

## Instructions for Paying The \$100.00 Admissions Deposit Online

**Applicants can now pay the \$100.00 Admissions Deposit online. Please note: This applies to the Admissions Deposit only. It does not apply to the Application Fee. If you applied online and did not pay the Application Fee, the Application Fee must be paid by check, money order or cash. Payment should be sent to Undergraduate Admissions, 840 Wood Street, Clarion PA 16214**

**To pay your Admissions Deposit log into your account, using the User ID and password provided at the time of application. Currently and previously enrolled students should use their current User ID and password. Currently enrolled or previously enrolled students who cannot remember the User ID and password should contact Computing Services by phone at 814-393-2640 or by sending an email to [helpdesk@clarion.edu](mailto:helpdesk@clarion.edu). Applicants who were not enrolled and cannot remember the User ID and Password should contact Admissions by telephone at 814-393-2306 or by sending an email to [admissions@clarion.edu](mailto:admissions@clarion.edu).**

### Instructions:

**To log into your account go the [myclarion.clarion.edu](http://myclarion.clarion.edu) and enter your **User ID** and **Password**.**

A screenshot of the MyCLARION login interface. It features two input fields: 'User ID' and 'Password'. Below the 'Password' field is a 'Sign In' button. A blue arrow points to the 'User ID' field. The form is set against a light gray background.

Enter your Clarion username and password to access MyClarion Student Center, Faculty Center, and Campus Solution services.

Other Clarion University Sites:

- [MyClarion Help](#)
- [Register for Eagle Alerts](#)
- [www.clarion.edu](http://www.clarion.edu)



Once you have logged in, click on the **Student Center** link. You may see another link, so make sure to select **Student Center**.

The screenshot shows the MyCLARION student portal. At the top left is the Clarion University logo. The main header area is orange and contains the text "Welcome to MyCLARION". Below this are links for "Favorites" and "Main Menu". A secondary navigation bar includes "Personalize", "Content Layout", and the date "Sun Apr 19; 15: 9:14 PM". A "MyCLARION Navigation" sidebar on the left lists "Student Center" with a red arrow pointing to it and the subtext "Use the student center to manage school related activities." The main content area features a "Welcome!" message, a "Welcome to MyCLARION" heading, a photograph of a brick building with a tower, and a paragraph: "Welcome to the Clarion University's student portal. To help make your academic career at Clarion as smooth and enjoyable as possible, we've created this site so that you can have all the information you need available for you right here at your fingertips." The footer contains the copyright notice: "© 2010 Clarion University of Pennsylvania, 840 Wood Street, Clarion, PA 16214".

The **Student Center Page** will open. Click on the **Manage My Account** under **Finances**.

**CLARION UNIVERSITY** Welcome to MyCLARION

Favorites | Main Menu > Self Service > Student Center

### Student Center

**Academics**

[Search](#)  
[Plan](#)  
[Enroll](#)  
[My Academics](#)

**You are not enrolled in classes.**

enrollment shopping cart ▶

other academic... ▼ >>

**Finances**

**My Account**  
[Account Inquiry](#)

**Financial Aid**  
[View Financial Aid](#)  
[Accept/Decline Awards](#)  
[Apply for Scholarships](#)

other financial... ▼ >>

**Account Summary**

Account Total Balance	0.00
Payment Plan Budget	0.00
Pending Financial Aid	0.00
Adjusted Acct Bal Due	0.00
Please pay this amount	
Enrollment Deposit Due	100.00

TMS Payment Plan Participants: If you have an Adjusted Acct Bal Due please increase your payment plan budget accordingly.

Please use the MyClarion link 'Manage My Account' to make online payments, add authorized users, and set up your CUPay payment plan.

Currency used is US Dollar.

[Manage My Account](#) ▶

**Personal Information**

[Demographic Data](#)  
[Parking Permit Request](#)  
[Emergency Contact Names](#)

other personal... ▼ >>

**Contact Information**

Permanent Address	Local Address
Home Phone	Campus E-mail

**Admissions**

Admitted

**My Applications**

Clarion University of PA	UGRD Health Sci & Human Srv	19 FALL	✓
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**SEARCH FOR CLASSES**

**Holds**  
No Holds.

**To Do List**  
more ▶

**Milestones**  
No Milestones

**Enrollment Dates**  
[Open Enrollment Dates](#)

**Advisor**  
**Program Advisor**  
None Assigned

**Registrar's Office Links**  
[Academic Policies](#)  
[Student Records Forms](#)  
[Student Resources](#)

**Financial Aid Links**  
[FAFSA on the Web](#)  
[Student Loans](#)  
[Financial Aid Forms/Documents](#)


**Policy Links**  
[Financial Terms and Conditions](#)  
[Student Rights](#)  
[Computing Policies](#)

**When you click the **Make an Online Payment** link a new window will open. If the new window does not open please check your browser to verify that you do not have **Pop Up Blocker** set.**

**If you need to find out how to turn off Pop Up Blocker:**


**Internet Explorer:**

To turn Pop-up Blocker on or off

1. Open Internet Explorer, select the **Tools** button , and then select **Internet options**.
2. On the **Privacy** tab, under Pop-up Blocker, select or clear the **Turn on Pop-up Blocker** check box, and then select **OK**.

