Oregon TECH
Oregon Institute of Technology

DUAL CREDIT

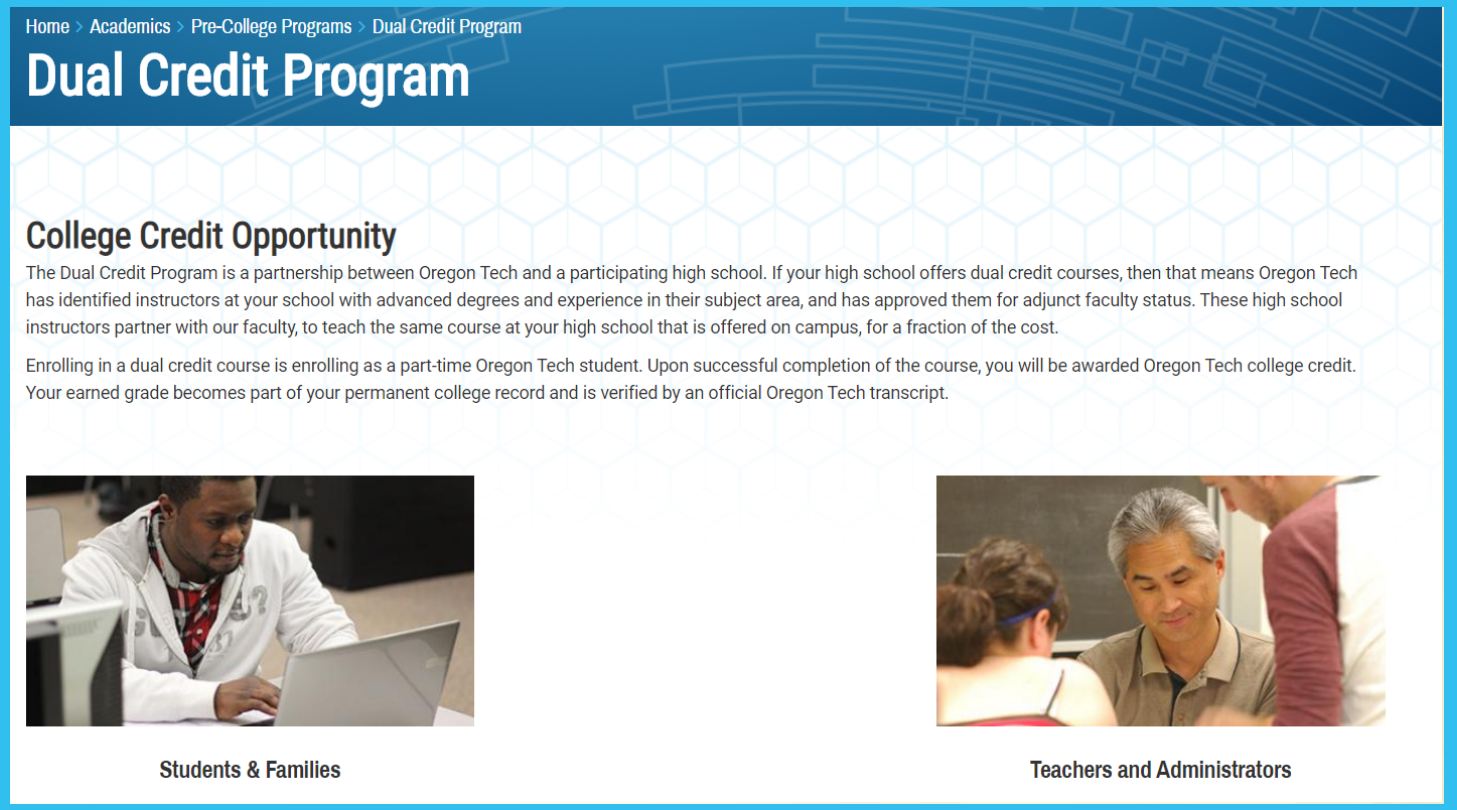
Oregon's Polytechnic University

PAYMENT INSTRUCTIONS FOR DUAL CREDIT

