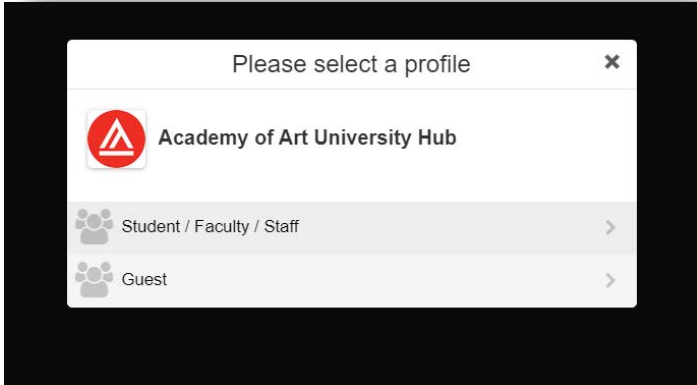


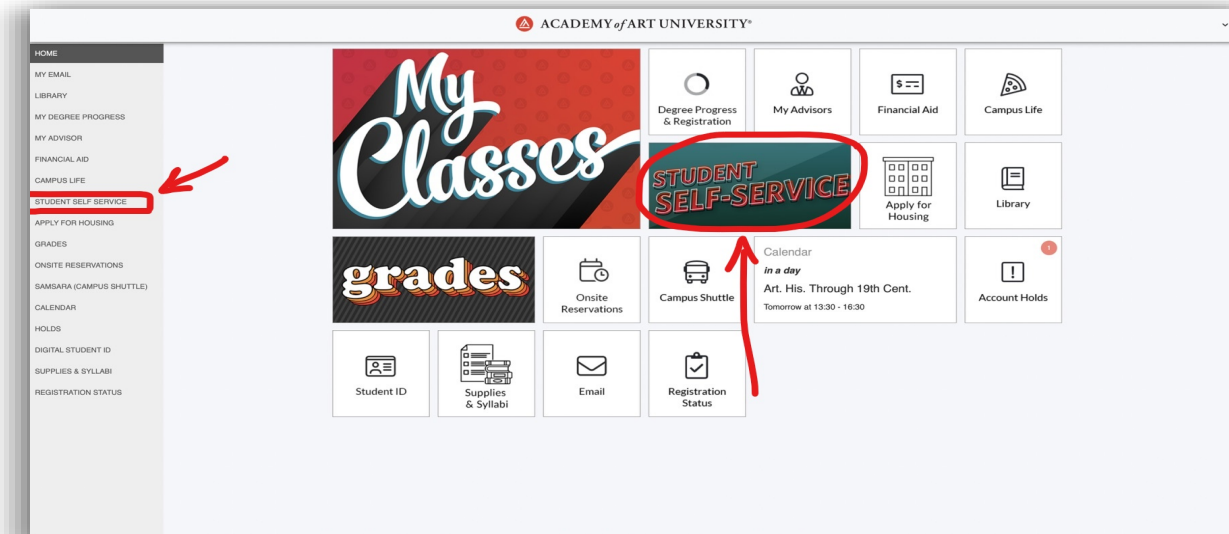
How To Pay Standalone Fees

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:

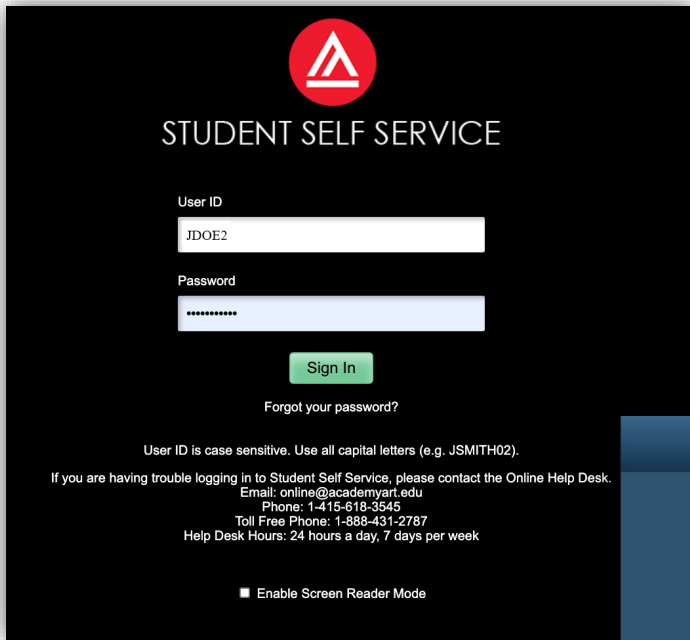


Select "Student Self Service" from the left side under "Home" - OR -

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

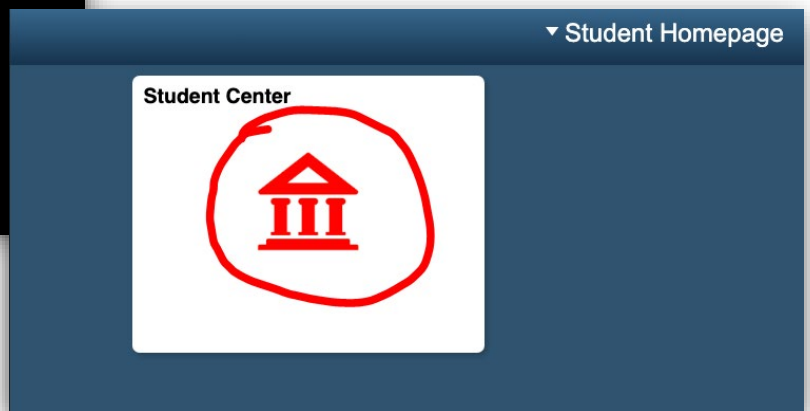
Note: You can also find your official AAU email, make onsite lab and shop reservations, and see the campus shuttle schedule & more here!

Step 3:



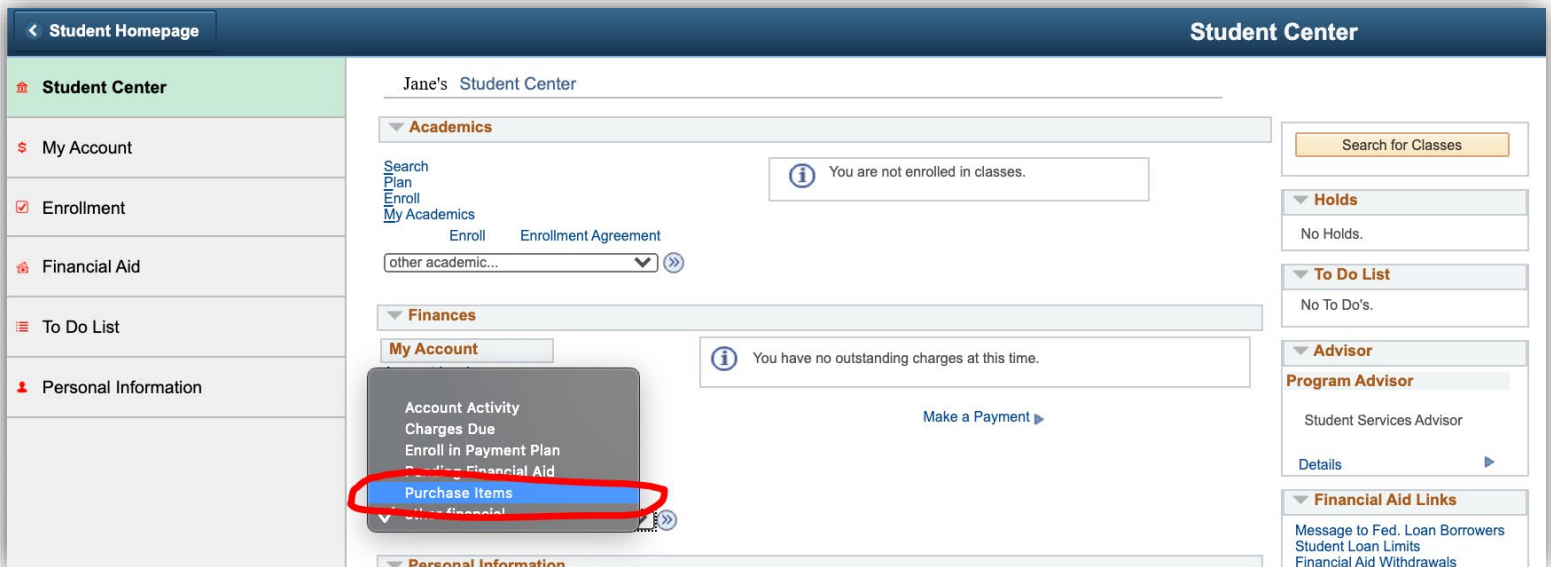
If prompted, log into the Student Self Service portal using your AAU username and password.

Then click the red building (circled in red).



