

How to Pay My Tuition and Fees

TouchNet v7.0 Tutorial

Purpose: To assist students with the TouchNet tuition and fee payment process.

Step 1

Log into the MyGSU portal mygsu.govst.edu from any browser.

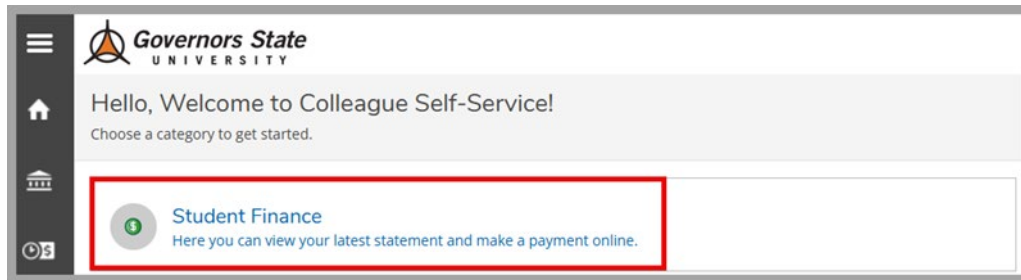
Step 2

On the portal home page, click the large **Self-Service button**.



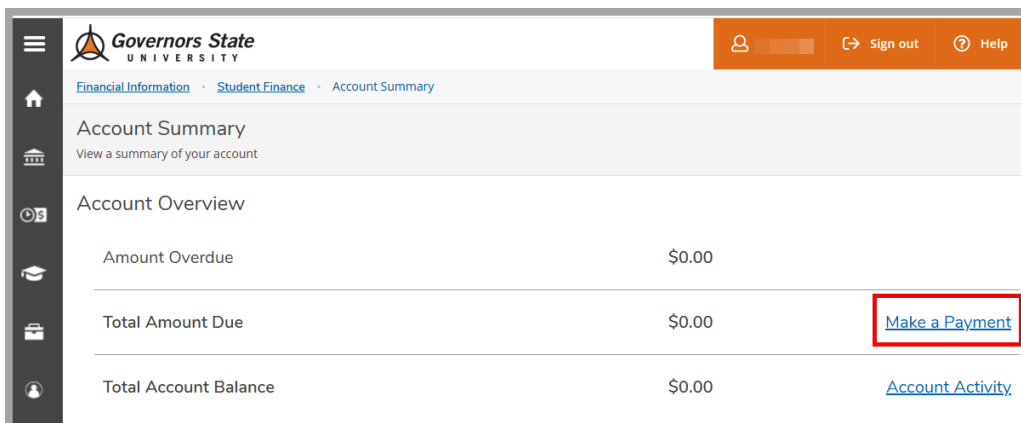
Step 3

On the Self-Service home page, you will be greeted with a message Hello, Welcome to Colleague Self-Service. Click the **Student Finance link**. This will take you to your Account Summary page.



Step 4

Once on your Account Summary page, click the **Make a Payment link** to initiate the payment process.