Step 1: Dual Credit Program Homepage

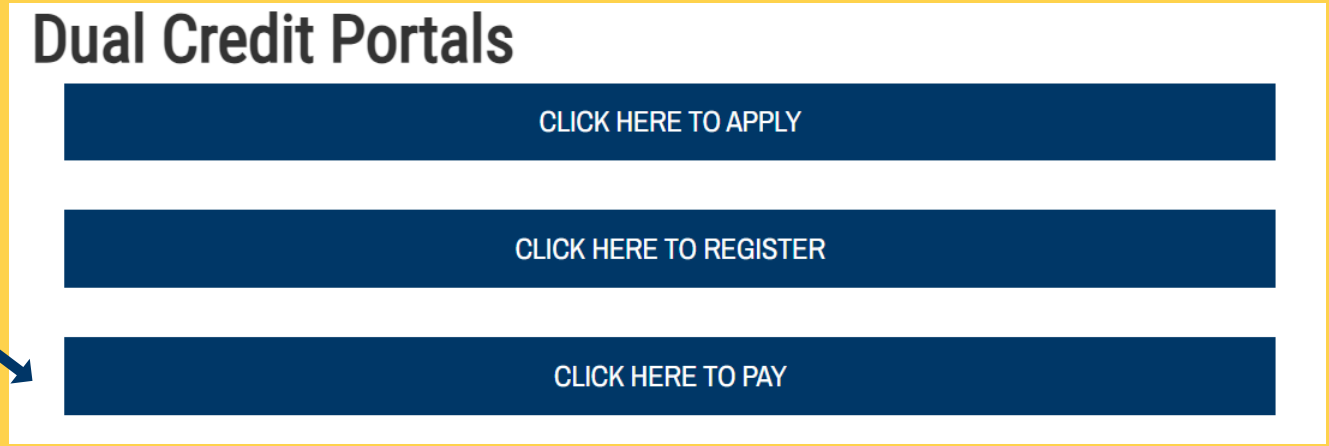
1. Go to www.oit.edu/dual-credit

2. Click "Students & Families"



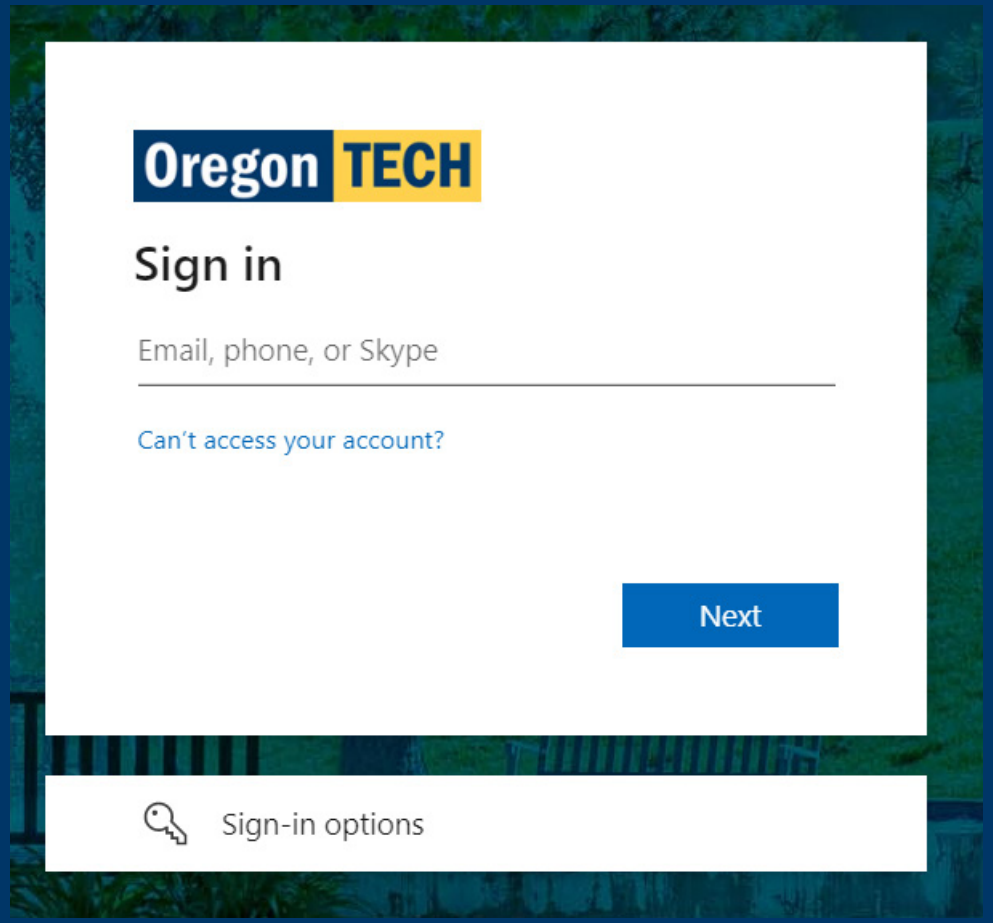
