Make a Payment

Step 1: Log into workday and click on the "finance" app

Step 2: Click "Make a Payment"

Step 3: Choose "online payment and payment plan" for payment description and make sure there is at least $1.00 in the "payment amount" section. *Note you 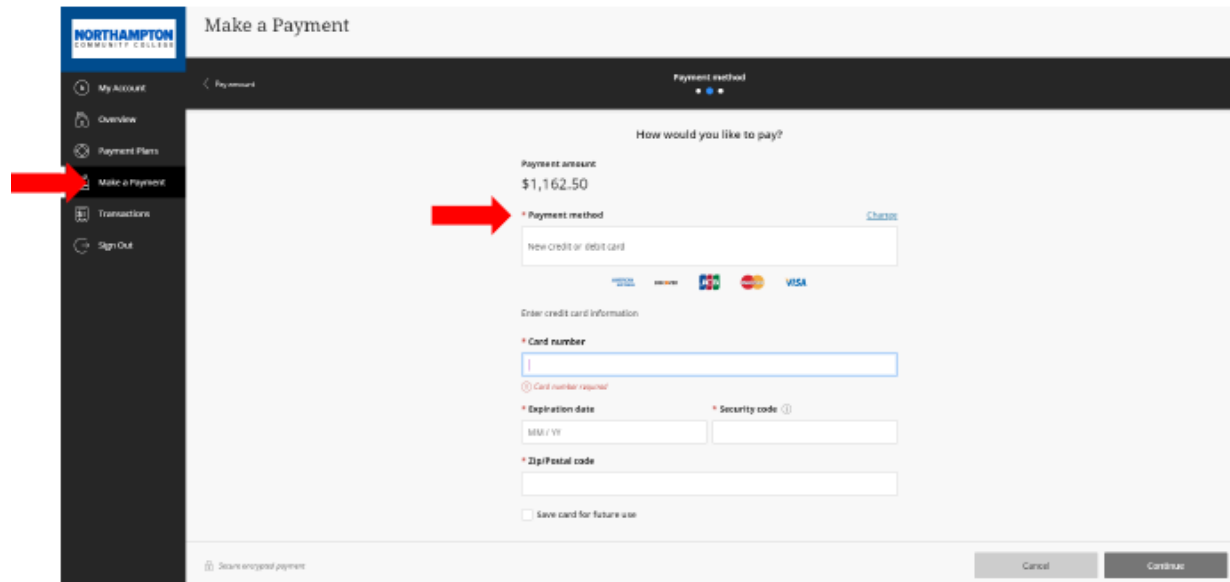are **not** making your payment on this page- workday just requires you to put a dollar amount in that field so you can get to the online payment portal
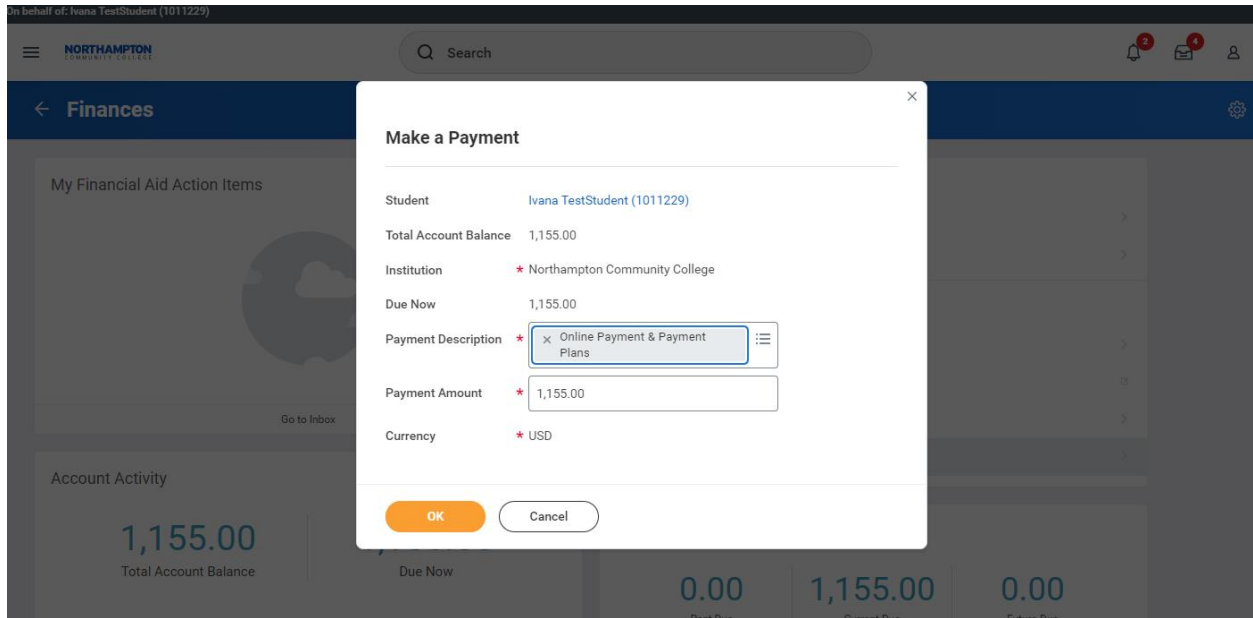
Step 4: Check the box that says "confirm" and hit okay
