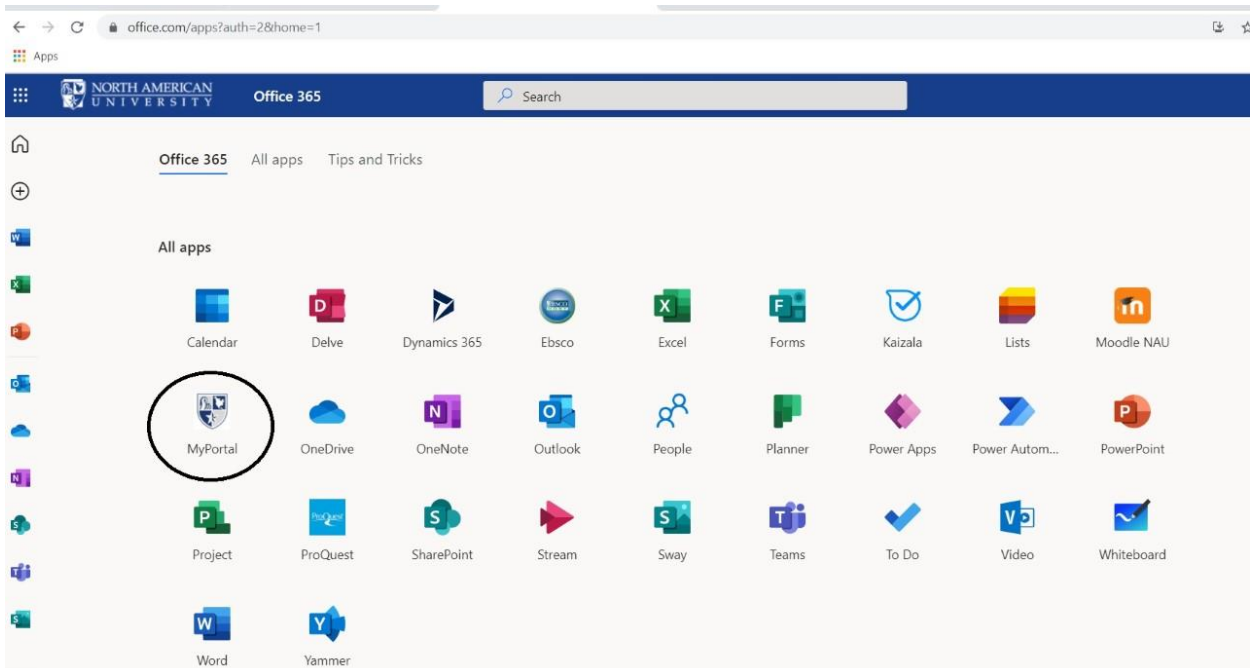


Online payment instruction

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"

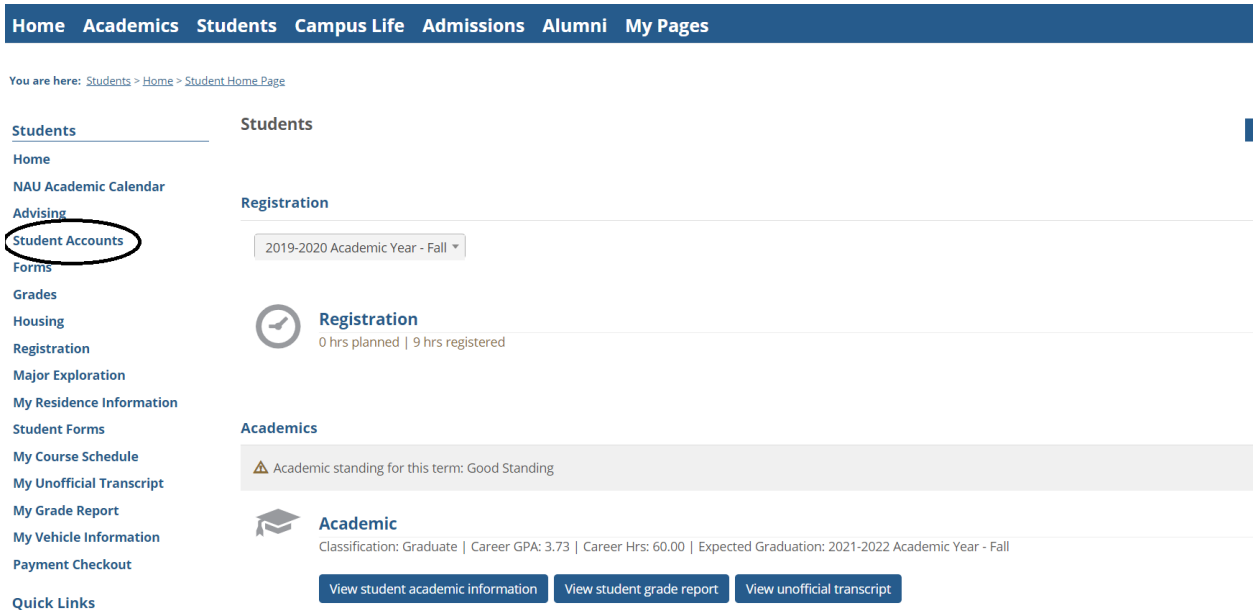


3- When you click MyPortal, the system will transfer you to NAU Portal.

4- Then click Students tab



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.



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 'Student Accounts' page. On the left is a navigation menu with 'Financial Account' circled in red. The main content area has a 'Balances Due' section for the 2020-2021 Academic Year - Spring, showing a balance of 3,075.03 and a 'Make payment' button circled in red. Below this is a 'Payment Plans' section with a text box explaining tuition payment plans.

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.

This screenshot is identical to the one above, showing the 'Student Accounts' page with the 'Financial Account' section and the 'Make payment' button circled in red. The 'Payment Plans' section is also visible.

Next, you'll choose term. For students whom 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](#)

Fill all required information

Students **Payment Checkout**

- 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

Order Summary

Invoice Number	3530	Total	\$ 3,075.03
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Billing Address

First Name *
Last Name *
Billing Country *
Zip *
Street Address *
City *
State *
Phone Number
Email *

[Pay](#) [Cancel](#)

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 further inquiries please feel free to send an email to sa@na.edu.