

# How to Accept Your Charges, Enroll in the Monthly Payment Plan and Make Your Initial Payment.

1) Sign in to your (the student's) myRedDragon account. For assistance with signing in, select one of the help links.



Sign in with netid@cortland.edu and your password.

Sign in

- Forgot username/password?
- New to campus?
- I need help!

For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!

Systems Status

17 0 0 0

All systems online. No issues reported.  
[View all systems statuses](#)

2) Select the Student tab (your home page may look slightly different)

A screenshot of the myRedDragon website home page. The top navigation bar is red and contains the SUNY Cortland logo, the text "myRedDragon", and several tabs: "Home", "Tech Help", "Library", "Student", and "Campus Life". A large black arrow points to the "Student" tab. Below the navigation bar, the page is divided into several sections. On the left, there are "Campus Announcements", "Campus Webcams", and "Status Updates" (including a "Tweets" section). The middle section features a "myRedDragon Calendar" and a "Google Mail" section. On the right, there is a "Google Apps" section with links to "Email", "Docs", "Calendar", "Chat", and "Sites", along with "Google Apps Support" links. At the bottom right, there is a "Cortland eMail" section. A vertical "myRedDragon Feedback" button is located on the far right edge of the page.

### 3) Select "My Online Account" (your student tab may look slightly different)

myRedDragon Home Tech Help Library **Student** Campus Life

Welcome Jeb Kerman! Home Sign Out

**Registrar**

**Important Information**

- Academic Calendar & Deadlines
- Final Exam Schedule
- Forms & Documents
- Official Transcripts
- Registration Help

**myRedDragon Resources**

- BannerWeb Main Menu
- Check Registration Status
- Register or Drop & Add Courses
- Academic Transcript
- CAPP
- Course Schedule
- Enrollment Verification
- Final Grades
- Graduation and Commencement
- Holds on my Account
- Mid-Semester Estimates
- Records Menu
- My Schedule
- My Schedule Grid
- My Schedule (With Books)
- Registration Menu
- Who is my Advisor?

**Parking**

University Police

Parking Management System

**Cortland eLearning System**

**Student eLearning**

- Blackboard Courses**  
Navigate to the main menu of the Blackboard course management system.
- Blackboard Tutorials**  
.pdf and video clips are available.
- Blackboard Help**  
A form that will be sent directly to the Information Resources Support Center. Fill out the form as completely as possible.
- Course Teacher Evaluations (CTE)**

**Residence Life and Housing**

**Residence Life and Housing**

- Home Page
- Main Menu

**Housing Forms for New Students**

- Housing Preference Form
- Obtain your Housing ID for Roommate Requests
- Check that your Preference Form has been Received

**Housing Forms for Continuing/Returning Students**

- Pay Room Deposit Online
- Room Selection Process (RSP) Form
- View Available Rooms on Campus
- View Your Time Ticket/Choose Your Room
- Check your Room Assignment

**Student Accounts**

**(Home Page)**

- My Online Account** (Make a payment, Confirm Attendance, view online bill, view account activity.)
- Alumni Fee Waiver
- Process Meal Plan Adjustment
- Tuition & Fees
- Student Accounts Forms
- Set up 3rd Party Payment Authorization
- View 1098T

**Financial Aid**

**(Home Page)**

- My Financial Aid
- Financial Aid Important Dates and Deadlines
- Scholarship Application
- Forms
- E-mail the Financial Aid Office

**Academic Resources**

- College Catalog
- Academic Calendar
- Student Disability Services
- Transfer Credit Services
- Writing Resource Center

myRedDragon Feedback

### 4) Select the relevant term from the list(s):

#### Account Information

- ✓ You must accept charges each semester, regardless of balance due
- ✓ You must make minimum payment(s) due to avoid late fees.
- ✓ Selection of a term on this page will pass you into QuikPAY with that term's current balance due defaulted in "Make Payment."
- ✓ If you have multiple term balances, displayed (i.e. fall/winter or spring/summer) handle each separately
- ✓ Payment amounts due may differ for each term you select. Return here to refresh amount(s) & term(s) for which you wish to "Make Payment."

