

To make a credit card payment on RUAccess:

www.roosevelt.edu

- Select the **Log-in to RuAccess** icon at the top of the screen
- Enter User ID: Student Roosevelt ID Number
- Enter PIN#: Enter your 6 digit pin# (1st time users enter your 6 digit birthdate – then follow additional directions to choose a new pin)
- Select *Student Services*
- Select *Tuition and Fees*
- Select *Make a Payment*
- Select *the term that the payment is for*, then select *Submit*
- Enter your credit card information
- Enter the **dollar amount** to be paid (no dollar signs or commas)
- Confirm credit card billing address, change if incorrect
- Select *submit payment*
- Confirm information entered, then select *submit payment* again
- Please wait while the request is processing
- Print receipt by clicking on the printer button on top of the web browser