

TouchNet v7.0 Tutorial

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Purpose: This document illustrates the process of making a deposit payment for a specific program.

Step 1: Log into MyGSU Portal

Log into <u>mygsu.govst.edu</u> from Google Chrome or Mozilla Firefox.

Step 2: Student Finance

Go to **Student Finance**, click "Student Finance" button.



Step 3: Student Finance (continued)

Click Make Payment to view your student financial account.

mygsuccenteres Cases University Forest		() ajolie	🔀 Sign out	? Help
Financial Information				
Account Summary View a summary of your account				
Account Overview				
Amount Due 10-15-2017	\$2,118.00			
+ Amount Overdue	\$0.00			
= Total Amount Due	\$2,118.00		Make a Payme	int
Total Account Balance	\$2,118.00		Account Activ	ity
Fall 2017 Semester	\$2,118.00			

Step 4: Payment Center



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You will be directed to another page. Click **Continue to Payment Center** green button.

Financial Information	
lake a Payment se the Secure Payment Center to make a payment	
<section-header><section-header><section-header><text><text><text></text></text></text></section-header></section-header></section-header>	Cogge in as: Your Name Her Logge in as: Your Name Her Provide The Annual State The Annual State Th

Step 5: Payment Plans

A new window appears containing your information. In the toolbar, click **Payment Plans** to proceed with scheduling payments.

魚	Governors	State		
*	My Account	Make Payment	ayment Plans Deposits Help	
			Electronic Authorization By enrolling in class at Governors State University, a student makes a financial commitment to pay the tuition and fees associated with that enrollment by the stated payment deadlines. By registering either via the web or by enrolling in person through Admissions and Records, a student acknowledges ultimately th the financial responsibility belongs to the student. I Agree Print Cancel	e nat

Step 6: Enroll in Payment Plan

The student's balance will appear, click the **Enroll in Payment Plan** button to proceed with payment plan.

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Governors State			Logged in as: Angelina Jolie Logout 🕪
💣 My Account Make Payment Payment Plans (Deposits Holp		
Announcement	Student Account	ID: xxx5629	My Profile Setup
Welcome to the Governors State University TEST Student Account Center!	Balance	\$2,676.00	Authorized Users
You can view your current account activity and make payments. You can also allow your parents or guardians to	Make Payment View Activity Enroll in Payment Plan		My Payment Profile
current account activity.	Term Balances		-
Payment Deadlines For 2017 fall registration by July 15, payment is due July 15. Registration after July 15, payment is due upon registration.	2017 Fall	\$2,676.00	Notifications
For 2017 summer registration after May 1, payment is due upon registration.			
To view payment options or to enroll in a payment plan, visit the Cashier's Office Website			

Step 7: Payment Plans

You will need to enroll in the Payment Plan Program, click the Enroll Now button.

魚	Governors	State		
*	My Account	Make Payment	Payment Plans Deposits Help	
			Payment Plans Available Payment Plans	
			You are not yet enrolled in a paym	ent plan for the current term. To enroll in a payment plan, select Enroll Now.
			Enroll Now	

Step 8: Plan Enrollment

- 1. Select the Term by clicking the drop down arrow next to Select Term.
- 2. Click **Select** to proceed with the Payment Plan process.

魚	Governors	State					
*		Make Payment	Payment Plans				
			Plar	n Enrollment			
				Select Payment Plan	Schedule Payment Plan	Payment Plan Agreement	
			Select a	erm to view available plans	ect Term 🗹 Select		
			After you	select a term, if multiple accounts disp	play, you must also select the account.		

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Step 9: Plan Enrollment

Review the information that appears on the screen and click **Continue** to proceed.

Governors State			
🕋 My Account Make Payment Payment Plans			
Plan	Enrollment		
	Select Payment Plan	Schedule Payment Plan	Payment Plan Agreement
Select a te	rm to view available plans: 201	7 Fall Select	
After you	select a term, if multiple accounts disp	lay, you must also select the account.	
Fall 2017 Fall 2017	Payment Plan Payment Plan		
Fall 2017	Payment Plan Details		
Term(s):		2017 Fall	
Enrollmen	t deadline:	9/15/17	
Scheduled	payments:	Required	
Setup fee:		\$40.00	
Number o	f payments:	4	
Payment f	requency:	Fixed Dates	
Late paym	ent fee:	\$25.00	
Continu	Cancel		

Step 10: Plan Enrollment – Display Payment Schedule

Review the text in the yellow section. Click Display Schedule to proceed with the process and view the payment schedule.