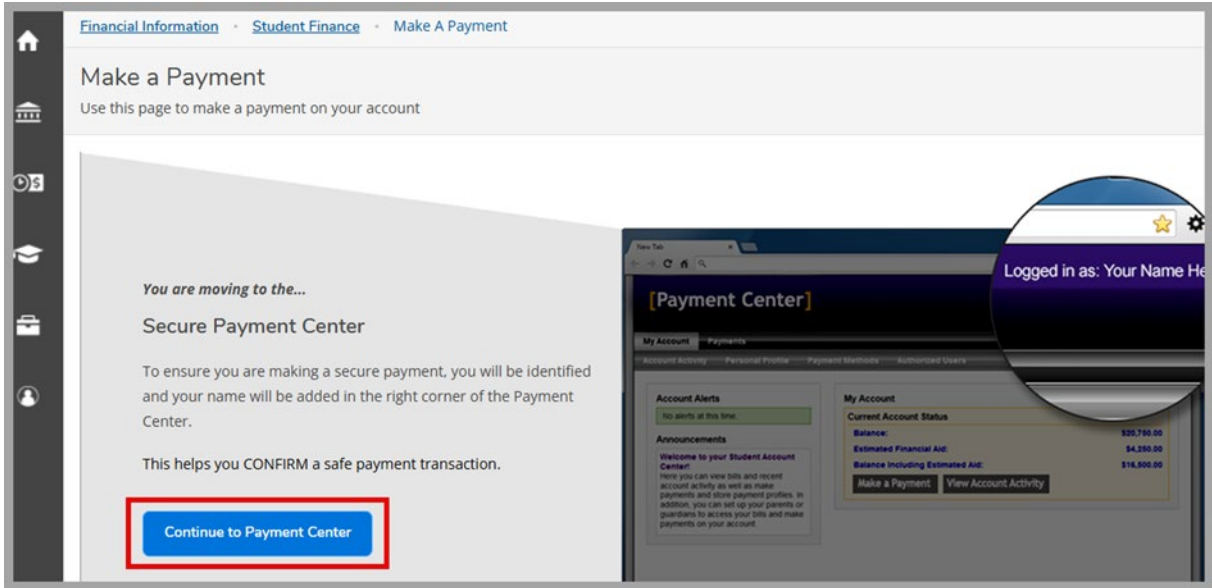


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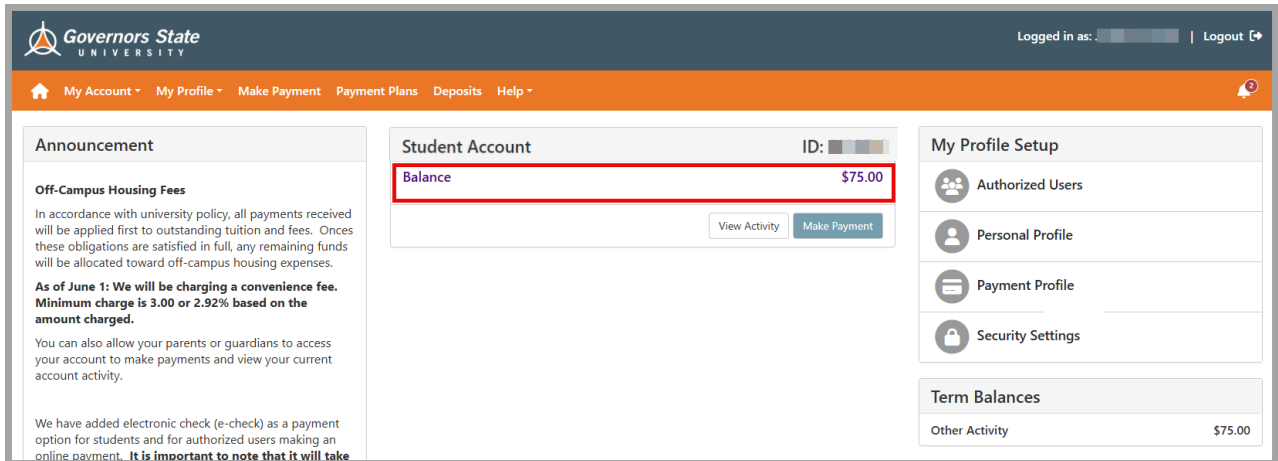
Step 5

On the Make a Payment screen, click the **Continue to Payment Center** button. It will direct you to another site (TouchNet) featuring GovState's name and logo.

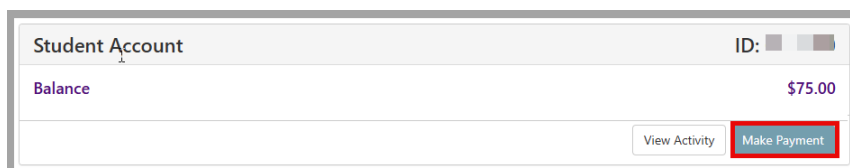


Step 6

GovState's Payment Center dashboard will appear. Your account activity will be displayed. The balance owed will be visible.



Click the **Make a Payment** link located at the top of the page, to proceed with the payment process.



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Step 7

The Account Payment window becomes available for payment. Select a payment date by clicking the **calendar icon**. If you owe money for more than one term, be certain to select the appropriate academic term (Fall, Spring, or Summer) by entering the dollar amount in the corresponding box. Then click the **Continue button**.

Account Payment

Amount Method Confirmation Receipt

Payment Date: 11/18/25

Select Payment Option

Only additional items are currently available.

Additional Items

The items listed below can be added to your payment as purchases. If an item allows you to 'Pay Later', its charges will be added to your account

Donations - Student Account		\$0.00	\$0.00
Please consider donating to GSU			
2025 Spring	Payment due now	\$ 0.00	0.00
Fall 2024	Payment due now	\$ 0.00	0.00
Additional Item Total			\$0.00
Payment Total			\$0.00

Continue

Step 8

Select your preferred payment method by clicking the drop-down arrow next to **Select Payment Method**. When you click the Payment Method drop-down arrow, another payment option (Credit Card via PayPath) will appear. Select **Credit Card via Pay Path** and then click the **Continue button**.