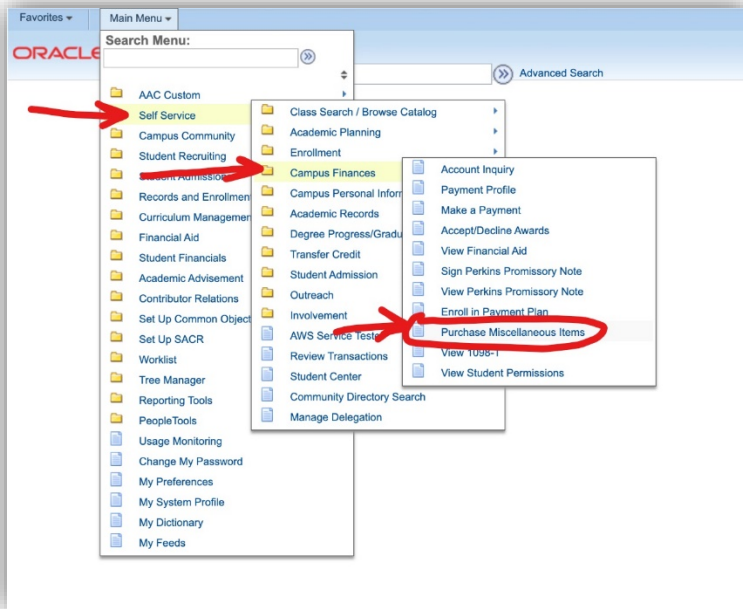
Step 4:

- 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.



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:

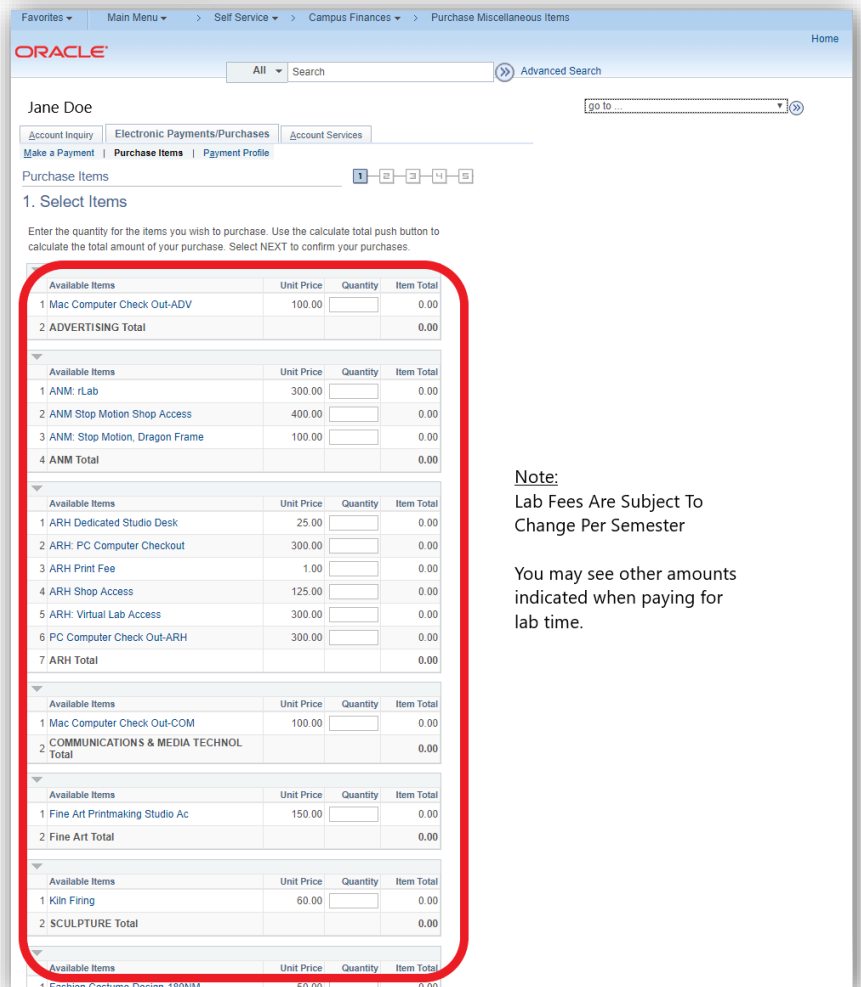
On the next page you may now select what standalone service(s) you would like to buy. (boxed in red)

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

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!**



Note:
Lab Fees Are Subject To
Change Per Semester

You may see other amounts
indicated when paying for
lab time.

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

For payment related issues please contact AR@academyart.edu

For any other inquiries, reach out to labtechsupport@academyart.edu

OR join the labtech help Zoom (<https://art.zoom.us/my/labtechsupport>) for further assistance