Making Your Housing Payment Online

1. Navigate to [http://my.sjsu.edu](http://my.sjsu.edu) then click on the blue button “MySJSU (PeopleSoft)”

   ![MySJSU (PeopleSoft) button]

2. Enter Employee ID number and password, and then click on Sign In button.

   ![Sign In button]
3. Click on “SJSU Campus Solutions > Campus Community > SJSU Payment Home” from your Employee Self Service. A new window will open.

4. Click on “Faculty/Staff Payments and Deposits”

5. Click on “Click here to make a payment”
6. Click on "Housing Only Payment"

Housing Only Payment
On-campus Housing Students only: Use this payment type to make payment towards housing charges only. Do NOT use this payment type to make payment towards tuition and fees.

7. Enter the payment amount and select the term you are applying for (ex Fall 20xx or Spring 20xx) and then click on "Continue"

Housing Only Payment
On-campus Housing Students only: Use this payment type to make payment towards housing charges only. Do NOT use this payment type to make payment towards tuition and fees.

Total Amount: 

*Term: 

(Payment Plan Students can change the Total Amount to the installment amount currently due.)

Continue

6. Click on “Checkout”

Click the "Make Another Payment" button if you wish to pay for a different item.

<table>
<thead>
<tr>
<th>Initial Housing Payment</th>
<th>Edit</th>
<th>Delete</th>
<th>Total Amount</th>
<th>$600.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term: Fall 2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. Select method of payment and then click on “Continue to Checkout”

Select Method of Payment

- Enter new credit card information.
- Enter new electronic check information.

Continue Checkout

Once payment has been completed, a payment confirmation page will display.