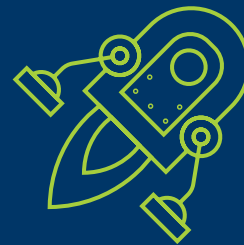
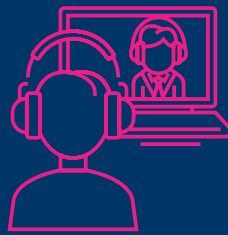
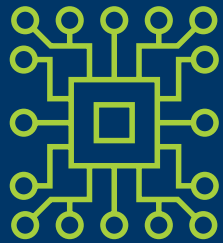


# PAYMENT INSTRUCTIONS FOR DUAL CREDIT



## Step 1: Dual Credit Program Homepage

1. Go to [www.oit.edu/dual-credit](http://www.oit.edu/dual-credit)
2. Click "Students & Families"



Home > Academics > Pre-College Programs > Dual Credit Program

## Dual Credit Program

### College Credit Opportunity

The Dual Credit Program is a partnership between Oregon Tech and a participating high school. If your high school offers dual credit courses, then that means Oregon Tech has identified instructors at your school with advanced degrees and experience in their subject area, and has approved them for adjunct faculty status. These high school instructors partner with our faculty, to teach the same course at your high school that is offered on campus, for a fraction of the cost.

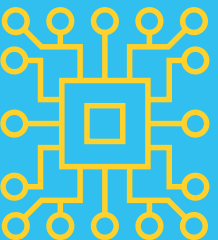
Enrolling in a dual credit course is enrolling as a part-time Oregon Tech student. Upon successful completion of the course, you will be awarded Oregon Tech college credit. Your earned grade becomes part of your permanent college record and is verified by an official Oregon Tech transcript.



