

NELNET: CREATE ACCOUNT AND SET UP MULTI-FACTOR AUTHENTICATION (MFA)

For student online payments

Instructions

STEP	Instructions
1)	Log in to the mySDCCD student portal <u>https://myportal.sdccd.edu/</u>
	Enter your User ID and password.



Step	Action
2)	Click the College Student Dashboard tile.





Step	Action
3)	Access the Make a Payment page.
	In the My Finances box, you may be prompted to click Update Charges . Once charges update, click Pay Now .
	Or, on the left side navigation, in My Finances, click Make a Payment.

Charges Due: \$318.00		My Academics	~
Pay Now	or	My Classes	~
nt Inquiry Payment Plan Info Refund Info Tax Info		My Finances	^
	it Inquiry Payment Plan Info Refund Info Tax Info	it Inquiry Payment Plan Info Refund Info Tax Info	It Inquiry Payment Plan Info Refund Info Tax Info Make a Payment

Step	Action
4)	In Account Summary select Make a Payment button.

ccount Inquiry	Parking Permit / AS Card Account	Services		
Immary Charges Due Payments				
ccount Summary	,			
You owe 318.00.				
 Due Now Future Due 	318.00			
 Due Now Future Due ** You have a pas 	318.00 0.00 t due balance of 318.00. **			
Due Now Future Due ** You have a pas What I Owe	318.00 0.00 t due balance of 318.00. **			
Due Now Future Due ** You have a pas What I Owe Term	318.00 0.00 t due balance of 318.00. **	arges & Deposits	Total Due	
Due Now Future Due ** You have a pas What I Owe Term Summer 2024	318.00 0.00 t due balance of 318.00. ** Outstanding Cha	irges & Deposits 19.00	Total Due 19.00	
Due Now Future Due ** You have a pas What I Owe Term Summer 2024 Fall 2024	318.00 0.00 t due balance of 318.00. ** Outstanding Cha	rrges & Deposits 19.00 299.00	Total Due 19.00 299.00	



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Student Guide

Step	Action
5)	This will open the Nelnet payment portal.
	The first time you log into Nelnet, you will need to set up your account, including Multi- Factor Authentication (MFA). For more information, see the "Nelnet Account Setup and MFA Guide" on <u>https://www.sdccd.edu/students/nelnet.aspx</u>

Step	Action
6)	Enter the authorization code you received via email or authenticator app (depending upon
	which method you set up for MFA.)

Verify with) your Authenticator App
Enter the provide	ed code from your authenticator app to securely sign in.
Verification (Code
Verify	Don't have access to app

Or



For technical support, call Nelnet Customer Service at (800)609-8056



Step	Action
7)	On your student dashboard, you will see your balance and "Make a Payment" button.
	If your balance is eligible for a Payment Plan, you will see "Set up a Payment Plan" (available
	November 2024).
	Note that if you click the arrow next to your name in the top right corner, options are
	displayed, including toggling the language to Spanish.

San Diego Community College District			📞 Customer Service 🗹	E+ Sign Out O College -
Home My Profile	Hello College			My Profile Financial Accounts Español
Financial Accounts Netifications	S Payment Plan & Billing View Details Calvert Bainco S46.00 Transaction Details Make a Payment	College Student TestAccount (glacsmg com Register to receive test services on your mobile plane. Register to receive test services on your mobile plane. Register to receive test services on your mobile plane.		• these
	FALL 2014 ANOUNT DOR Current Charges Set op a Payment Plan	Wart to allow a fixed or family member to pay toward your balance? Add an Authorized Party	Customer Service (2) 1	erms of Use (2) Privacy Policy (2)

En Español:

San Diego Community College District		📞 Atención al cliente 🗹	🕞 Cerrar Sesión 🔒 College -
 micio Mi Perfil 	Hola College		MI Perfil Cuentas Financieras English
Cuentas Financieras	Payment Plan & Billing Ver Detailes Colege Busint D Sado Antal Sado Antal \$46.00 Realizar pago FALL 2024 Courrent Charges \$46.00 Contigurar plan de pago Sado Antal	College Student College Student Set Account (glacting) com Registrese para recibir awrtas de todo en su texifono Registrese para recibir awrtas de todo en su texifono Visa - 111 Sesa autorcara un amgo o membro de la familia a pagar su sado? Agregar una Autorcado parte	
		Atención al cliente 🕃 Avis © 2024 Neinet, Inc. y afi	o Legal 🖸 Política de Privacidad 🛙 Ilados, Todos los derechos reservado



Step	Action
8)	Click Make a Payment.
	Select Accounts to pay by clicking the check box.
	Enter the amount to pay. You may choose to pay a partial amount or the full balance.

Make A Payment College Student ID:		1 2 Select A Payment Payment I	3 Method Receipt
		Wan	t to designate another payer?
Select Accounts to Pay			
ACCOUNT	TERM	CURRENT BALANCE	PAYMENT AMOUNT
Student Account Balance	Fall 2024	\$46.00	\$ 20.00
	● \$46.00 Eligible Set up a Pa	for Payment Plan ayment Plan	
			PAYMENT AMOUNT \$20.00
	Cancel Next - F	ayment Method	

Step	Action
9)	Choose payment method.
	Bank account or Credit/Debit Card.

		L C
Make A Payment	Select A Payment Method Receipt	
Payment Method		
 Bank Account 		
Credit / Debit Card		
	Cancel	



Step	Action
10)	Choose payment method.
	Bank account or Credit/Debit Card.
	If choosing to use a bank account, IMPORTANT: Take a moment and be sure to enter your
	routing and account numbers accurately. If entered incorrectly, your payment will be
	rejected. This may result in a hold on your student account until you pay with a valid method.
	You may also be subject to a return payment fee by the servicer, Nelnet.
	Click question mark to view pop-up guide to identify Routing Number and Account Number.