#### Semesters With Balances - use to accept charges and/or make payments in QuikPay

▲ Fall Term 2017  
Accept Charges is required



Note the yellow triangle. Once you have successfully accepted your charges the triangle will no longer appear.

#### Semesters Without Balances - use to accept charges on a semester where you have enough aid to cover your bill or to view the named semester account summary only

[Spring Term 2017 - Review Account Summary](#)

[Fall Term 2016 - Review Account Summary](#)

#### Access QuikPay for Billing and Other Information - use to set up authorized payers or for view access to QuikPay functions

 [Access QuikPay \(Do NOT use this link to make payments\)](#)

5) Review your account summary and select "Accept/Pay or Decline." As changes are made to your account throughout the semester they will appear here in real time.

## Fall 2017 Account Summary

Fall Term 2017 ▾

⚠ You have not accepted your charges for Fall Term 2017. Acceptance of charges is required by Tuesday , August 15, 2017 to keep your class schedule.  
**Failure to accept charges may result in the loss of your Fall Term 2017 class schedule.**  
See [Payment /Acceptance Options](#) below for details.

### Permanent Address

**Sample T. Student**  
**1 Main Street**  
**Hometown, NY 12345**

⚠ The address above is what we have on record for your permanent address. If this is incorrect, please contact the Registrar's Office as soon as possible.

### Charges & Adjustments

Alumni Assoc Fees	15.00
Activity Fees	110.00
Room Charges	3,950.00
Semester Tuition	3,335.00
Transportation Fee	77.00
Athletic Fee	202.00
College Fee	12.50
Student Life Center Fee	48.00
Technology Fee	199.50
Meal Plan	2,255.00
Health Fee	161.00
A/R Transcript Fee	5.00
<b>Charges:</b>	<b>\$10,370.00</b>

### Refunds Issued

**Plus: Refunds:** **\$0.00**

### Payments, Financial Aid Received


Deposit Payment - Housing	150.00
Deposit Payment - Tuition	50.00
<b>Less: Payments Received:</b>	<b>\$200.00</b>

### Anticipated Financial Aid

Federal Direct Staf Sub Loan *	2,721.00
Federal Direct Staf Unsub Loan *	990.00
NYS TAP Grant *	250.00
SUNY Tuition Credit *	72.50
<b>Less: Anticipated Financial Aid:</b>	<b>\$4,033.50</b>
<b>Current Balance Due From You:</b>	<b>\$6,136.50</b>

### Payment/Acceptance Options

In order to accept financial responsibility or decline your attendance you must do **one** of the following:

- Print (from Quikpay), sign and return the acceptance/remittance portion of your bill with either full payment or payment plan amount/minimum amount due (check payments only by mail)
- -OR- you may  on-line 

**6) Review the verbiage, click "Accept," then click "Continue:"**

## Accept Charges

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Make your selection from the options below and then press 'Continue'.

**ACCEPT** - I agree to the following:

- ✓ **If I have an outstanding balance** I will also need to make a payment at this time to complete my acceptance.
- ✓ **I accept financial liability** resulting from course registration.
- ✓ **I plan to attend SUNY Cortland** for the semester indicated and want SUNY Cortland to hold and reserve seats in any classes for which I am registered.
- ✓ **I acknowledge** that any change to my course registration(s) must be done according to published procedures and deadlines. Failure to do so may result in a balance due that I am required to pay.
- ✓ **I authorize** SUNY Cortland to use my financial aid to pay any balance due for tuition, fees, room, and board, as well as residence hall damages, and parking or library fines for all terms. I understand I can rescind this authorization by submitting a written request to the Student Accounts Office. Revocation may result in a balance due that I am required to pay.