Students & Families



Teachers and Administrators



## Step 2: Payment Portal

1. Click on "Click Here to Pay"



**Dual Credit Portals**

CLICK HERE TO APPLY

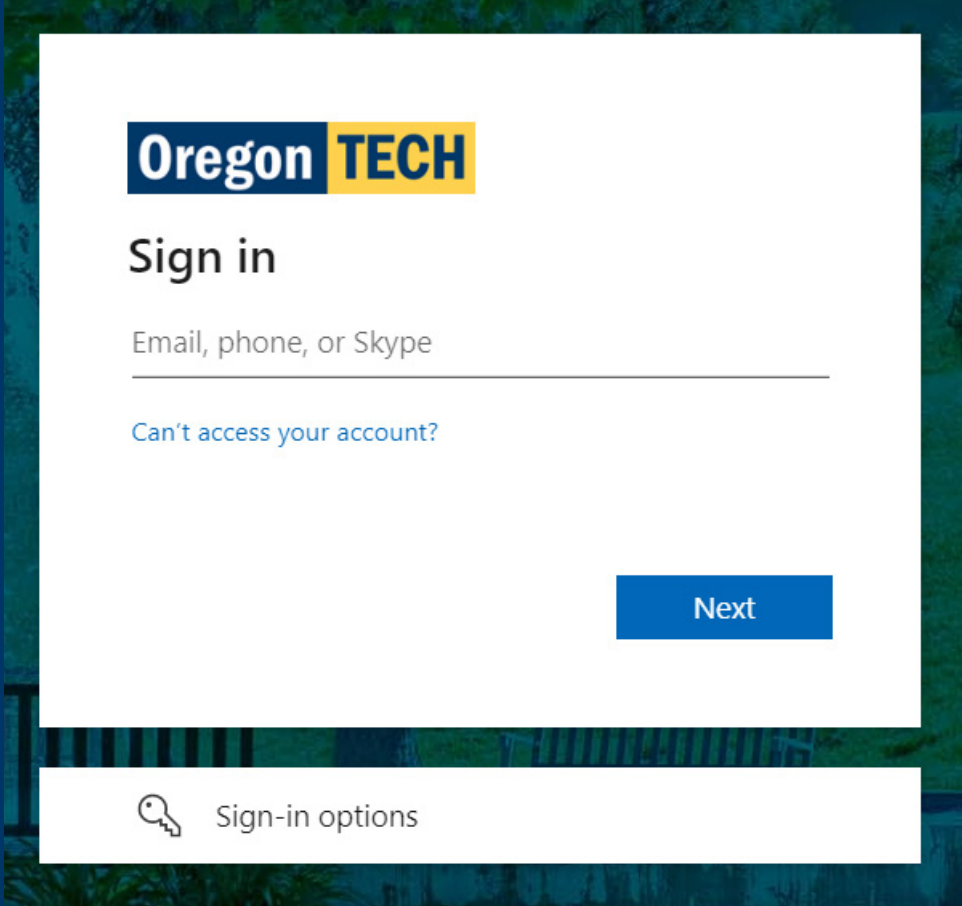
CLICK HERE TO REGISTER

CLICK HERE TO PAY



## Step 3: Enter Oregon Tech email

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

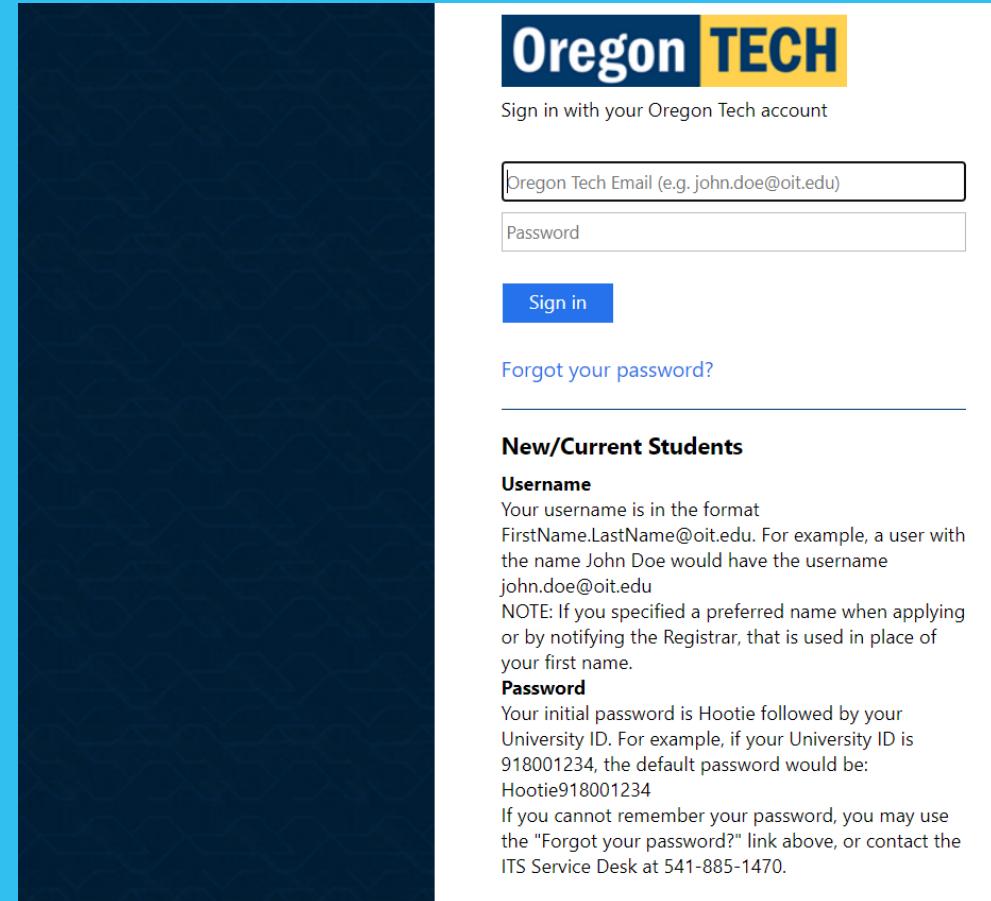


The screenshot shows a sign-in interface for Oregon Tech. At the top left is the Oregon TECH logo. Below it is the text "Sign in". There is a text input field with the placeholder text "Email, phone, or Skype". Below the input field is a blue button labeled "Next". At the bottom left, there is a key icon and the text "Sign-in options".



## 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 helpdesk at 541-885-1470 to reset your password if you have forgotten it.

A screenshot of the Oregon Tech login page. At the top left is the Oregon TECH logo. Below it, the text reads "Sign in with your Oregon Tech account". There are two input fields: "Oregon Tech Email (e.g. john.doe@oit.edu)" and "Password". A blue "Sign in" button is positioned below the fields. A link for "Forgot your password?" is located below the button. A horizontal line separates the login section from the "New/Current Students" section. Under "New/Current Students", there are sub-sections for "Username" and "Password" with explanatory text and a note about preferred names.

**Oregon** **TECH**

Sign in with your Oregon Tech account

Oregon Tech Email (e.g. john.doe@oit.edu)

Password

Sign in

[Forgot your password?](#)

---

**New/Current Students**

**Username**  
Your username is in the format  
FirstName.LastName@oit.edu. For example, a user with  
the name John Doe would have the username  
john.doe@oit.edu  
NOTE: If you specified a preferred name when applying  
or by notifying the Registrar, that is used in place of  
your first name.