College Student ID:	Select A Payment Me	3 ethod Receipt
ayment Method		
) Bank Account		
Credit / Debit Card		
ank Account Details		
*Account Holder Name		
*Account Nicknama		
*Account Type 🔷 Checking 🔷 S	avings	
-		
*Routing Number 🕜		
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*Routing Number ? *Account Number ? Save bank account to Financial Account	nts for future use? Cancel Save & Continue	
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*Routing Number ? *Account Number ? Save bank account to Financial Account	nts for future use? Cancel Save & Continue	
*Routing Number ? *Account Number ? Save bank account to Financial Account Account/Routing Number	nts for future use? Cancel Save & Contínue	×
*Routing Number ? *Account Number ? Save bank account to Financial Account	nts for future use? Cancel Save & Contínue	×



Step	Action
11)	Choose payment method.
	Bank account or Credit/Debit Card.
	If choosing credit or debit card, enter the card number, account holder name, and expiration
	date.
	We accept Visa, Mastercard, American Express, Discover. You may choose to save your
	account information for future payments.

Payment Method	
Bank Account	
Oredit / Debit Card	
Credit / Debit Card Details	Payment Method Disclosure
* Card Number VISA 🌔 🔤 💯 🏨 🚛	
	Card transactions for San Diego Community College District are processed by Nelnet Campus Commerce, USA.
*Account Holder Name	
*Expiration Date	
Month v Year v	
Billing Address	
* Country	
United States v	
* Address	
Apt., Suite, Bldg. (optional)	
Add Another Line	
* City * State	
California ~	
Zip / Postal Code	



Step	Action
12)	Click Pay Now button.
	Note that you will be emailed a receipt, and you have the option to add up to two other email
	addresses.

College Student ID:		Select A Payment Payment Method Receipt
ayment Method		
VISA ending in		Payment Method Disclosure
or Add a New Account		Card transactions for San Diego Community College District are processed by Nelnet Campus Commerce, USA.
Total Amount		
Institution Amount	\$20.00	
	Total \$20.00	
A transaction receipt will be sent to: Te	stAccount1@factsmgt.com. A	dd another e-mail address
Authorization		
By clicking the Pay Now button, you authorize Nelnet on behalf of San Diego Community College District to process this payment from the financial account identified above.		
	d cannot be canceled.	
This is an immediate payment an		



Step	Action
13)	View and print confirmation.

V Thank You		Print	
Your payment for \$20.00 has been	authorized and submitted.		
A transaction receipt was sent to TestAccount1@factsmgt.com.			
	Proceed to Home		
Summary			
Institution	San Diego Community College District		
Customer	College Student		
Student ID			
Payment Date	18 Sep 2024		
Account Holder Name	Test Test		
Account	Visa - 1111		
Institution Payment Amount	\$20.00		
This is an immediate one-time payme	nt and cannot be canceled. If you have any questions, contact Nelnet at (800)609-8056.		
Authorization 🗸			



Step	Action
14)	Click Proceed to Home.
	From the Home page, you may click "View Details," then the "Payments Made" tab to view this
	payment and previous transactions.

S Payment Pla College Student D	an & Billing View	v Details	College	Student		
Current Bala \$26.0	nce 00 Transaction Details	0	TestAccount1	@factsmgt.com		
Ma	ke a Payment	0	Register to re	ceive text servic	es on your n	nobile phone
LL 2024 ment Charges	a Payment Plan	S26.00	Visa - 1111 Want to allow your balance? Add an Autho	a friend or famil rized Party.	y member to	o pay toward
College Student ID: 3	IS				Term: All	
Activity Detai College Student ID: a View Payment Sc Schedule Trans	armary actions Balances Payme	nta.Made Changes		Neinet Payme	Term: All nt Processing	Policies
Activity Detai College Student ID: ii 2 View Payment Sc Schedule Trans. Payments Mad	IS animary actions Balances Eitamit e	nta.Made Changes		Neinet Payma	Term: All nt Processing	• Policies
Activity Detai College Student ID: ii Ciview Payment Sc Schedule Trans Payments Mad Past 90 Days	IS annary e e	nta.Made Changes		Neinet Payme Successful Paym	Term All ent Processing ents	v Policies
Activity Detial College Student ID: II View Payment St Schedule Trans Payments Mad Past 90 Days Expand All Col	IS mmany e y lapse Al	nta.Made Changes		Nelnet Payma Successful Paym	All of Processing	v Policies
Activity Detai College Student ID: i 2 View Payment St Schelule Trans Payments Mad Past 00 Days Expand Al Cd v 15 2e 2254	IS ammany actions Balances Paratte e tapase All Payer: Calego Student.	nta.Made Charges		Neinet Payme Successful Paym wort \$20.05 ev Contenation	Term. All ef Processing ents	v Policies
Activity Detail College Student ID: I View Payments So Schedule Trans Payments Mad Past 90 Days Espand Al C d v 19 See 2024 v 19 See 2024	IS actions Bulances Parties e tappe All Payer: Calega Student Payer: Calega Student	cta Made Changes Osier Psymetri Osier Psymetri		Neinet Payme Successful Payme www.E01000 mount 31000 www.Cantenation	Term: All enfs	v Polcies

Step	Action
15)	Click Sign Out to return to the mySDCCD dashboard tile.



End of guide.