




Traditional Payment Form Instructions

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1. If you have not already done so; go to myaccount.gcu.edu and set up your password.



GRAND CANYON UNIVERSITY™

FIND YOUR PURPOSE



Accounts@GCU

Welcome to Grand Canyon University's password management site! This site will allow you to register your GCU password for our self-service password reset and set up your password. Your GCU password is used to access the Portal, Email, ANGEL, and the Library.

If you need help, the following resources are available:

- [Help Using Accounts@GCU - Student](#)
- [Help Using Accounts@GCU - Faculty](#)
- [Video Walkthrough](#)

Password Management




[Register for Password Reset](#) [Reset my Password](#)

Contact Tech Support

Hours
Monday - Friday
6 a.m. - 12 a.m. MST

Saturday - Sunday
7 a.m. - 12 a.m. MST

Top ▲

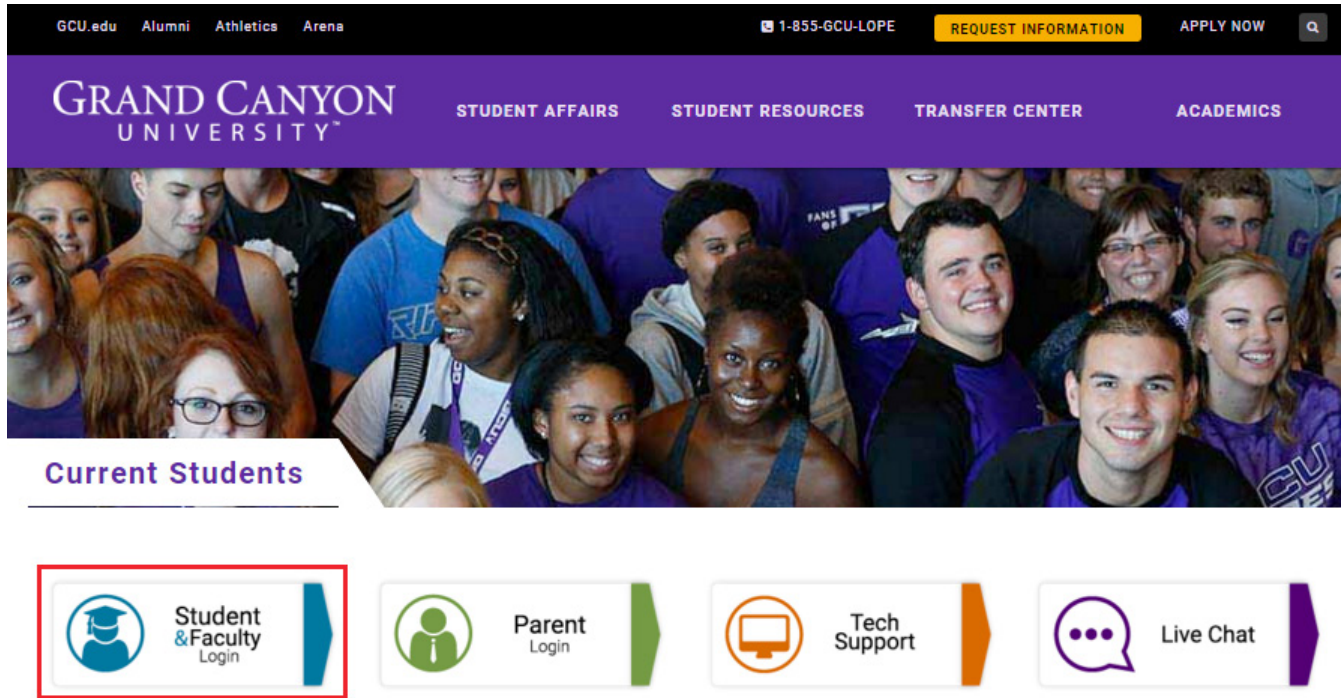


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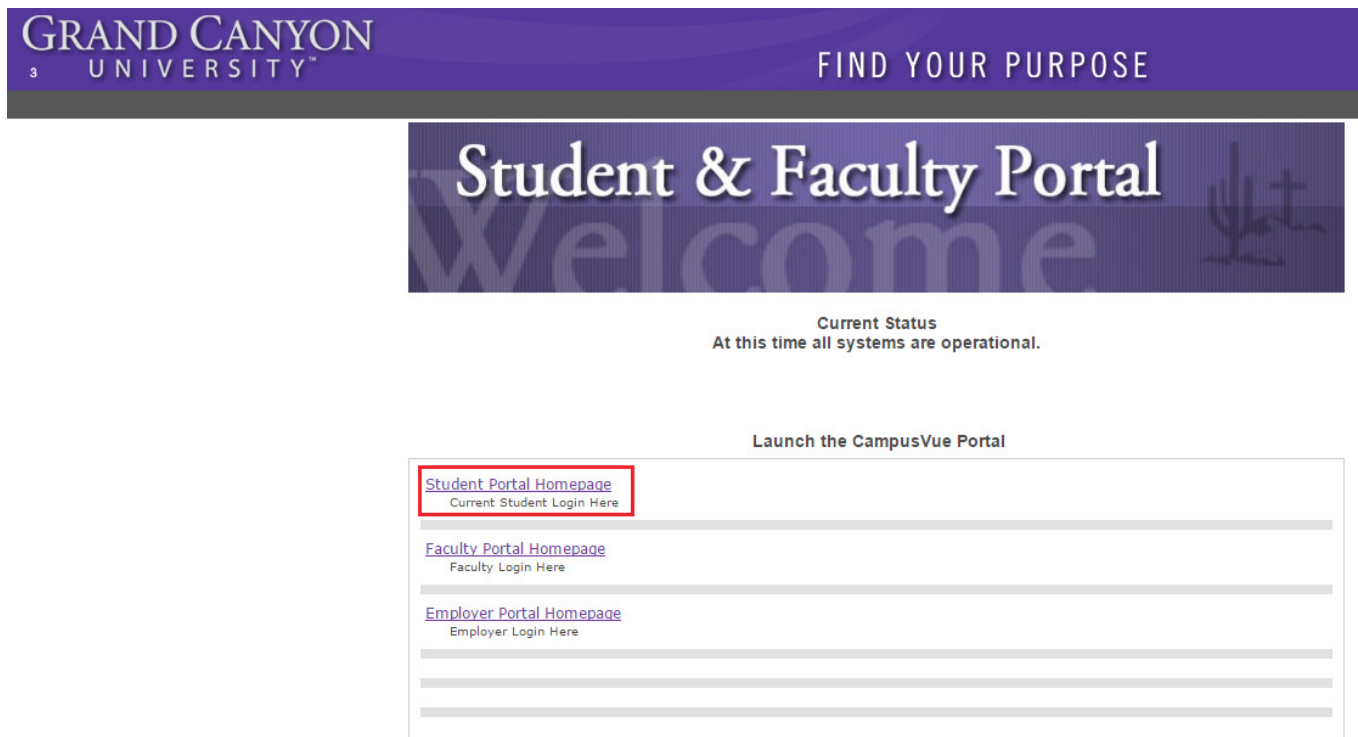
Grand Canyon University © 2011 - All Rights Reserved. - Call 1.877.860.3951 Grand Canyon University is an accredited university founded in 1949. We offer online education, online degree programs, campus based classes, MBA degree programs and an Executive MBA.

Traditional Payment Form Instructions

2. Access your student portal at student.gcu.edu then click on either location shown below.