**Password**  
Your initial password is Hootie followed by your  
University ID. For example, if your University ID is  
918001234, the default password would be:  
Hootie918001234  
If you cannot remember your password, you may use  
the "Forgot your password?" link above, or contact the  
ITS Service Desk at 541-885-1470.



# Step 5: Payment Dashboard

1. Select "Make a payment."

**GB** Gale Bloom  
Oregon Institute of Technology

Balance \$0

Summary [View statements](#)

Your account does not currently have any outstanding charges.  
**\*\*If you are wanting to pay the \$12 charge for the Pick-up Transcript please select "Transcript Request Payments"\*\***

Available items [View all](#)

- Student Account Payments**  
Payment for charges showing on t...
- Transcript Request Payments**  
Pick-up Transcript

[Make a payment](#)



# Step 6: Complete Payment

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

Balance items

Uncheck all | 1 of 1 selected

| Description   | Balance  | Amount   |
|---|----------|----------|
| <input checked="" type="checkbox"/> (Spring 2022 03/28/22-06/10/22) | \$100.00 | \$100.00 |

Total balance \$100.00  
Pay amount **\$100.00**  
Remaining balance \$0.00

Would you like to pay for something else?

Available items

|   |   |
|---|---|
| <b>Student Housing Application</b><br>\$50.00<br><a href="#">View details</a> | <b>Housing Confirmation Payment</b><br>\$250.00<br><a href="#">View details</a> |
| <b>Housing Deposit</b><br>\$100.00<br><a href="#">View details</a>            | <b>Transcript Pick-up</b><br>\$12.00<br><a href="#">View details</a>            |

\$100



# Step 7: Choose Payment Method

## Credit Card Payment Screen


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

How would you like to pay?

Payment amount  
\$100

\* Payment method [Change](#)

New credit or debit card

AMERICAN EXPRESS DISCOVER  MASTERCARD VISA

A convenience fee of 2.75% will be charged on all CREDIT/DEBIT CARD transactions

Enter credit card information

\* Card number

① Card number required

\* Expiration date  MM / YY

\* Security code  ①

\* Zip/Postal code

International cardholders may input "N/A"

Save card for future use

## Bank Account Payment Screen

\* Payment method [Change](#)

New bank account

**Important:** Payments can be made from personal checking or savings accounts only. Corporate accounts are not allowed.

There is no additional fee at this site when using this eCheck payment option. Please enter check information.

**No Debit Card Numbers!**  
**You Must Use a Checking Account Number.**  
Please read the below instructions.

\* Account holder name

① Account holder name required

\* Account type

Checking

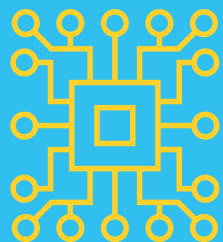
Savings

\* Routing transit number  ①

\* Bank account number  ① \* Confirm bank account number

Save bank account for future use

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.





## 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."

Service charge ✕

\$1.70

This site is owned and operated by Transact Campus, Inc. If you choose to make a payment with a credit or debit card using Transact Campus SmartPay, you will be charged a service charge of **\$1.70**, so your total amount is \$63.35. This charge is assessed by Transact Campus, Inc. Service charges are included in your transaction and are paid directly to Transact Campus, Inc. Service charges are non-refundable.

I acknowledge that I have read and accept the [terms and conditions](#) of the Transact Campus, Inc. user agreement and I understand that my transaction includes a non-refundable service charge of **\$1.70** for the use of Transact Campus SmartPay.

Continue



## Step 9: Confirm Payment Details

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

Last step! Let's make sure we have your correct information.

\* Email address

Summary [Change](#)

|                                 |         |
|---------------------------------|---------|
| (Spring 2018 04/02/18-06/15/18) |         |
| Balance                         | \$50.00 |
| (Summer 2018 06/25/18-08/17/18) |         |
| Balance                         | \$0.46  |
| (Fall 2018 09/24/18-12/07/18)   |         |
| Balance                         | \$0.93  |
| (Winter 2019 01/07/19-03/22/19) |         |
| Balance                         | \$0.66  |
| (Spring 2019 04/01/19-06/14/19) |         |
| Balance                         | \$0.36  |
| (Summer 2019 06/24/19-08/16/19) |         |



## Step 10: Payment Confirmation

1. Your payment is complete!

A receipt has been sent to your email address.