ⓘ If you have a balance due, you should be prepared, at this time, to start a monthly payment plan or pay the remaining balance. Please do not continue if you are not prepared to make a payment at this time. You may return here at any time, without penalty, prior to the semester bill due date to accept your charges and make a payment. Payment of "minimum amount due now" on an invoice by an authorized payer will be construed as your desire to join a monthly payment plan and the Monthly Payment Plan Application Fee of \$45 (non-refundable) will be added to your account. Failure to pay anything may result in loss of classes and/or application of late fees. Please contact Student Accounts at 607-753-2313 if you have questions.

**DECLINE** - I am NOT attending for Fall Term 2016 - I agree to the following:

- ✓ SUNY Cortland will **de-register me from ALL of my courses**.
- ✓ All my housing and meal assignments will be **DELETED**.
- ✓ Tuition and/or housing deposits will be forfeited as a result of my action.

Continue

**7) Select "Start A Monthly Payment Plan:"**

## Accept Charges

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**Amount due: \$6136.50**

**Start A Monthly Payment Plan (fees apply)**

**Pay Now In Full**

**8) Review the terms and conditions of the program, select "I agree to all MPP terms," and select "Start Monthly Payment Plan."**

## Monthly Payment Plan

- There is a non-refundable application fee of \$45.00 per semester which must be paid with the first installment.
- There are no "auto payments." You must initiate payments every month.
- Payments, subsequent to enrollment in the plan, are due not later than the 15th of each month. If the 15th falls on a weekend or holiday, payment is due the next immediate business day. (See payment schedule.) Please print this schedule for your records. Late fees are applied to payments received after the 15th of each month.
- Payments are posted the date received. Payments received after 10:00PM EST will be credited the next business day. Payments not received by the due date may be assessed a late payment fee.
- All payment plans end the last month of the contract: November for fall and April for spring, and must be paid in full. The College reserves the right to deny future participation to students who fail to remain current on their payment plan.
- The College does not offer a payment plan for either winter or summer semesters.
- Bill reminders are emailed monthly to you at your cortland.edu address and any authorized payers at the email address specified by you. **Skipped, late or partial payments may result in application of late or administrative fees and a "hold" being placed on your account.** Such holds are not released until the current billed amount is paid in full. You are responsible for making payments according to the following payment schedule:

Payment Schedule	
Payment Due Date	Payment Amount
August 15,2017	\$1579.13
September 15,2017	\$1534.13
October 15,2017	\$1534.13
November 15,2017	\$1534.13

\*An email reminder will be sent to you when your bill is available.

I agree to all Monthly Payment Plan terms

[Start Monthly Payment Plan](#)

**9) Review the payment schedule and print a copy for your records. Select "Make Payment."**

## Monthly Payment Plan

**\*\*\* You are now enrolled in the Monthly Payment Plan. Please make your first payment. \*\*\***

Payment Schedule	
Payment Due Date	Payment Amount
August 15,2017	\$1579.13
September 15,2017	\$1534.13
October 15,2017	\$1534.13
November 15,2017	\$1534.13

[Make Payment](#)

\*An email reminder will be sent to you when your bill is available on QuikPay.

**10) You will now be placed in QuikPay. From the menu on the left select "Make Payment."**

**Message Board**

**Welcome** to the QuikPAY® system. Through QuikPAY®, you are conveniently able to manage your payment profiles, authorize others to make payments on your behalf, view your account status, quickly make payments to your account, and more - all online! Please choose from the list of options located in the column to the left.

**IMPORTANT THINGS TO REMEMBER:**

- ALL students are required to accept financial responsibility for Fall, Spring, Summer, and Winter terms. Authorized payers can NOT do this for you. This functionality exists only in your "myRedDragon" account.
- Review the PDF copy of your most current billing statement for due dates.
- If you wish to process an Alumni Fee waiver, you should do so before processing initial payments for the semester.
- Payments must be received by the date indicated on the statement to avoid late fees.
- Aid missing from your account? Make sure you accept your financial aid package at the beginning of each aid year. Changes to your aid could result from failure to maintain satisfactory academic progress or failure to complete paperwork or other requirements. Consult your aid advisor if you do not see the aid expected on your account.
- Monthly Payment Plans require payments to be made by the 15th of EACH month. Skipped, partial, or late payments will result in late fees.
- Do NOT ignore billing statements. Contact Student Account with questions.

