How To Pay Standalone Fees

Step 1:

Go to https://portal.academyart.edu/campusm/home#select-profile and select "Student/Faculty/

Staff." If prompted, login using your AAU username and password.



Step 2:



Select "Student Self Service" from the left side under "Home" - OR -

Click the large"Student Self-Service" box (circled in red) next to "My Classes"

Note: You can also find your official AAU email, make onsite lab and shop reservations, and see the campus shuttle schedule & more here!

STUDENT SELF SERVICE	If prompted, log into the Student Self Service portal using your AAU username and password.
User ID JDOE2 Password Sign In Forgot your password?	Then click the red building (circled in red).
User ID is case sensitive. Use all capital letters (e.g. JSMITH02).	▼ Student Homepage
If you are having trouble logging in to Student Self Service, please contact the Online Help Desk. Email: online@cademyart.edu Phone: 1-415-618-3545 Toll Free Phone: 1-888-431-2787 Help Desk Hours: 24 hours a day, 7 days per week	Student Center
Enable Screen Reader Mode	

Step 4:

A. On the Student Center Homepage, find the section that says "other finances" under the "Finances" tab. Click it to bring up the drop-down menu and find "Purchase Items" (circled in red). Click the two small arrows in blue next to it to proceed.

< Student Homepage			Student Center
	Jane's Student Center		
\$ My Account	Academics Search	You are not enrolled in classes	Search for Classes
Enrollment	Plan Enroll My Academics	0	Holds
💰 Financial Aid	other academic		To Do List
≡ To Do List	Finances My Account		No To Do's.
Personal Information	Account Activity	You have no outstanding charges at this time.	Program Advisor
Account Activity Charges Due Enroll in Payment Plan Country Financial Aid Purchase Items	Make a Payment ▶	Student Services Advisor Details Financial Aid Links Message to Fed. Loan Borrowers Student Loan Limits	
	Personal Information		Financial Aid Withdrawals

B. Alternatively you may also navigate to the Purchase Items page by using the following:

Main Menu > Self Service > Campus Finances > Purchase Miscellaneous Items



Step 5:

On the next page you may now select what standalone service(s) you would like to buy. (boxed in red)

Enter "1	" in the box next to what you
wish to	ourchase.

You can use the calculate total push button at the bottom of the screen to total your purchase.

When you are satisfied with your selection(s), hit "NEXT" to review and make your purchase.

**If you are unsure about what you would like to purchase, please talk with your advisor before making a purchase!



For PeopleSoft (Student Self Service) related issues please contact *ITservicedesk@academyart.edu*For payment related issues please contact *AR@academyart.edu*