Select Payment Plan Schedule Payment Plan Payment Plan Agreement											
Please review your payment schedule carefully b activity that is more recent than any billing state	efore completing your enrollment. Also, please note ment you might have received.	e that amounts listed on thi	Please review your payment schedule carefully before completing your enrollment. Also, please note that amounts listed on this page may include account activity that is more recent than any billing statement you might have received.								
Eligible Charges and Credits Description	Cha	rges(\$)	Credits(\$)								
Eligible Charges and Credits Description Fee	Cha	rges(\$) 558.00	Credits(\$)								

Step 11: Review Payment Schedule

Click **Continue** to proceed with the payment plan.

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Select Payment Plan	Schedule Payment Plan	Payment	Plan Agreement	
Please review your payment schedule carefully activity that is more recent than any billing state	before completing your enrollment. Also, please ement you might have received.	note that amounts listed on thi	s page may inclu	de account
ligible Charges and Credits				
Description		Charges(\$)	Credits(\$)	
Fee		558.00		
			Balance:	558.00
Recalculate Schedule 'ayment Schedule The payment plan schedule provided below on need to be paid separately. You may make a pa	ly includes charges and credits that are eligible syment toward the amount not included in the p	for the payment plan. You owe a plan after enrolling in the payme	n additional 2,11 nt plan.	8.00 that will
Recalculate Schedule Payment Schedule The payment plan schedule provided below on need to be paid separately. You may make a pa Description	ly includes charges and credits that are eligible f yment toward the amount not included in the p	for the payment plan. You owe a plan after enrolling in the payme Due Date	n additional 2,11 nt plan. Amount(\$)	8.00 that will
Recalculate Schedule Payment Schedule The payment plan schedule provided below on need to be paid separately. You may make a pa Description Setup fee	ly includes charges and credits that are eligible t syment toward the amount not included in the p	for the payment plan. You owe a lan after enrolling in the payme Due Date Due now	in additional 2,11 nt plan. Amount(\$)	8.00 that will 40.0
Recalculate Schedule Payment Schedule The payment plan schedule provided below on need to be paid separately. You may make a pa Description Setup fee Installment 1	ly includes charges and credits that are eligible syment toward the amount not included in the p	for the payment plan. You owe a lan after enrolling in the paymen Due Date Due now 9/16/17	n additional 2,11 nt plan. Amount(\$)	8.00 that will 40.0 139.5
Recalculate Schedule Payment Schedule The payment plan schedule provided below on need to be paid separately. You may make a pa Description Setup fee Installment 1 Installment 2	ly includes charges and credits that are eligible to syment toward the amount not included in the p	for the payment plan. You owe a plan after enrolling in the paymen Due Date Due now 9/16/17 9/17/17	n additional 2,11 nt plan. Amount(\$)	8.00 that will 40.0 139.5 139.5
Recalculate Schedule Payment Schedule The payment plan schedule provided below on need to be paid separately. You may make a pa Description Setup fee Installment 1 Installment 2 Installment 3	ly includes charges and credits that are eligible f yment toward the amount not included in the p	for the payment plan. You owe a lan after enrolling in the paymen Due Date Due now 9/16/17 9/17/17 9/18/17	n additional 2,11 nt plan. Amount(\$)	8.00 that will 40.00 139.50 139.50 139.50
Recalculate Schedule Payment Schedule The payment plan schedule provided below on need to be paid separately. You may make a pa Description Setup fee Installment 1 Installment 2 Installment 3 Installment 4	ly includes charges and credits that are eligible f yment toward the amount not included in the p	for the payment plan. You owe a plan after enrolling in the payment Due Date Due now 9/16/17 9/17/17 9/18/17 9/19/17	n additional 2,11 nt plan. Amount(\$)	8.00 that will 40.00 139.50 139.50 139.50 139.50
Recalculate Schedule Payment Schedule The payment plan schedule provided below on need to be paid separately. You may make a pa Description Setup fee Installment 1 Installment 2 Installment 3 Installment 4	ly includes charges and credits that are eligible f yment toward the amount not included in the p	for the payment plan. You owe a plan after enrolling in the payment Due Date Due now 9/16/17 9/17/17 9/18/17 9/19/17 Total of insta	n additional 2,11 nt plan. Amount(\$) Ilments:	8.00 that will 40.00 139.50 139.50 139.50 139.50 558.00

Step 12: Select Payment Method

- 1. Select Payment Method by clicking the drop down arrow.
- 2. Click **Select** to proceed with Plan Enrollment.