3. Click 'Student Portal'.



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4. Login.

GRAND CANYON UNIVERSITY™ FIND YOUR PURPOSE

Student & Faculty Portal

Welcome

Login

Required Field*

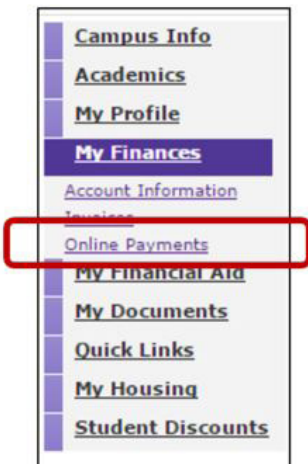
Please Login

Username*

Password* Password is case sensitive

[Trouble logging in?](#)

5. Once logged in to the student portal choose 'My Finances' on the left hand side of the screen and then 'Online Payments'.



6. Select 'Click here to make payment'.

Your Account	
Balance Less Anticipated Aid	\$0.00
Credit Balance	\$0.00
Upcoming Installment Amount	\$0.00
Click here to make a payment (4 - your Balance by Term displayed)	

Your Recent Portal Payments		
		View All
11/02/2015	\$1,639.83	View
11/02/2015	\$4,190.45	View
09/15/2015	\$819.91	View

Parent PINs	
	Add New
You currently have the following Parent PINs set up.	
Portugal	Edit Delete

Installation Payment Plans
Enroll in your 2016 Spring Installment Plan

Non-Auto Payment Saved Accounts
Add New
The delete link will not appear if the saved account is designated for use by a current auto payment, recurring payment, or eRefund deposit, or if it has been used in a previous transaction.
Edit Delete

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7. This screen will display your balances by term. If no active balance in a term, a **'Pre-payment'** option will be displayed to choose.