Step 2: Payment Portal

1. Click on "Click Here to Pay"



Step 3: Enter Oregon Tech email

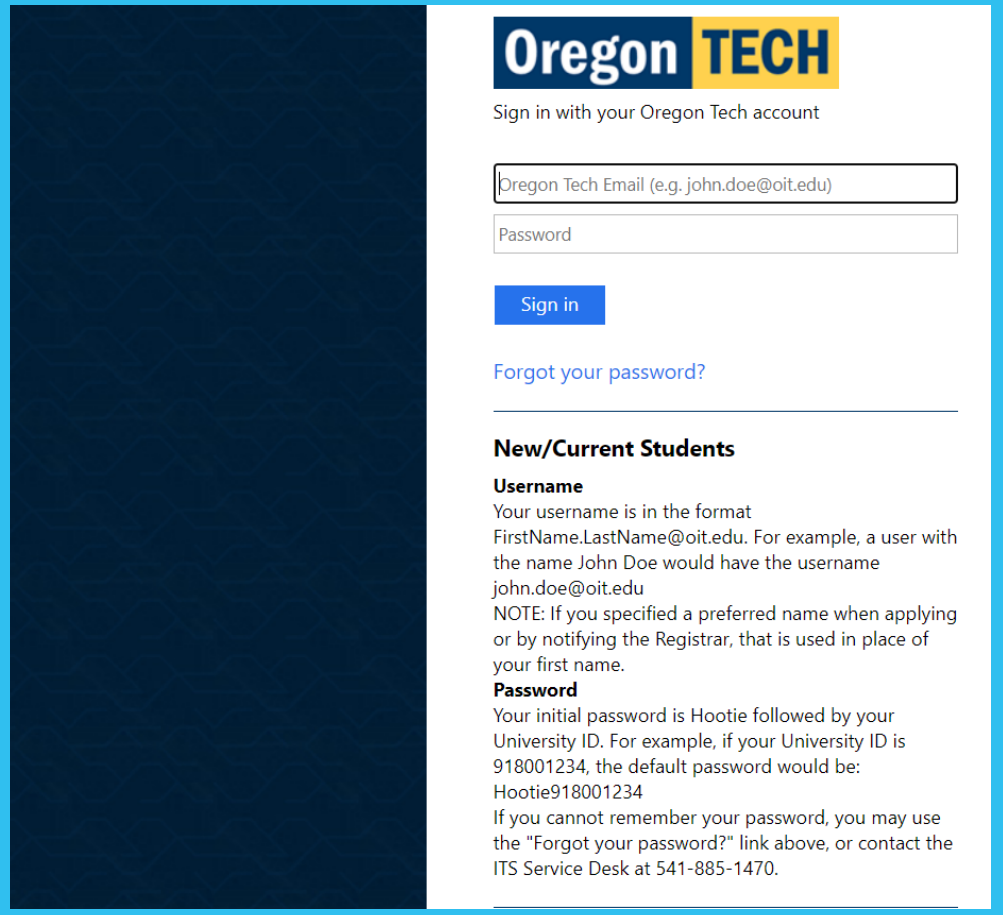
1. Your login is your:
   firstname.lastname@oit.edu



