

How to Sign Up for a Tuition Payment Plan

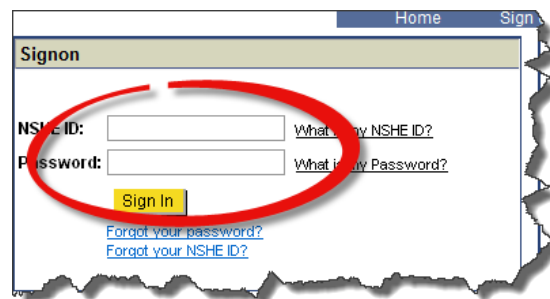
1. Before accessing your MyCSN student account, make sure you validate your account and register your password.
 - a. To validate your account:
 - i. [Click here validate your CSN student account](#)
 - ii. Click on the **Account Validation** link
 - iii. Enter your NSHE ID (ten-digit number) and last name as it appears on your CSN admissions email.
 - iv. Enter your Personal Identification Number (PIN). It is the last four digits of your social security number (SSN). If you did not provide your SSN on your admissions application, enter 9999.
 - b. To register your password:
 - i. [Click here to register your password](#)
 - ii. Click on the **Reset Password** link
 - iii. Click on **Password Registration**
 - iv. Follow the on screen prompts to register your password
 - c. If you encounter any issues validating your account or registering your password, call (702) 651-5555.

2. After validating your student account and registering your password, log on to <https://go.csn.edu/LoginPolicy.jsp>

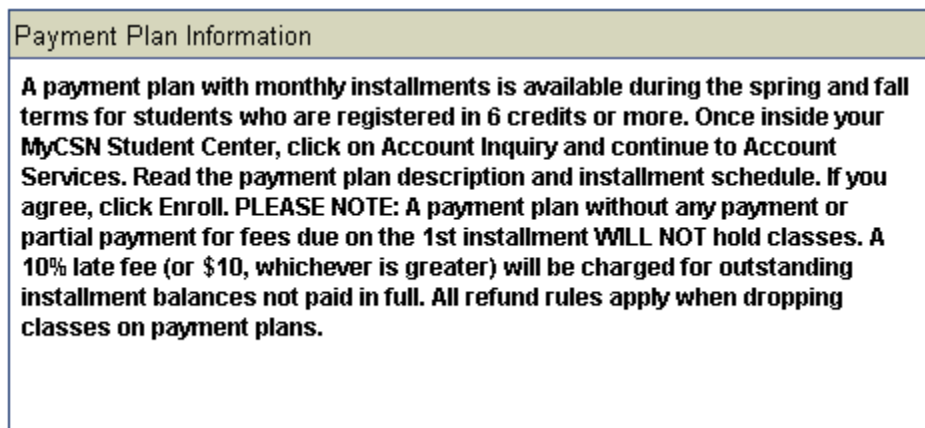
3. Click on the MyCSN tile.



4. If required, enter your login credentials again.

A screenshot of a web browser window showing a "Signon" form. The form has a title bar with "Home" and "Signon" buttons. The form itself has a title bar with "Signon". It contains two input fields: "NSHE ID:" and "Password:". To the right of each field is a link: "What is my NSHE ID?" and "What is my Password?". Below the fields is a yellow "Sign In" button. At the bottom of the form are two links: "Forgot your password?" and "Forgot your NSHE ID?". A red oval highlights the "NSHE ID:" and "Password:" fields and the "Sign In" button.

5. Read the important information in the **Payment Plan Information** window, then click on the **Enter MyCSN Student Center** link.

A screenshot of a "Payment Plan Information" window. The window has a title bar with "Payment Plan Information". The main content area contains the following text: "A payment plan with monthly installments is available during the spring and fall terms for students who are registered in 6 credits or more. Once inside your MyCSN Student Center, click on Account Inquiry and continue to Account Services. Read the payment plan description and installment schedule. If you agree, click Enroll. PLEASE NOTE: A payment plan without any payment or partial payment for fees due on the 1st installment WILL NOT hold classes. A 10% late fee (or \$10, whichever is greater) will be charged for outstanding installment balances not paid in full. All refund rules apply when dropping classes on payment plans."