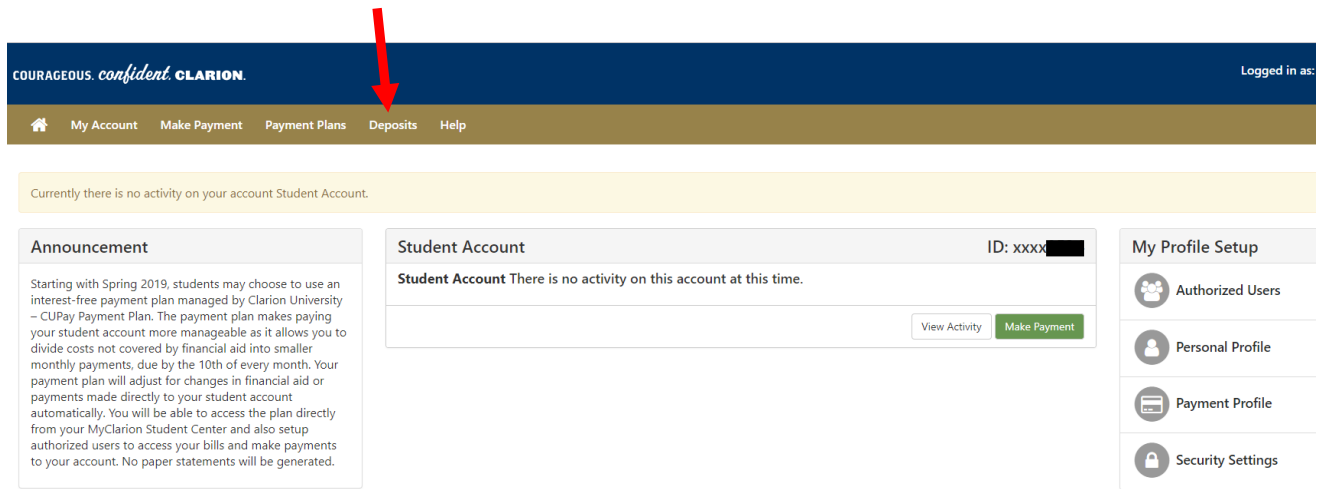
**Google Chrome:**

## Turn pop-ups on or off

1. On your computer, open Chrome.
2. At the top right, click More  .
3. Click **Settings**.
4. At the bottom, click **Show advanced settings**.
5. Under "Privacy," click **Content settings**.
6. Under "Pop-ups," select an option:
  - **Do not allow any site to show pop-ups (recommended)**
  - **Allow all sites to show pop-ups**

**\*It is also important to note that you will not be able to make a payment on your **iPhone** using **Safari** as the Pop Up window will not come up.**

The Clarion University Online Payment Processor will be displayed. Select the **Deposits** Option.



COURAGEOUS. *confident*. CLARION. Logged in as:

My Account Make Payment Payment Plans **Deposits** Help

Currently there is no activity on your account Student Account.

#### Announcement

Starting with Spring 2019, students may choose to use an interest-free payment plan managed by Clarion University – CUPay Payment Plan. The payment plan makes paying your student account more manageable as it allows you to divide costs not covered by financial aid into smaller monthly payments, due by the 10th of every month. Your payment plan will adjust for changes in financial aid or payments made directly to your student account automatically. You will be able to access the plan directly from your MyClarion Student Center and also setup authorized users to access your bills and make payments to your account. No paper statements will be generated.

#### Student Account

ID: xxxx[REDACTED]

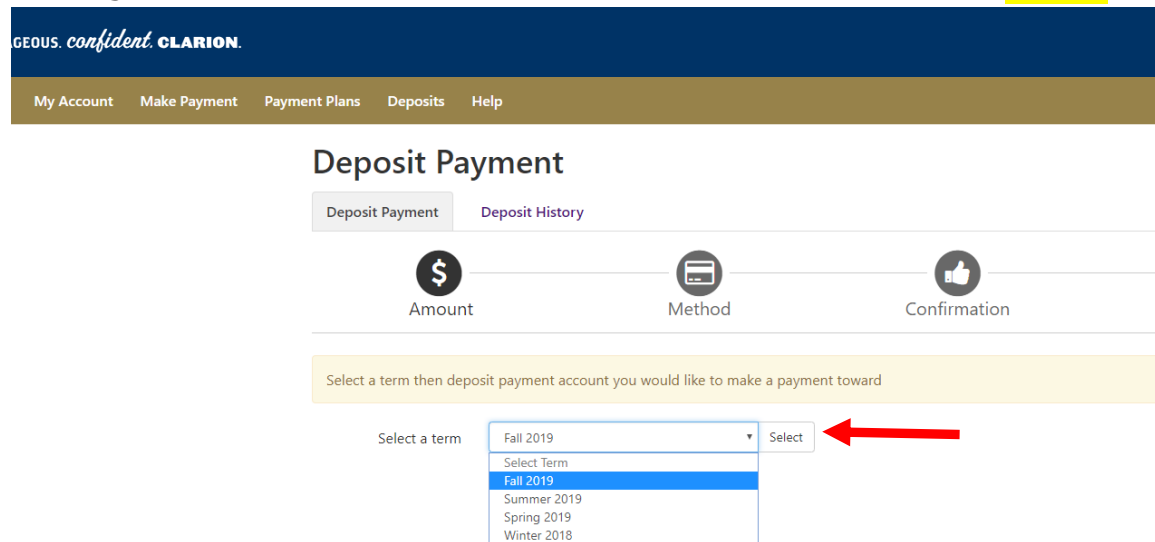
**Student Account** There is no activity on this account at this time.