Step 4: Complete Login

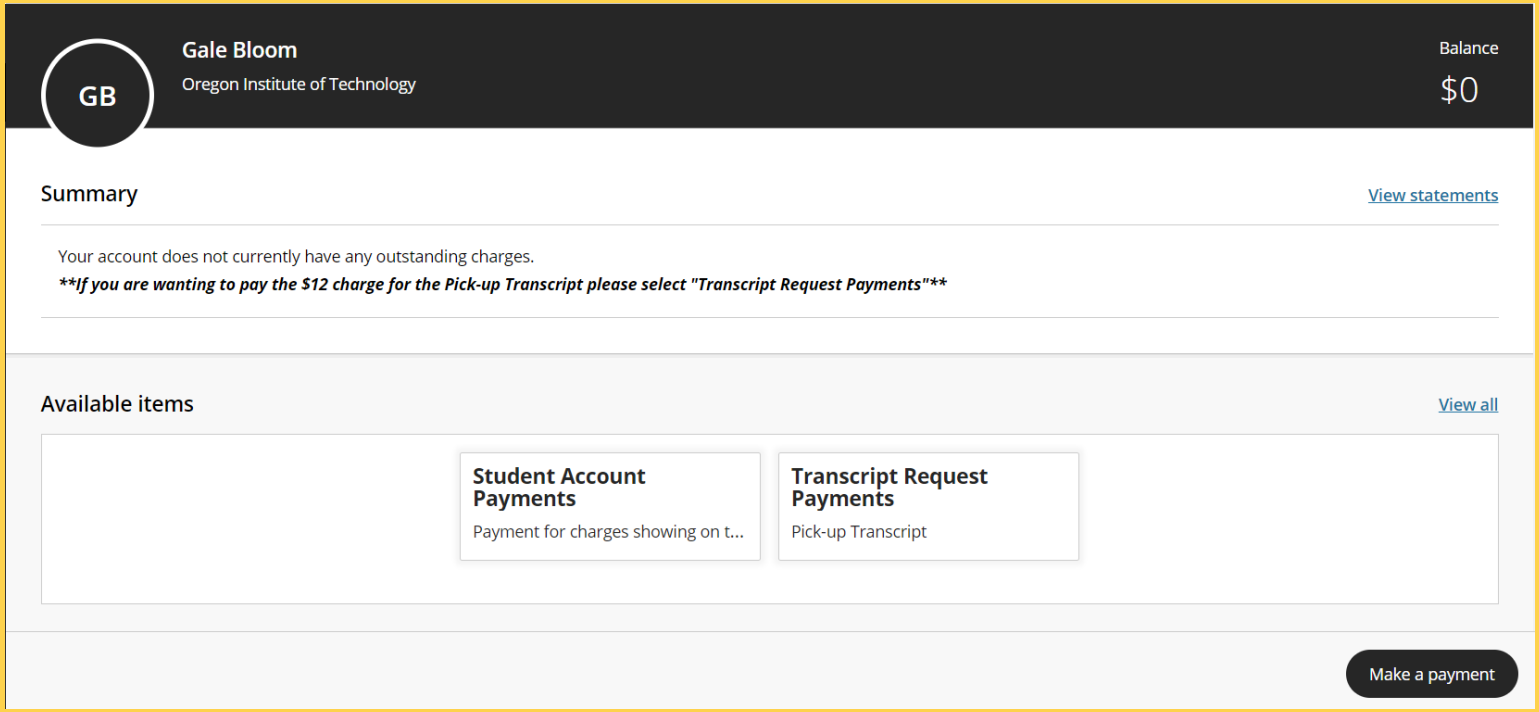
1. Enter the 14 character password you created when you logged in to TECHweb for the first time.