6. Register for classes ([refer to the instructions on how to register for class\(es\) here](#)).

- Once you have enrolled in **AT LEAST** six credits, return back to your student center by clicking on the **Home** link across the top of the page, then click on the **Enter MyCSN Student Center** link.
- Under the **Finances** heading, click on the **Account Inquiry** link.

Finances

My Account

[Account Inquiry](#)

[Enroll In Direct Deposit](#)

[Class Refund Dates](#)

Financial Aid

[View Financial Aid](#)

[Accept/Decline Awards](#)

[Report Other Financial Aid](#)

other financial... >>

Account Summary

You owe 0.00.

- Due Now 0.00
- Future Due 0.00

This may not reflect recent changes to your tuition and fees. For an updated balance, click on Account Inquiry.

Currency used is US Dollar.

[make a payment >](#)

- Click on the **Account Services** tab.

Account Inquiry | **Electronic Payments/Purchases** | **Account Services**

summary | activity | charges due | payments | pending aid

Account Summary

You owe 601.00. For the breakdown, access [Charges Due](#)

- Due Now 601.00
- Future Due 0.00

What I Owe

Term	Outstanding Charges & Deposits	Pending Payments	Pending Financial Aid	Total Due
2016 Spring	601.00			601.00
Total	601.00			601.00

Currency used is US Dollar.

[MAKE A PAYMENT](#)

10. Read the important information, select the radio button, then click on **Next**.

Enroll in Payment Plan



1. Select Payment Plan

You are eligible to enroll in the following payment plans. You will need to follow the 4-step process for each payment plan you elect to enroll in.

Payment Plans	Maximum Amount	Number of Installments	First Due Date
Spring 2016 Payment Plan <input checked="" type="radio"/> THIS PAYMENT PLAN DEFERS MOST TUITION CHARGES. THE FIRST INSTALLMENT IS DUE BY DECEMBER 2, 2015 AND EACH INSTALLMENT IS DUE MONTHLY AFTER THAT. IF PAYMENT OF ALL DUE CHARGES IS NOT MADE BY THE FIRST INSTALLMENT DUE DATE YOU WILL BE DROPPED FROM ALL YOUR CLASSES. PLEASE REFER TO THE "CHARGES DUE" PAGE FOR A COMPLETE BREAKDOWN OF CHARGES. FOR THE SECOND INSTALLMENT AND LATER, A 10% LATE FEE (OR \$10 WHICH EVER IS GREATER) WILL BE ADDED TO YOUR OUTSTANDING INSTALLMENT BALANCE IF NOT PAID IN FULL. HOWEVER, ONCE PAYMENT IS PAID IN FULL ON THE FIRST INSTALLMENT YOU WILL NOT BE DROPPED. IF YOU WISH TO NOT ATTEND YOU'RE CLASSES IT IS YOU'RE RESPONSIBILITY TO WITHDRAW FROM THEM AND THE REFUND RULES THEN APPLY.	10,000.00	4	12/02/2015

Currency used is US Dollar.

CANCEL **NEXT**

11. Continue to read the important information, then click on **Next**.

2. Review Installments

You have selected Spring 2016 Payment Plan.