[View Activity](#) [Make Payment](#)

#### My Profile Setup

- Authorized Users
- Personal Profile
- Payment Profile
- Security Settings

The **Select Term for Deposit Payment** box will appear. Select the application term you applied for in the drop down box and then click the **Select** button.



GEOUS. *confident*. CLARION.

My Account Make Payment Payment Plans Deposits Help

## Deposit Payment

Deposit Payment Deposit History

Amount Method Confirmation

Select a term then deposit payment account you would like to make a payment toward

Select a term

- Select Term
- Fall 2019**
- Summer 2019
- Spring 2019
- Winter 2018

The **Select Deposit** Box will appear. Select the term displayed.

Make Payment

Information Systems Inc [US] | https://secure.touchnet.com/C20046\_tsa/web/make\_payment.jsp

larion University of | Login | Salesforce | Informatica Cloud | SharePoint | Encoura™ Data Lab | Intersect | Informatica Cloud | myCLARION Sign-In

**LARION.**

Payment | Payment Plans | Deposits | Help

## Deposit Payment

Deposit Payment | Deposit History

Amount | Method | Confirmation | Receipt

Select a term then deposit payment account you would like to make a payment toward

Select a term: Fall 2019 | Select

Select a deposit:

- Select Deposit Payment
- Select Deposit Payment
- Enrollment Deposit - Fall

The details of the payment will then display. Click the **Continue** button.

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ment Payment Plans Deposits Help

## Deposit Payment

Deposit Payment Deposit History

Amount Method Confirmation Receipt

Select a term then deposit payment account you would like to make a payment toward

Select a term  Select

Select a deposit  Select

Enrollment Deposit - Fall	
Deposit name	Enrollment Deposit - Fall
Deposit description	Enrollment Deposit for Students admitted to the future Fall term.
Term	Fall 2019
Maximum payment amount	\$100.00
Payment amount	\$100.00

by | All rights reserved | Privacy Statement

The **Select Payment Method** screen will appear. There are three payment methods (**Electronic Check (checking/savings)**, **Credit Card via PayPath**, and **Debit Card**).

Deposit paid with an **Electronic Check or with a Debit Card**, do **NOT** have additional fees.

Deposits paid with a **credit card** will have a **small, nonrefundable convenience fee assessed**. (If this option is selected it will take you to the **Confirmation** page when you click the **Select** button).

Select the **Payment Method** option from the drop down box and then click the **Continue** button.

The screenshot shows the 'Deposit Payment' interface. At the top, there is a navigation bar with 'ent', 'Payment Plans', 'Deposits', and 'Help'. Below this is a progress bar with four steps: 'Amount', 'Method', 'Confirmation', and 'Receipt'. The 'Amount' field is set to '\$100.00'. The 'Method' dropdown menu is open, showing options: 'Select Method', 'Electronic Check (checking/savings)', 'Credit Card via PayPath', and 'Debit Card'. To the right of the dropdown are three buttons: 'Back', 'Cancel', and 'Continue'. A red arrow points to the 'Continue' button. Below the form, there is a note: '\*Credit card payments are handled through a third-party payment service. A non-refundable service fee will be added to your payment.' At the bottom, there are logos for 'VISA' and 'MasterCard'.



If **Credit Card** is selected on the **Payment Method** screen the **Confirmation** screen is displayed and you select **Continue to PayPath** if you still want to pay with a credit card.

Payment Information

Payment Amount	\$100.00
Payment Date	1/1/19

Paid To

Clarion University of PA

Confirmation Email

Primary [REDACTED]

Selected Payment Method

TOUCHNET PAYPATH

Change Payment Method

Back Cancel Continue to PayPath

**Some users experience an issue with paying with a credit card or debit card. Often the cause is the user is not entering the billing address correctly. The billing address should be the address that bills or statements are associated with.**

**After the payment option is selected, follow the online prompts. Once the payment is submitted a confirmation page will be displayed which will provide information about the payment. It is recommended you print a copy of this page. If the payment method you chose does not give you a print button you can use your browsers print function. A payment confirmation email will be sent to the email address you entered when making the payment. If you were not prompted for an email address, the confirmation email will be sent to the email address you provided when you applied.**

**After completing the payment options, select the logout link or simply close**

**the window. When you return to the Student Center page, you will need to refresh the page so payment is reflected. A short cut for Windows based computers is F5. Or you can close the page and log back into your Student Center to see the payment as received.**