2. Call the ITS helfdesk at 541-885-1470 to reset your password if you have forgotten it.



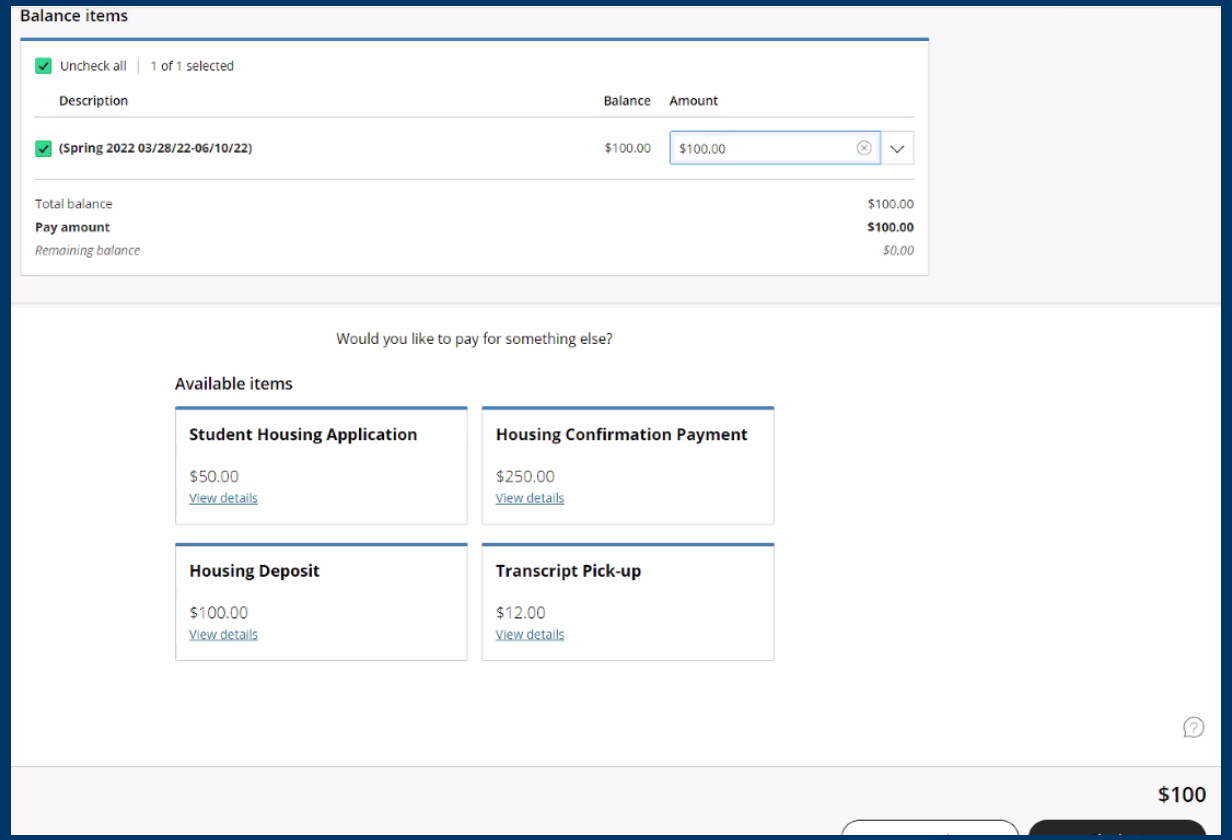
Step 5: Payment Dashboard

1. Select "Make a payment."



Step 6: CompletePayment

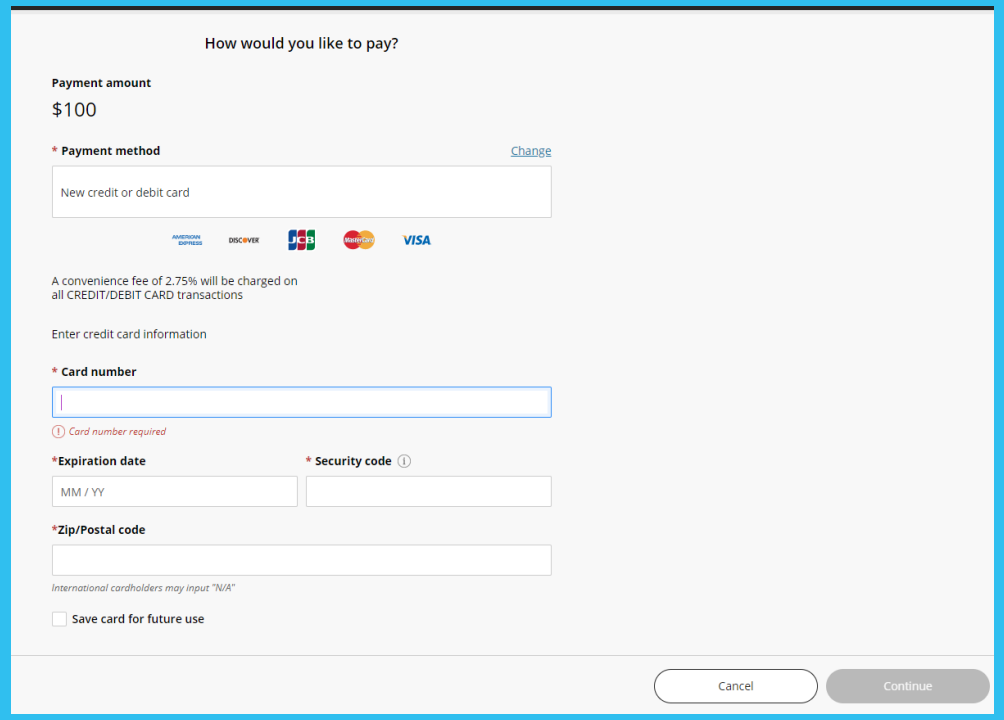
1. Choose items that you are paying for.
2. Select "Checkout" on the bottom right of the page.