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Plan Enrollment			
Select Payment Plan	Schedule Payment Plan	Select Payment Method	Payment Plan Agreement
This plan requires scheduled paym You must pay the plan fees before er All installments are paid automaticall You are responsible for making sure If installment amounts change due to	ents. nrollment can be processed. y on their due dates. The payment meth that the payment method remains valid o new charges or credits, the amounts of	nod you choose will be used for all these p for the duration of this payment plan. f scheduled payments will adjust according	ayments. gly.
Select Payment Method			
Payment method Select Payment Method			
Select Back Cancel			
Electronic Check - Electronic check pa and account number, or savings acco i.e. credit cards, home equity, traveler	ayments require a bank routing number unt. You cannot use corporate checks, 's checks, etc.		
Debit and Credit Card - We accept th	e following credit and debit cards.		
VISA Mistecard DISCOVER	Inacard		

Step 13: Enter Credit Card Number

- 1. Enter Credit Card number
- 2. Click **Continue** to proceed with the Payment Plan process.

Plan Enrollment								
Select Payment Plan	Schedule Payment Plan	Select Payment Method	Payment Plan Agreement					
This plan requires scheduled payments. You must pay the plan fees before enrollment can be processed. All installments are paid automatically on their due dates. The payment method you choose will be used for all these payments. You are responsible for making sure that the payment method remains valid for the duration of this payment plan. If installment amounts change due to new charges or credits, the amounts of scheduled payments will adjust accordingly.								
Select Payment Method								
Payment method		*Card number:	×					
New Credit or Debit Card		Continue Cancel						
Electronic Check - Electronic check p and account number, or savings acco i.e. credit cards, home equity, travele	ayments require a bank routing number punt. You cannot use corporate checks, r's checks, etc.							
Debit and Credit Card - We accept th	ne following credit and debit cards.							

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Step 14: Enter Credit Card Information

- 3. Enter cardholder's name in the Name on Card blank field
- 4. Select the Card expiration date
- 5. Enter Card Verification Value. Click *View example* if you are uncertain of the card verification number.
- 6. If your billing address is an International Address, check the International Address box. The remaining fields on this page will not be available. Proceed to Step 15.

Cardholder Billing Inform ✓ International Address?	ation			
*Billing address:				
Billing address:				
*City:				
*State/Province:	Select State/Province V			
*Postal Code:				
Option to Save Save this payment method for future use Save payment method as: (e.g. My CreditCard)				
Continue Back Car	ncel			

- 7. Enter Billing address
- 8. Enter City
- 9. Select State from drop down box
- 10. Enter Postal Code (Zip Code)
- 11. You must create an appropriate name for payment method. If you skip this step, you will get a message stating, "Please enter an appropriate name for your payment method." Please acknowledge the message by clicking **OK**.

Payment Plan Enrollment	×
Please enter an appropriate name for your payment method.	
ОК	

12. Click **Continue** to proceed with the transaction.

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lan Enrollment		
Select Payment Plan Schedule Payment Plan	Select Payment Method	Payment Plan Agreement
his plan requires scheduled payments. bu must pay the plan fees before enrollment can be processed. Il installments are paid automatically on their due dates. The payment metho bu are responsible for making sure that the payment method remains valid for installment amounts change due to new charges or credits, the amounts of s	d you choose will be used for all these or the duration of this payment plan. cheduled payments will adjust accordi	payments. ingly.
elect Payment Method		
Payment method	*Card account number:	xxxxxxxxxxxxx1111
New Credit or Debit Card	*Name on card:	Angelina Jolie
Select	*Card expiration date:	09 2018 2018
ectronic Check - Electronic check payments require a bank routing number	*Card Verification Value: (View example)	000
e. credit cards, home equity, traveler's checks, etc.	Cardholder Billing Information	
Debit and Credit Card - We accept the following credit and debit cards.	□ International Address?	4
	*Billing address:	1234 Hollywood Blvd
	Billing address:	
	*City:	Hollywood
	*State/Province:	California (CA)
	*Postal Code:	33020
	*Save payment method as: (example My CreditCard)	AJ CreditCard
(Continue Previous Step	Cancel

Step 15: Payment Plan Agreement

A new screen appears that contains the Payment Plan Enrollment Agreement. Please review the information you entered.