Account Payment

Amount Method Confirmation Receipt

If you want to make a payment from a new checking/savings account, please visit the [Payment Methods](#) page and create a new payment method.

* Indicates required information

Amount: \$25.00

Select Payment Method:*

- Select Method
- Select Method
- Credit Card via PayPath

Back Cancel Continue

*Card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.

Electronic Check - Payments can be made from a personal checking or savings account.

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Step 9

The Account Payment screen will display your Payment Information, Selected Payment Method, Paid To, and Confirmation Email. Review your transaction details. If the information is accurate, then click the **Continue to PayPath button**. If this is not accurate, now is your opportunity to correct it by clicking the **Back button**. This will take you to the previous pages where you can edit your information.

Account Payment

Amount Method Confirmation Receipt

Please review the transaction details. Clicking Continue will open a new window, where you will complete your transaction.

Payment Information

Payment Date: 11/18/25

Term	Item	Quantity	Amount
2025 Spring	Donations	1	\$25.00
Total			\$25.00

Total Payment Amount \$25.00

[Change Amount](#)

Paid To

Governors State University
1 University Parkway
University Park, IL 60484

Confirmation Email

█@govst.edu

Selected Payment Method

Account: TOUCHNET PAYPATH


[Change Payment Method](#)

[Back](#) [Cancel](#) [Continue to PayPath](#)

Step 10

You will be directed to PayPath website. It will contain GovState's logo and name, and information about the 2.95% service charge for domestic-issued cards and 4.25% for international-issued cards. Click the **Continue button** to proceed with the transaction.


PayPath[®] | Payment Services


Welcome to the PayPath Payment Service!

This service allows you to make real-time Credit or Debit card payments for Governors State University student accounts. PayPath accepts most major Credit/Debit cards for your convenience. A non-refundable PayPath service charge of 2.95% (minimum \$3.00) for domestic issued cards and 4.25% (minimum \$3.00) for international issued cards will be added to your card payment. You will be given an opportunity to approve your payment prior to processing. Thank you for using PayPath.

Transaction Details		
Student ID	Term to credit	Amount
█ - Student Account	2025SP	\$25.00

PayPath Payment Service accepts:

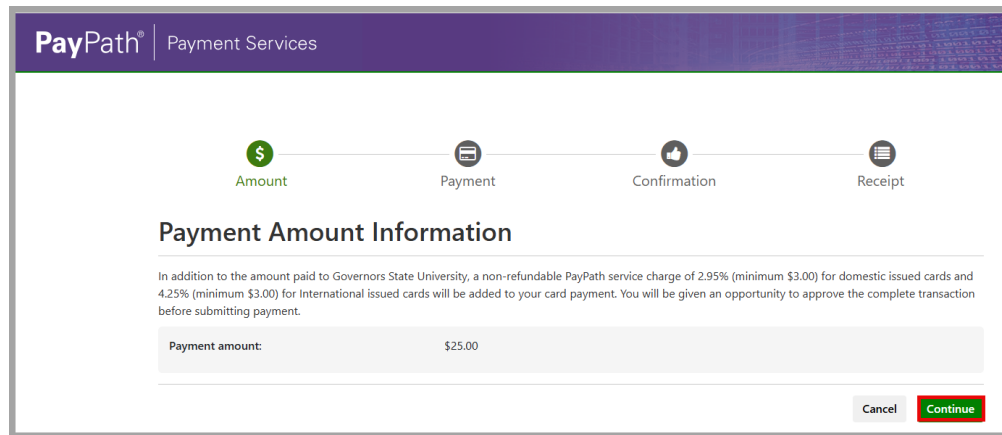


[Cancel](#) [Continue](#)

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Enter your card number in the designated blank field next to Card Number and then click **Continue** to proceed with the transaction.



The screenshot shows the PayPath Payment Services interface. At the top, there is a purple header with the PayPath logo and "Payment Services". Below the header is a progress bar with four steps: Amount (selected), Payment, Confirmation, and Receipt. The main content area is titled "Payment Amount Information" and contains a disclaimer: "In addition to the amount paid to Governors State University, a non-refundable PayPath service charge of 2.95% (minimum \$3.00) for domestic issued cards and 4.25% (minimum \$3.00) for international issued cards will be added to your card payment. You will be given an opportunity to approve the complete transaction before submitting payment." Below the disclaimer is a table with one row: "Payment amount: \$25.00". At the bottom right, there are two buttons: "Cancel" and "Continue".

