

Faculty/Staff Payment Online

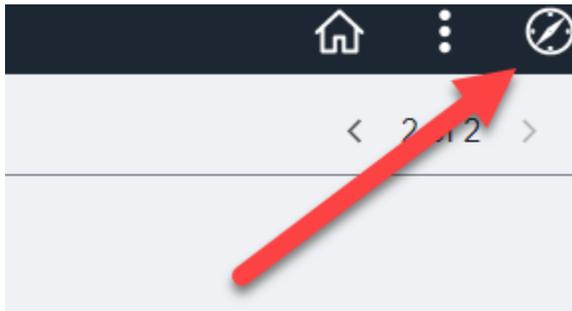
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1. Navigate to <https://one.sjsu.edu/> then click on "Sign In"
Enter Employee ID number and password, and complete the DUO authentication.

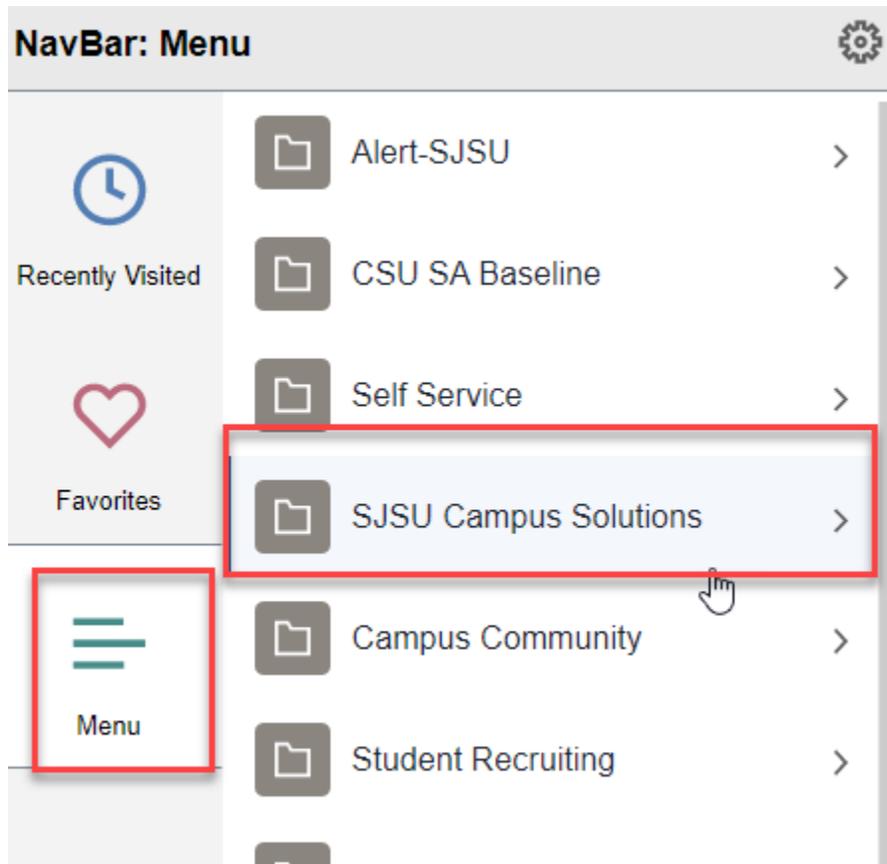
2. Click on "MySJSU (PeopleSoft-CS)". A new window will open.



3. Click on the compass located on the left hand side corner.



4. Click on "SJSU Campus Solutions" Under Menu.



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5. Click on "Campus Community".

lavBar: Menu

Menu

SJSU Campus Solutions

- Campus Community >
- Institutional Research >
- Messaging >

Recently Visited

Favorites

6. Click on "SJSU Payment Home".

Campus Community

- Housing Address Maintenance
- Online Course Evaluation
- SJSU Payment Home

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7. Click on "Faculty/Staff Payments & Deposits".

University Payments

Non-payment of fees will res

Undergraduate, Graduate and Post Baccalaureate Programs

To make an electronic payment via e-check or credit card, or to set up authentic Student Account Options below. Your browser must allow popups from tl

Student Account Options

You must be enrolled in regular university classes to use the Payment Plan. available for Special Session or Open University students. Please enroll in a your first payment. There is a fee to use Payment Plan. For more informatio <https://www.sjsu.edu/bursar/payment-refunds/installment-payment-plan.php>

Enroll in payment plan

Faculty/Staff Payments and Deposits

Your browser must allow popups from this site.

Make a payment/deposit

8. Click on "Housing Only Payment"

Housing Only Payment



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9. Enter Amount & Select Correct Term Session

Housing Only Payment

\$0.00

Amount

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.

* Term

 Selection required

10. Click on "Add Payment".

Review amount to be paid is correct & Click on "Checkout" located at the bottom right corner and continue with entering payment information.