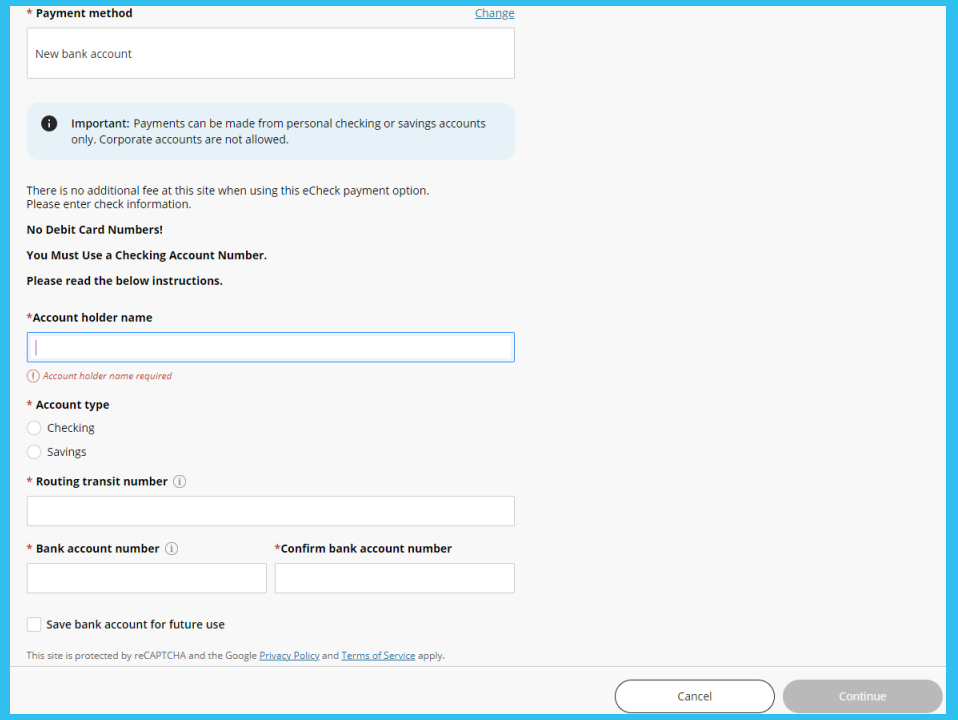
Step 7: Choose Payment Method

Credit Card Payment Screen

NOTE: Credit/Debit Card payments incur a 2.75% service fee.