Step 11

Complete the Account Information for the card by filling in the following fields:




1. Enter the cardholder's name in the Name on card blank field
2. Enter the Card account number
3. Enter the Card expiration date, month, and year in separate fields.
4. Enter the Card security code. Click the link **What is this?** if you are uncertain about the card verification number.

If your billing address is an International Address, check the box in front of Check if address is outside of the United States This will collapse the Billing address, city, state, and Zip code fields. Proceed to **Step 9: Email address.**









5. Enter Billing address
6. Enter City
7. Select State from the drop-down box
8. Enter Zip Code
9. Enter Email address
10. Confirm email address.
11. Enter Phone number (optional).
12. Click the **Continue button** to proceed with the payment.

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\$ Amount  Payment  Confirmation  Receipt

PayPath Payment Service accepts:

Payment Card Information

Name on card: 1
Please enter the name as it appears on your card.

Card account number: 2

Card expiration date: 3 MM YYYY

Card security code: 4 CVV What is this?

Billing Address

Check if address is outside of the United States:

Billing address: 5

City: 6

State: 7 Illinois (IL)

Zip code: 8

Email address: 9

Confirm email address: 10

Phone number: (optional) 11

Cancel Continue 12

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Step 12

Review your payment information. Read the Terms and Conditions, check the box in front of the wording, I agree to the terms and conditions.

Amount Payment Confirmation Receipt

Review Payment Details

Please review the transaction details and agree to the terms and conditions below. Clicking Submit Payment will finalize your transaction.

Payment to Governors State University:	\$25.00
PayPath Payment Service Fee	\$3.00
Total payment amount:	\$28.00

School name:	Governors State University
Payer name:	Jax Jaguar
Billing address:	1 University Parkway
City:	University Park
State:	IL
Zip code:	60484
Email address:	██████████@govst.edu
Phone number:	Not entered
Card account number:	xxxxxxxxxxxx1111
Browser internet address:	██████████
Business correspondence address:	Governors State University 1 University Parkway Illinois, University Park 60484 UNITED STATES

Business correspondence address:
(for PayPath Payment Service Fee)

TOUCHNET INFORMATION SYSTEMS INC
9801 RENNER BLVD
SUITE 150
LENEXA, KS 66219
UNITED STATES

Terms and Conditions

I hereby authorize charges totaling \$28.00 via my credit/debit card. I understand that a PayPath Payment Service fee of \$3.00 will be charged to my credit/debit card and is not refundable under any circumstances.

I agree to the terms and conditions.

[Change Information](#) [Cancel](#) [Submit Payment](#)

studentacctcts@govst.edu

Once you check the box, the Submit Payment button becomes prominent. Click the **Submit Payment button**.

Terms and Conditions

I hereby authorize charges totaling \$28.00 via my credit/debit card. I understand that a PayPath Payment Service fee of \$3.00 will be charged to my credit/debit card and is not refundable under any circumstances.

I agree to the terms and conditions.

[Change Information](#) [Cancel](#) [Submit Payment](#)

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Step 13

A message appears at the top of the page acknowledging the payment and informing you that an email will be sent.

Thank you for using PayPath Payment Service!

A payment was processed and posted successfully to your Governors State University account. Please print this page as your receipt and close this payment session. A confirmation email was sent to [redacted]@govst.edu.

Your credit card statement will reflect two transactions with the following information:

"PayPath Governors State University"	\$25.00
"PayPath Service Fee"	\$3.00

Receipt Information

Payment to Governors State University:	\$25.00
PayPath Payment Service Fee:	\$3.00
Total payment amount:	\$28.00

School name:	Governors State University
Payer name:	Jax Jaguar
Billing address:	1 University Parkway
City:	University Park
State:	IL
Zip code:	60484
Email address:	[redacted]@govst.edu
Phone number:	Not entered
Card:	Visa 1111
Date and time:	2025-11-19 15:24:09 CST
Browser internet address:	[redacted]
Reference number:	20251119000081
0199710 receipt ID:	000347727

The following accounts will receive the corresponding credit.

Student ID	Amount
0199710 - Student Account	\$25.00

Governors State University Contact Information

If you have any questions concerning this transaction, please contact Governors State University at:

Contact phone:	708-235-7604
Contact email:	studentacct@govst.edu

Terms and Conditions

I hereby authorize charges totaling \$28.00 via my credit/debit card. I understand that a PayPath Payment Service fee of \$3.00 will be charged to my credit/debit card and is not refundable under any circumstances.

Print Close

Step 14

After clicking the close button, a pop-up appears stating, Thank you for using PayPath Payment Service! Click **the Close button** to exit the system or wait 10 seconds for the system to automatically log you off.

