section displays the 'Balances Due' for the 2020-2021 Academic Year - Spring, showing an amount due of 3,075.03 and a 'Make payment' button. Below this, there is a link to 'View account details & history'. To the right, an 'Announcements' portlet is empty. At the bottom, a 'Payment Plans' section contains a text box explaining that tuition payment plans allow for monthly payments instead of a lump sum, and provides contact information for questions.

Home Academics Students Campus Life Admissions Alumni My Pages

You are here: [Students](#) > [Student Accounts](#)

Students

- Home
- NAU Academic Calendar
- Advising
 - Student Accounts
 - Announcements
 - Financial Account**
 - Payment Plans
 - Financial Document Center
 - Direct Deposit
- Forms
- Grades
- Housing
- Registration
- Major Exploration
- My Residence Information
- Student Forms
- My Course Schedule
- My Unofficial Transcript

Student Accounts

Financial Account ⓘ

Balances Due

Amount Due For

3,075.03 [Make payment](#)

Total Balance Due: 3,075.03

[Account statement](#) | [View account details & history](#)

Announcements ⓘ

There is no content in this portlet.

Payment Plans ⓘ

Tuition payment plans offer a convenient way to help you manage college expenses. Instead of paying your college bill for a semester or quarter at once, you can split your college bills into equal monthly payments. These plans offer greater flexibility in budgeting semester costs to best fit your needs and can be a reasonable alternative to education loans if you can afford to pay tuition, just not in one lump sum. For any questions, please contact sa@na.edu.

Your Payment Plans (1 of 1)

7. Make a payment using your debit/credit card After you click 'Make Payment', you'll see the page shown below. You may select 'Credit Cards' and click 'Continue'. Please make sure that you will be charged 2.25% transaction fee when you use your debit/credit card as a payment method.

You are here: [Students](#) > [Student Accounts](#)

- Students
- Home
- NAU Academic Calendar
- Advising
- Student Accounts
- Announcements
- Financial Account
- Payment Plans
- Financial Document Center
- Direct Deposit
- Forms
- Grades
- Housing
- Registration
- Major Exploration
- My Residence Information
- Student Forms
- My Course Schedule
- My Unofficial Transcript

Student Accounts

Financial Account

Announcements

There is no content in this portlet.

Balances Due

Amount Due For

3,075.03 [Make payment](#)

Total Balance Due: 3,075.03

[Account statement](#) | [View account details & history](#)

Payment Plans

Tuition payment plans offer a convenient way to help you manage college expenses. Instead of paying your college bill for a semester or quarter at once, you can split your college bills into equal monthly payments. These plans offer greater flexibility in budgeting semester costs to best fit your needs and can be a reasonable alternative to education loans if you can afford to pay tuition, just not in one lump sum. For any questions, please contact sa@na.edu.

Your Payment Plans (1 of 1)

8. Next, you'll choose term. For students who signed up for our monthly payment plan please click on your payment plan. Then please click 'Continue Payment Checkout' and complete your debit/credit card information and save it.

Payment Checkout

Quick Links

- My Pages
- My Courses
- Financial Aid Student Portal
- NAU Library

<input type="checkbox"/>	2019-2020 Academic Year - Spring Credit balance	\$0.00
<input type="checkbox"/>	2020-2021 Academic Year - Fall Credit balance	(\$12.00) No payment currently due
<input checked="" type="checkbox"/>	2020-2021 Academic Year - Spring Balance	\$3,075.03

Payment amount

Payment Plan Amounts Due

- NAU Fall 2020 Payment Plan-B

Pay by Credit card E-check

Your Total Payment Amount **\$3,075.03**

\$0.00 convenience fee added for credit card use.

Payment date 2/22/2021

[Continue payment checkout](#)

9. Fill all required information

Students

- Home
- NAU Academic Calendar
- Advising
- Student Accounts
- Forms
- Grades
- Housing
- Registration
- Major Exploration
- My Residence Information
- Student Forms
- My Course Schedule
- My Unofficial Transcript
- My Grade Report
- My Vehicle Information
- Payment Checkout

Quick Links

- My Pages
- My Courses
- Financial Aid Student Portal
- NAU Library

Payment Checkout

Order Summary

Invoice Number	3530	Total	\$ 3,075.03
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Card Number * Exp. Date * Card Code *

Billing Address

First Name * Last Name *

Billing Country *
USA

Street Address * Zip *

State * City *

Phone Number

Email *

Pay Cancel

10. Finally, click 'Pay' to finish payment.

Please Note on "Student Accounts" drop down menu you will find all information about your financial account, you may sign up for payment plan, download your statement, T-1098 and sign up for direct deposit. For the further inquiries please feel free to send an email to sa@na.edu.