

INSTRUCTIONS FOR DOING AN INSTALLMENT PLAN ON THE WEB

1. You must be registered in classes before doing an installment plan.
2. On the WCJC website homepage, click on “Online Services”
3. Click on “WCJC Student Online Services”
4. Click on “Enter Secure Area”
5. On User Login page, enter User ID and Password (Note: your social security number and date of birth is set as a default until you change it.)
6. On the Student Services & Financial Aid page, click on “Registration”
7. On the Registration page, click on “Registration Fee Assessment”
8. Select a Term (i.e. Fall 2007), and click on “Submit”
9. On the Registration Fee Assessment page, at the very bottom of the page in red, click on “Pay Now / Installment Plan”.
10. Click on the Button “Student Account Suite”.
11. You are now at the Student Account Suite Home Page. This page shows you your current balance, and allows you to make payments, enroll in an installment plan, set up authorized users, and change email address and notifications. These options are selected using the tabs near the top of the screen.

Click on the Payment Plans Tab to view payment plans.

Click on Payments to make a Payment

Click on Authorized Users to add Authorized Users

Click on My Profile to add/change email address, or setup payment notifications