The screenshot shows the Grand Canyon University Student Account Online interface. At the top, there is a navigation bar with links for 'Your Account', 'Make Payment', 'Payment', 'Help', and 'Sign Out'. Below the navigation bar is the university logo and the text 'Student Account Online'. A message states: 'Your account does not currently have any outstanding charges.' Below this message is a table with the following structure:

Description	Price	View
Pre-Payment		View Details

The 'Pre-Payment' text in the table is highlighted with a red rectangular box.

8. Input the amount of the payment and select **'Continue to make payment'**.

The screenshot shows the Grand Canyon University Student Account Online interface. At the top, there is a navigation bar with links for 'Your Account', 'Make Payment', 'Payment', 'Help', and 'Sign Out'. Below the navigation bar is the university logo and the text 'Student Account Online'. A link for 'HOME' is visible. Below the 'HOME' link is a section titled 'Pre-Payment' with a grey background. Inside this section, there is an 'Amount:' label followed by an input field, which is highlighted with a red rectangular box. Below the input field, there is a message: 'Please review your payment amount carefully prior to clicking below.' At the bottom of the section, there is a button labeled 'Continue to make payment', which is also highlighted with a red rectangular box.

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9. Edit or Delete payment if necessary, otherwise select **'Continue'**.

The screenshot shows the Grand Canyon University Student Account Online interface. At the top, there is a navigation bar with links for 'Your Account', 'Make Payment', 'Payment', 'Help', and 'Sign Out'. Below this is the university logo and the text 'Student Account Online'. The main content area is titled 'Your Pending Payment' and contains a table with the following data:

Item Code	Edit	Delete	Amount
Pre-Payment	Edit	Delete	\$1.00
Total Amount			\$1.00

Below the table, there is a 'Continue' button. Red boxes highlight the 'Edit' and 'Delete' buttons in the table row and the 'Continue' button.

10. Select the preferred method of payment and continue.

The screenshot shows the Grand Canyon University Student Account Online interface. At the top, there is a navigation bar with links for 'Your Account', 'Make Payment', 'Payment', 'Help', and 'Sign Out'. Below this is the university logo and the text 'Student Account Online'. The main content area is titled 'Select Method of Payment *' and contains a form with three radio button options:

- Enter new credit card information.
- Enter new electronic check information.
- Use

Below the form, there is a 'Continue' button. Red boxes highlight the radio button options and the 'Continue' button.

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11. If entering new credit card information, input all required fields.

The screenshot shows the 'Student Account Online' interface for entering credit card information. The form includes the following fields: Credit Card Number, Expiration Month (dropdown), Expiration Year (dropdown), Cardholder Name, Address, City, State/Province/Region, Zip/Postal Code, Country (dropdown set to 'United States'), Card ID Code, and Email Address. To the right of the form, there are logos for American Express, Discover, MasterCard, Visa, and JCB, with the text 'We accept'. Below the form, there is an optional field for naming the payment method (e.g., 'MyCreditCard') and a 'Continue' button. A note at the bottom right states: '(You'll have a chance to review this payment before it's final.)'

12. Confirmation of payment will be sent to the email address provided.

The screenshot shows the 'Student Account Online' confirmation page. At the top, there is a navigation bar with links for 'Your Account', 'Make Payment', 'Payment', 'Help', and 'Sign Out'. Below this is the 'GRAND CANYON UNIVERSITY' logo. The page title is 'Student Account Online'. The main content area features a single 'Email Address' input field. At the bottom right, there is a 'Continue' button and a note: '(You'll have a chance to review this payment before it's final.)'

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13. Confirm information and select 'Submit Payment'.

Your Account Make Payment Payment Help Sign Out

GRAND CANYON UNIVERSITY™

Student Account Online

Please confirm the information below. To submit your payment, click on the 'Submit Payment' button.

Items Selected	Amount
Pre-Payment	\$1.00
Total Amount	\$1.00

Payment Information

Credit Card Number: XXXXXXXXXXXX
Expiration Date:
Cardholder Name:
Address:
City:
State/Province/Region:
Zip/Postal Code:
Country:
Email Address:

Submit Payment

(htmlwebe)