THIS PAYMENT PLAN DEFERS MOST TUITION CHARGES. THE FIRST INSTALLMENT IS DUE BY DECEMBER 2, 2015 AND EACH INSTALLMENT IS DUE MONTHLY AFTER THAT. IF PAYMENT OF ALL DUE CHARGES IS NOT MADE BY THE FIRST INSTALLMENT DUE DATE YOU WILL BE DROPPED FROM ALL YOUR CLASSES. PLEASE REFER TO THE "CHARGES DUE" PAGE FOR A COMPLETE BREAKDOWN OF CHARGES. FOR THE SECOND INSTALLMENT AND LATER, A 10% LATE FEE (OR \$10 WHICH EVER IS GREATER) WILL BE ADDED TO YOUR OUTSTANDING INSTALLMENT BALANCE IF NOT PAID IN FULL. HOWEVER, ONCE PAYMENT IS PAID IN FULL ON THE FIRST INSTALLMENT YOU WILL NOT BE DROPPED. IF YOU WISH TO NOT ATTEND YOU'RE CLASSES IT IS YOU'RE RESPONSIBILITY TO WITHDRAW FROM THEM AND THE REFUND RULES THEN APPLY.

Eligible Charges:	601.00
Plan Amount:	10,000.00
Number of Installments:	4

Installment Schedule	
Due Date	Installment
12/02/2015	150.25
01/02/2016	150.25
02/02/2016	150.25
03/02/2016	150.25
Total	601.00

Currency used is US Dollar.

Important: The Installment Schedule above is based on your current eligible charges of 601.00. If charges that are placed in this plan are reversed or reduced, your installment payment will also be automatically reduced. If you incur eligible charges in the future, they will be added to this installment schedule automatically, up to the amount of 10,000.00.

[CANCEL](#) [PREVIOUS](#) [NEXT](#)

12. Continue to read the important information. Place a check in the checkbox to indicate you have read the agreement, then click on **Enroll**.

3. Agreement

Please examine the terms of the payment plan carefully before enrolling in the plan.

Spring 2016 Payment Plan		
You are about to enroll in Spring 2016 Payment Plan.		
THIS PAYMENT PLAN DEFERS MOST TUITION CHARGES. THE FIRST INSTALLMENT IS DUE BY DECEMBER 2, 2015 AND EACH INSTALLMENT IS DUE MONTHLY AFTER THAT. IF PAYMENT OF ALL DUE CHARGES IS NOT MADE BY THE FIRST INSTALLMENT DUE DATE YOU WILL BE DROPPED FROM ALL YOUR CLASSES. PLEASE REFER TO THE "CHARGES DUE" PAGE FOR A COMPLETE BREAKDOWN OF CHARGES. FOR THE SECOND INSTALLMENT AND LATER, A 10% LATE FEE (OR \$10 WHICH EVER IS GREATER) WILL BE ADDED TO YOUR OUTSTANDING INSTALLMENT BALANCE IF NOT PAID IN FULL. HOWEVER, ONCE PAYMENT IS PAID IN FULL ON THE FIRST INSTALLMENT YOU WILL NOT BE DROPPED. IF YOU WISH TO NOT ATTEND YOU'RE CLASSES IT IS YOU'RE RESPONSIBILITY TO WITHDRAW FROM THEM AND THE REFUND RULES THEN APPLY.		
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Total		601.00
Currency used is US Dollar.		
Important: The Installment Schedule above is based on your current eligible charges of 601.00. If charges that are placed in this plan are reversed or reduced, your installment payment will also be automatically reduced. If you incur eligible charges in the future, they will be added to this installment schedule automatically, up to the amount of 10,000.00.		
I agree to the installment schedule listed above. If I default on any installments, I understand that full amount may be due immediately and a hold will be placed on my account.		
The agreement is dated:	01/07/2016	<input checked="" type="checkbox"/> Yes, I have read the agreement

CANCEL

PREVIOUS

ENROLL

13. You will receive a message indicating you have been successfully enrolled in the program.

Enroll in Payment Plan



4. Result



Congratulations!

You have successfully enrolled in Spring 2016 Payment Plan. Please keep the installment schedule below for your reference.

Installment Schedule	
Due Date	Installment
12/02/2015	150.25
01/02/2016	150.25
02/02/2016	150.25
03/02/2016	150.25
Total	601.00