Thank you for using PayPath Payment Service!

Your transaction has been completed. You may choose to close this window by clicking the button below or the window will close automatically in ten seconds.

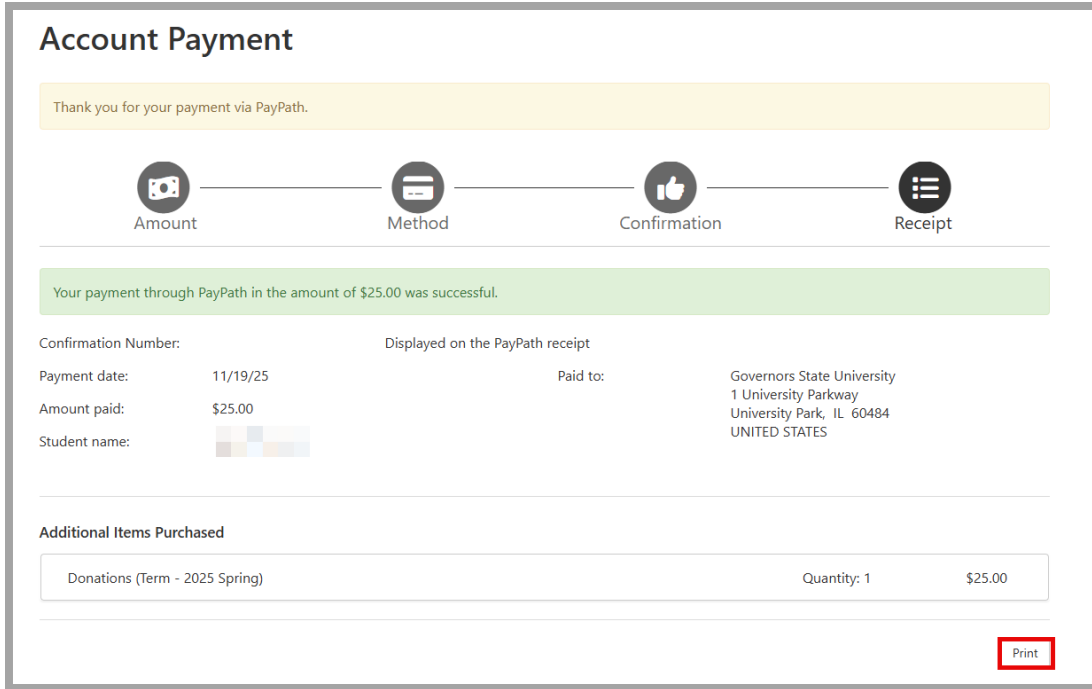
Close

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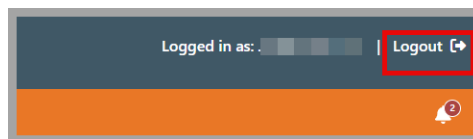
Step 15

You will be taken to the Account Payment screen. You have the option to print the receipt. Click the **Print button** if you prefer to print.



Step 16

Your transaction is complete. Please log out by clicking the **Logout link** found in the upper-right corner.





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Step 17

Check your email account for the payment confirmation email.

PayPath Payment Status

 studentaccts@govst.edu
To 

Thank you for using PayPath Payment Service!
A payment was processed and posted successfully to your Governors State University account.

Your credit card statement will reflect two transactions with the following information:

PayPath Governors State University	\$25.00
PayPath Service Fee	\$3.00

Payment to Governors State University: \$25.00
PayPath Payment Service Fee: \$3.00
Total payment amount: \$28.00

School name: Governors State University
Payer name: Jax Jaguar
Billing address: 1 University Parkway
City: University Park
State: IL
Zip code: 60484
Email address: studentaccts@govst.edu
Phone number: Not entered
Card: Visa 1111
Date and time: 2025-11-19 15:24:09 CST
Browser Internet address:
Reference number: 2025119000081
0199710 000347727

The following accounts will receive the corresponding credit.

Student ID: 0199710	\$25.00
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Governors State University Contact Information
If you have any questions concerning this transaction, please contact Governors State University at:

Contact phone: 708-235-7604
Contact email: studentaccts@govst.edu

Terms and Conditions
I hereby authorize charges totaling \$28.00 via my credit/debit card. I understand that a PayPath Payment Service fee of \$3.00 will be charged to my credit/debit card and is not refundable under any circumstances.

Contact Information

If you have any questions about the tuition and fee payment process, please contact Student Accounts at 708.235.3990 or email studentaccts@govst.edu; or the Financial Aid Office at 708.534.4880 or email faid@govst.edu.