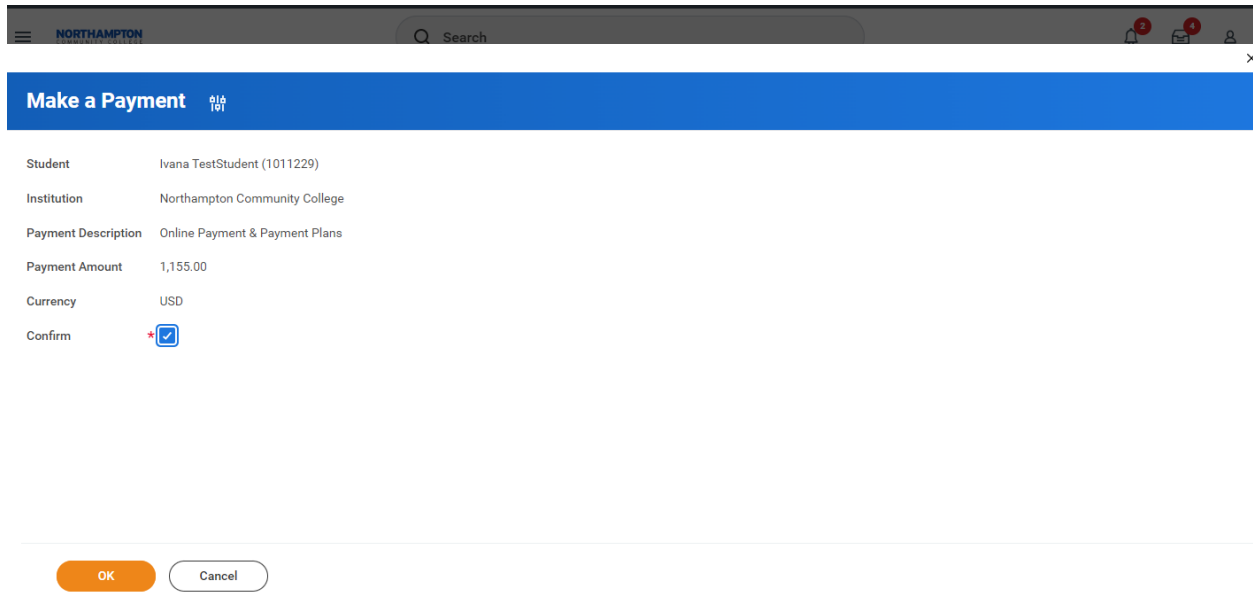
Step 5: When the payment portal page loads, click on "make a payment" on the left menu bar, enter your credit/debit card information, and click "continue"

You should receive a receipt through your student email address after you make your payment. Be sure to check your statement to make sure your payment went through.

You can also sign up for the payment plan or invite someone else to pay your balance through the payment portal. Click on "overview" along the left menu bar and scroll down to find both links.