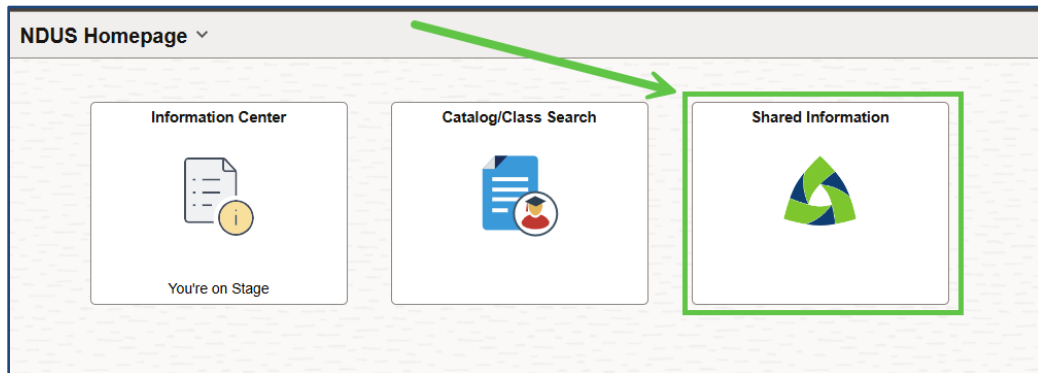


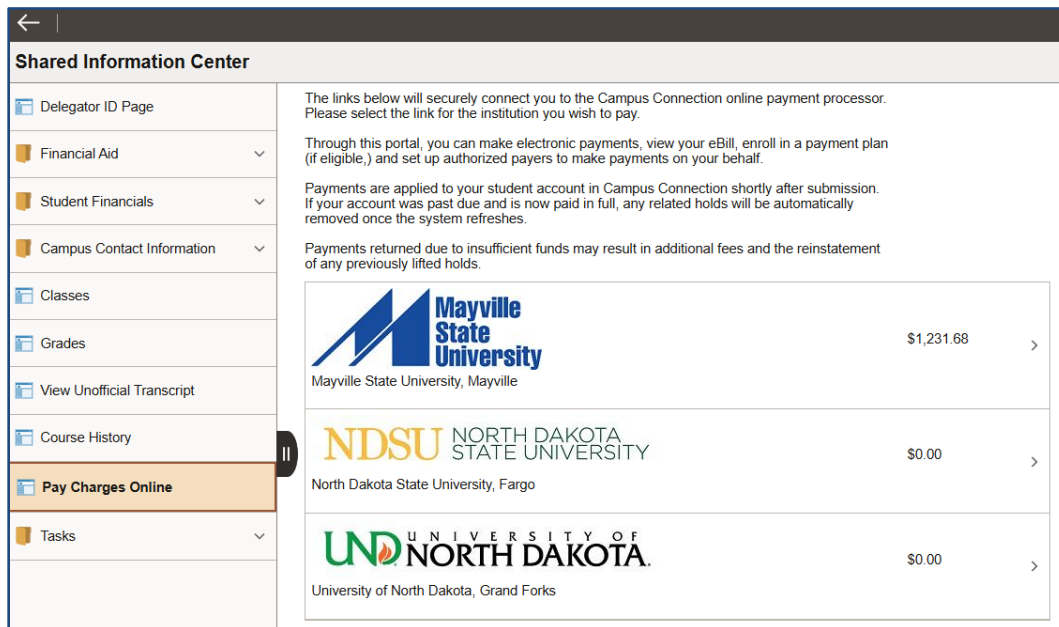
Campus Solutions Delegated Access- Proxy Online Payments

1. Making an Online Payment

1. Log in using [this link](#).
2. After logging in, click the **Shared Information** tile.



2. On the Select Delegator page, click **Select** next to your student's name.
 - If you're a proxy for more than one student, each will be listed here.
3. In the Shared Information Center, click on Pay Charges Online that shows on the left hand side.
4. Click on the university you would like to make a payment towards.



5. Once you click on the button you will be directed over to our Online Payment site.

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- a. The first time you go to the Online Payment site you will see a Update Your User Profile page. Fill out the information and click **Save** at the bottom when you are finished.

Update Your User Profile

Profile Details

* Indicates required field

Personal Information

First Name*

Preferred First Name

Last Name*

Email*
ashley.a.hanson@ndus.edu

Mobile
[Flag] [Country Code] [Number]

This email is currently locked and uneditable.

+ Add Email

Home
[Flag] [Country Code] [Number]

Office
[Flag] [Country Code] [Number]

Preferred Language*

Timezone*

Address

Address

Apartment, Suite, etc. (Optional)

City

Country
--Select--

Save

6. You will then be brought to an Authentication Questions page. Once you complete the questions here, you can click **Save**.
7. You will be directed to the View & Pay Accounts page, that will allow you to view the students account information, make a one-time payment or sign up for a payment plan (if they are eligible).

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8. ***IMPORTANT*** - When returning to **Campus Connection** or accessing the **Online Payment site** for another student, it is **essential** to click **Profile** (in the upper right-hand corner) and select **Sign Out**. Doing so will properly close the Online Payment site and return you to Campus Connection.
 - a. **If you close the browser window instead of signing out**, you may encounter errors caused by cached data.
 - i. To fix this, either:
 1. Go back to the Online Payment site under the same student and sign out properly, **or**
 2. Clear your browser's cache and cookies, close the browser completely, and then log in again.

