HOW TO PAY YOUR TUITION ONLINE

Before beginning the payment process, please review, the helpful hints at end of document

1. To pay your tuition online, login into MyVPCC (located on vpcc.edu website under Current Student)

   ![MyVPCC](image1)

   **MyVPCC**
   Sign in to access Navigate, Canvas, college email, and the Virginia Wizard. Click SIS to access your Student Center, which allows you to register for classes and contains your class schedule, the graduation application, your To Do List, and access to Quick Pay to pay your tuition.

   ![Sign in to MyVPCC](image2)

2. Enter your login credentials and select the “GO” button

   ![Virginia's Community Colleges](image3)

3. Select the SIS (Student Information System) Icon

   ![SIS](image4)

4. Select the My Student Information tile
5. From the Student Service Center page, click on “Make a Payment”. This will open the student portal to access the enterprise account.

Please Note: The very first time logging in, the following page will open.

After clicking the “Submit” button, the following page will be presented requesting a 4 digit pin number be created. The 4 digit PIN is used to verify identity when phoning the customer service call center.
Once the 4 digit PIN has been entered, select the “OK” button, and your home page will be displayed.

6. Once on the home page, the balance owed will be displayed.

7. To make a payment, Select the Make a Payment Button.

8. Next enter the amount of payment, then click on Next – Payment Method Button and select payment method.
If using an e-check/bank account, you can click on the next to the Routing number or Account Number box, instructions are provided on where to locate the routing number and account number on a check.

If you wish to save this payment profile for future payments, select the box above the button.

9. Next verify the information and then click on the Pay Now Button at the bottom of the page.

10. Click on Proceed to Home Button to see the balance has been reduced by the payment made.

If assistance is needed, click the Customer Service Link
HELPFUL HINTS:

1. Before making a payment, verify that your User Preferences are set to Virginia Peninsula Comm College by following the directions below.

   A. Select the SIS (Student Information System) Icon

   B. Select the My Student Information tile.

This should display your Student Center
C. Scroll to the bottom of the page to the Personal Information section and select the last option “User Preferences”

D. Verify that VA Peninsula Community College is selected from the dropdown list for Institution and click the “Save” button
2. If you are using a mobile device to access your student account to make a payment and are having difficulties, please try using a computer or laptop. Not all mobile devices are compatible with the payment function.

3. When making a payment ensure your popup blocker has been disabled.