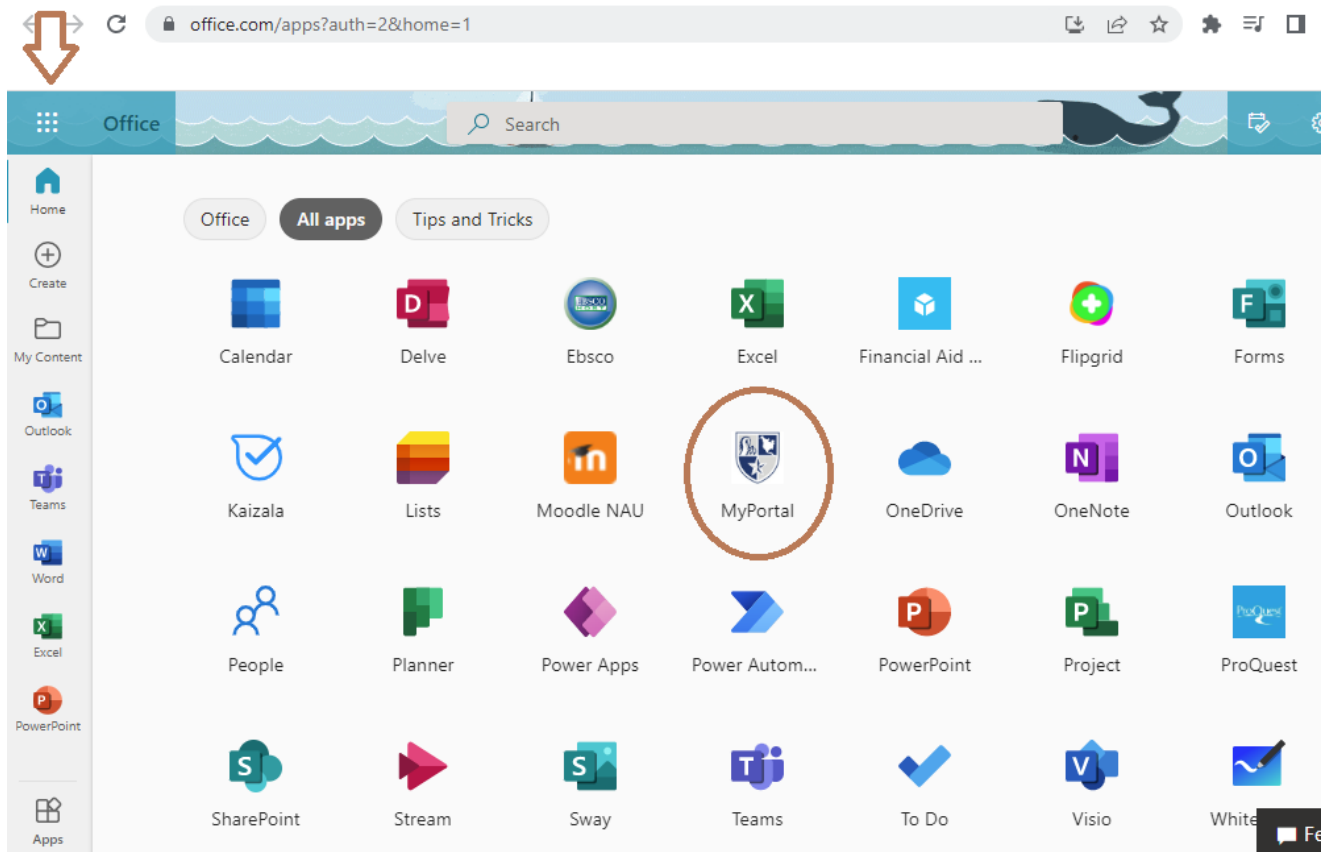














## PAYMENT PLAN SIGN UP INSTRUCTIONS

1. Go to **Office 365 Web** (google-able by typing 'Office 365'). Login using your NAU username and password provided by IT department. If you can't find your NAU account information, contact **helpdesk@na.edu**
2. Click the 'App Launcher' (9 dots on left-upper corner). Find and click **'MyPortal'** icon. If 'MyPortal' is not visible, click 'All apps' to expand the menu




☰ Office →


## Apps

 Outlook	 OneDrive
 Word	 Excel
 PowerPoint	 OneNote
 SharePoint	 Teams
 Sway	 Moodle NAU
 MyPortal	 Financial Aid ...

**All apps** →

3. You will be redirected to 'MyPortal' webpage, once you are there click 'Students' tab

← → ↻  https://portal.na.edu/ICS/

 NORTH AMERICAN UNIVERSITY

Home Alumni Campus Life Academics Admin **Students** Admissions Finances Employee Info Training My Pages

You are here: [Home](#) > [Home](#)

**Portal**

Home ▾

**Quick Links**

- My Pages ▾
- My Courses ▾
- Financial Aid Student Portal 🔗
- NAU Library 🔗
- Online Program Orientation 🔗


**Proxy Login Tools**

User:

Reason:

**Portal**

Welcome To North American University



NORTH AMERICAN UNIVERSITY

4. On left side you will find a navigation bar, click **'Student Accounts'**

The screenshot shows the North American University website. At the top, there is a dark blue header with the university's logo and name, and a navigation bar with links: Home, Alumni, Campus Life, Academics, Admin, Students, Admissions, Finances, Employee Info, Training, and My P. Below the header, a breadcrumb trail reads: You are here: [Students](#) > [Home](#) > [Student Home Page](#). The main content area is divided into two columns. The left column is a navigation menu with the following items: Students, Home, NAU Academic Calendar, Advising, Student Accounts (highlighted with a red arrow), Forms, Grades, Registration, Major Exploration, My Residence Information, Student Forms, My Course Schedule, My Unofficial Transcript, My Grade Report, My Vehicle Information, and Payment Checkout. The right column is titled 'Students' and contains a 'Registration' section. It features a dropdown menu for the '2021-2022 Academic Year - Summer', a warning icon indicating that registration opens on 4/19/2022 at 12:00 AM, and another warning icon stating that course approval is required. Below this, there is a 'Registration' section with a clock icon, showing '0 hrs planned | 0 hrs registered' and a blue button labeled 'Registration' with the text 'Open through 5/22/2022 11:59 PM'. At the bottom of the right column, there is an 'Academics' section which is currently blank.

5. Scroll all the way down until you see **'Payment Plans'**
6. Click **'Set Up a Payment Plan'**. Please note, that we **only offer payment plan for full terms**
7. Fill out all required information
8. Ta-dam, you are done! Please make installments on respective dates assigned to avoid a late fee