Click **View Worksheet** to understand the calculations.

Click **Print Agreement** to obtain a copy of the Payment Plan Agreement for your records.

If all the information is accurate and you agree to the information provided, check the box **I Agree** and click **Continue** to proceed.

- If the information is inaccurate, click **Back** button to return to the previous page.
- If you prefer not to proceed with the Payment Plan, click Cancel button to cancel the process.



Plan Enrollment

Your card information has been saved.

By agreeing and continuing, you will also be submitting a payment today of \$40.00 as a part of your enrollment.

Select Payment Plan	Schedule Payment Plan	Select Payment Method	Payment Plan Agree	ment	
Please read the following agreer	nent carefully before you continue.				
Annual Percentage Rate	The cost of your credit as a yearly rate.				
Finance Charge	The dollar amount the credit will cost you, including all fees.				
Amount Financed	ced The amount of credit provided to you or on your behalf.				
Total of Payments	Payments The amount you will have paid after you have made all payments as scheduled.				
Today's payment amount: Today's payment date:		\$40.00 09/15/2017			

Today's payment date: Credit card type: Card account number: Name on card: Card expiration date: \$40.00 09/15/2017 Visa XXXXXXXXXXXX1111 Angelina Jolie 09/18

You have the right to receive at this time an itemization of the Amount Financed. Select View Worksheet below for a printable version of this itemization.

If you pay your plan off early, you will not have to pay a penalty and you will not be entitled to a refund of part of the finance charge.

I, **Angelina Jolie**, understand that I have scheduled my 4 installment payments and these payments will automatically be processed on the due date specified for each installment. I understand that **INSTALLMENT AMOUNTS MAY CHANGE** over time to account for any new charges, payments, or financial aid adjustments. I also agree to pay the payment plan setup fee of \$40.00. I understand that a late fee of \$25.00 will be assessed for each installment payment that is late. I also understand that failure to meet the terms of this agreement may entitle **Governors State University** to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes (3) deny future enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full.

Installment 1 in the amount of \$139.50 due on 9/16/17.

Installment 2 in the amount of \$139.50 due on 9/17/17.

Installment 3 in the amount of \$139.50 due on 9/18/17.

Installment 4 in the amount of \$139.50 due on 9/19/17.

This agreement is dated Friday, September 15, 2017.

For fraud detection purposes, your internet address has been logged:

143.43.18.35 at 9/15/17 3:45:49 PM CDT

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

Cancel

To revoke this authorization agreement you must contact studentaccounts@govst.edu.

Print Agreement

Back

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

🔽 I Agree

Continue View Worksheet

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Step 16: Payment Receipt

After you have agreed to the payment plan, a new window contains an acknowledgement stating that your payment was successful and a confirmation email was sent to your email address Please print this page for your records.

Payment Receipt Thank you, your payment was processed successfully. Your enrollment in Fall 2017 Payment Plan was processed successfully. Payment Confirmation Payment date: 9/15/17 Payment Time: 15:46:34 Name of Payee: Governors State University 1 University Parkway University Park, IL 60484 Name on card: Angelina Jolie Account number: XXXXXXXXXXXXX1111 Amount paid: \$40.00 Description Student Account Payment Student name: Angelina Jolie Confirmation Number: 20170915000013 Authorization Code: 154630 Card not present for this transaction. Please print this page for your records.

Step 17: Log Out

Your transaction is complete. Please log out by clicking Log Out found in the upper right corner.



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Step 18: Log Out (continued)

To log out of all applications and return to Self-Service, click on the words **click here**.



Step 19: Confirmation Email Message

Log into your student email account, to review your confirmation email.

ajolie@student.govst.edu Jolie, Angelina **Payment Plan Enrollment Confirmation** You forwarded this message on 9/22/2017 1:09 PM. We removed extra line breaks from this message.

This is an automated message to confirm that your payment plan enrollment was successful.

Payment plan details along with your installment schedule are listed below.

Cashier's Office: 708.534.4055 or cashier@govst.edu Student Accounts: 708.235.3990 or studentaccts@govst.edu Financial Aid Office: 708.534.4480 or faid@govst.edu