**11) Select your payment method (credit card, e-check or a previously-saved profile) and click "Continue."**

**View & Pay Accounts**

**Student Accounts Details**

Pay towards the Current Balance of

**\$6,181.50**

**Make Payment**

**Current Activity**  
Current Balance: **\$6,181.50**

**Statement Information**  
**Information** No current statement available.

**Step 11 Continued**



TEST TEST TEST TE

Sample T. Student



Message Board

Payment Profiles

Authorize Payers

User Preferences

**View & Pay Accounts**

Transaction History

Messages

## Enter Payment Amount

Please enter in the amount you want to pay and click "Continue" button.

### Payment Amount

Account: Student Accounts

Current Balance: \$6,181.50

Payment Term Selected: Fall Term 2017

Total Pymt Term Balance: \$1579.13

Payment Amount:

Total Amount:

Payment Method:



12) Fill in all required information and select continue. See tip below on naming a profile.



Message Board

Payment Profiles

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### Provide Credit Card Information

Please enter your credit card information in the following fields, and then click the "Continue" button.  
NOTE: All fields are required.

For help, please click on the question mark next to a field.

#### Current Payment

Student Accounts	Payment Amount:	\$1,545.38
	Effective Date:	08/28/2017

#### Credit Card Information

Cardholder's Name:  [Virtual Keypad](#)

Card Type:

Credit Card Number:

Expiration Date:  /

#### Billing Address Information

Address 1:

(optional) Address 2:

City:

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For U.S. Address

State:

Zip:

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For International Address

Region / Province:

Postal Code:

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Country:

#### Contact Information

Daytime Phone:

e.g. (555) 555-1212x123 OR +31 42 122 4567

To save your account information for future use, enter a profile name and click the checkbox.

#### Profile Information ?

Profile Name:   Save Profile

To facilitate future payments, name and save a profile. This will allow you to make future payments without re-entering all the required fields again.



Continue Cancel



**13) Review the information you provided and select "Confirm."**

**Cortland** SUNY

Sample T. Student

### Is This Credit Card Information Correct?

Please review your credit card information.

- To submit a payment, please click the "Confirm" button.
- To make changes, please click the "Edit" button.
- To cancel a payment, please click the "Cancel" button.

**Current Payment**

<b>Student Accounts</b>	Payment Amount:	\$1,545.38
	Effective Date:	08/28/2017

**Profile Information**

Profile Name: Sample

**Credit Card Information**

Cardholder's Name: Test Student  
Card Type: VISA  
Credit Card Number: ending with 1111  
Expiration Date: 07 / 2018

**Billing Address Information**

Address 1: 11 First St  
City: Cortland  
State: NY  
Zip: 11111

**Contact Information**

Daytime Phone: (607)123-4567

[Confirm](#) [Edit](#) [Cancel](#)


**14) You will receive a confirmation of your payment. We suggest you print a copy for your records.**

**Cortland** SUNY

Sample T. Student

### Payment Receipt

This is your receipt. Thank you for your payment. If applicable, "holds" are not removed until the next business day. If you need a hold removed before then, please call the Student Accounts Office at (607) 753-2313 during normal business hours.

Please click the Print icon to generate a printer-friendly version for your records. 

The payment has been submitted by Sample T. Student. Thank you.

Confirmation Number: 5001599670

Payment Date: Jun 29, 2017 at 10:39 AM, EDT

Effective Date: Jun 29, 2017

Primary User Id: C00996877

Primary User Name: Sample T. Student

Account: Student Accounts

Payment Amount: \$1,545.38

Cardholder's Name: Test Student

Payment Method: VISA ending with 1111

Payment Term Selected: Fall Term 2017

Total Pymt Term Balance: \$1545.38

Billing Address Info: 11 First St  
Cortland, NY 11111

Contact Info: (607)123-4567 (daytime phone)