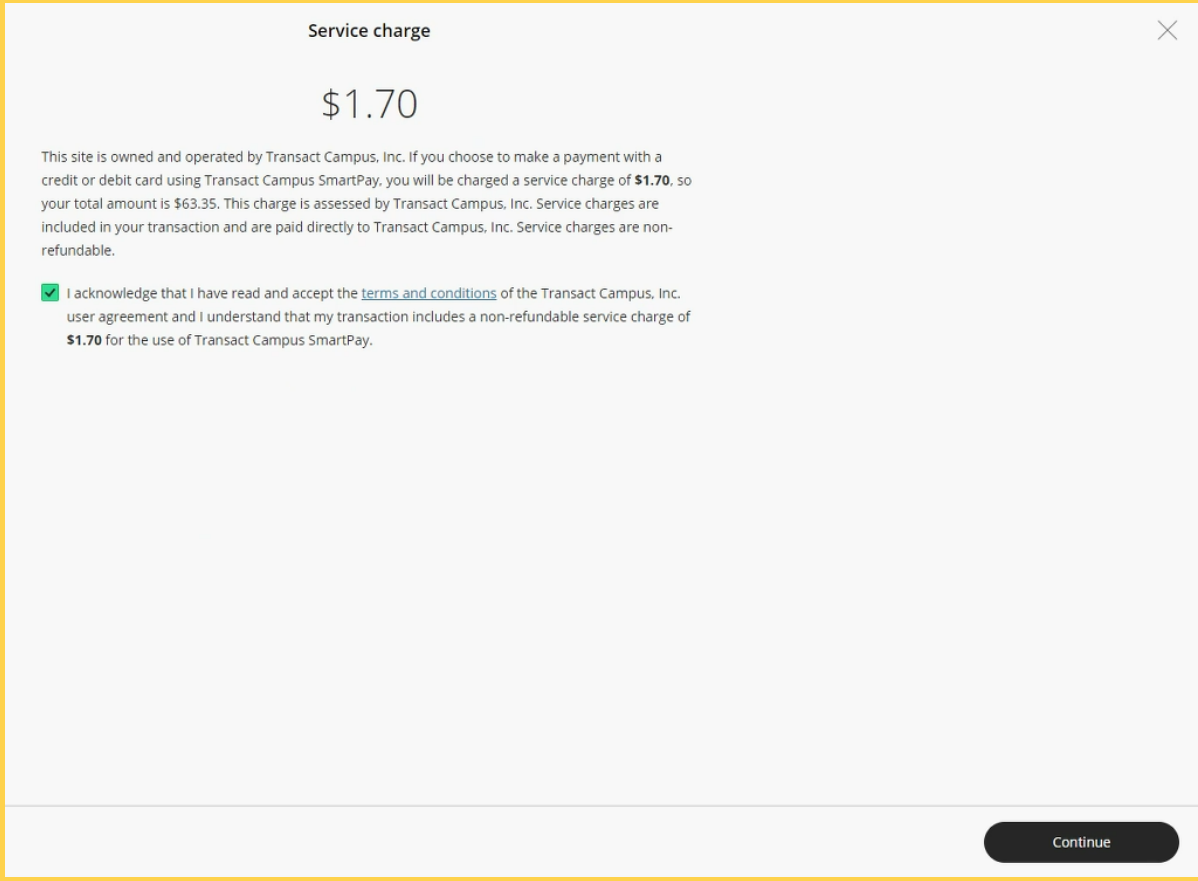


Bank Account Payment Screen



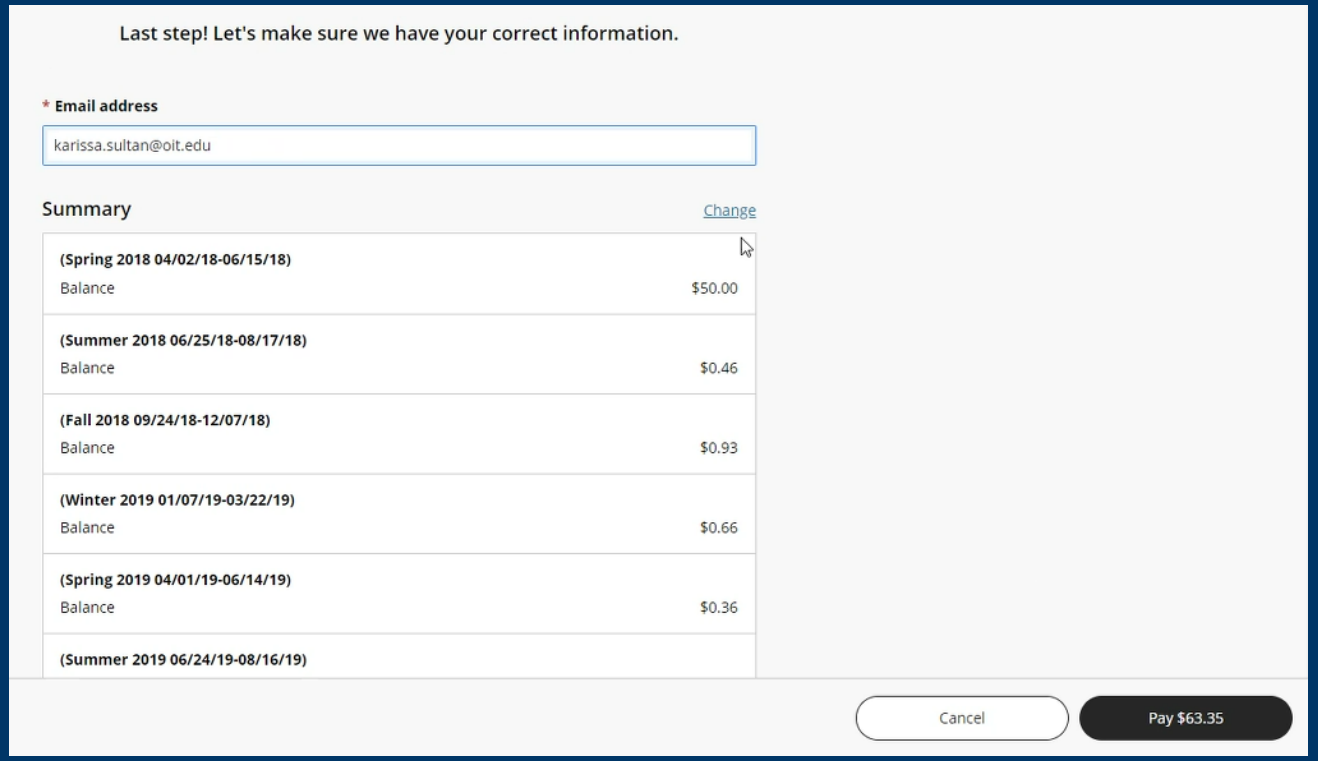
Step 8: Service Charge

1. If you completed a payment using a card you will need to select the box acknowledging the charge and click "Continue."

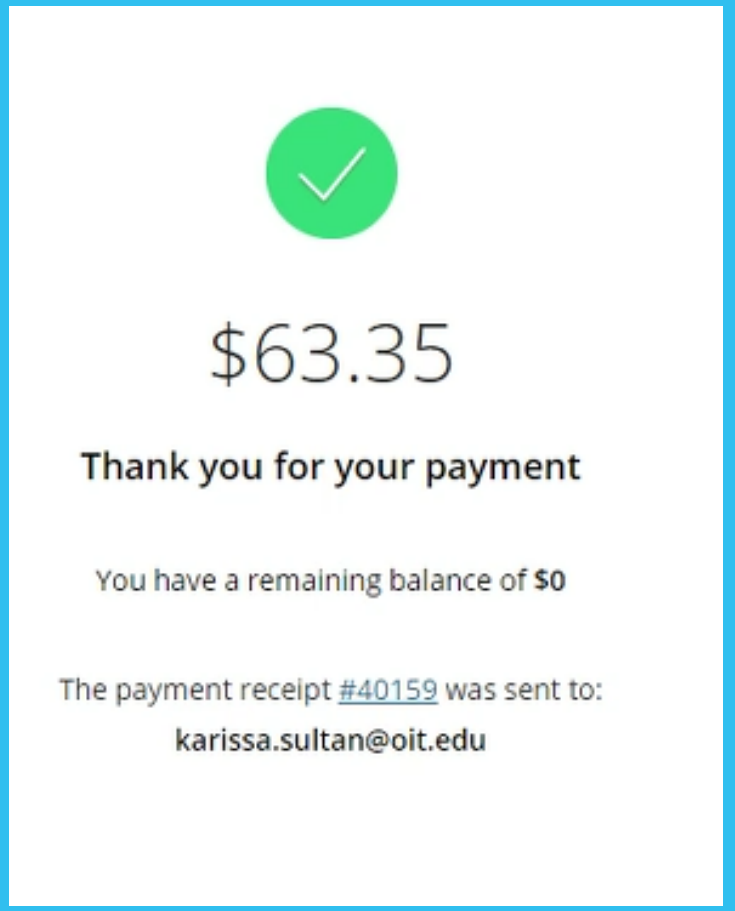


Step 9: Confirm Payment Details

1. Review your payment details and click "Pay" if they are accurate.



Step 10: Payment Confirmation

1. Your payment is complete!

   A receipt has been sent to your email address.