

# Payment Instructions for Dual Credit

## Step #1: Dual Credit Program Homepage

1. Go to [www.oit.edu/dual-credit](http://www.oit.edu/dual-credit)

1. Click Students & Families



Home > Academics > Pre-College Programs > Dual Credit Program

## Dual Credit Program

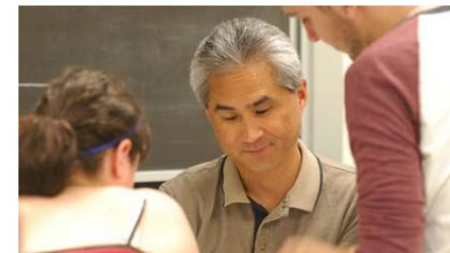
### College Credit Opportunity

The Dual Credit Program is a partnership between Oregon Tech and a participating high school. If your high school offers dual credit courses, then that means Oregon Tech has identified instructors at your school with advanced degrees and experience in their subject area, and has approved them for adjunct faculty status. These high school instructors partner with our faculty, to teach the same course at your high school that is offered on campus, for a fraction of the cost.

Enrolling in a dual credit course is enrolling as a part-time Oregon Tech student. Upon successful completion of the course, you will be awarded Oregon Tech college credit. Your earned grade becomes part of your permanent college record and is verified by an official Oregon Tech transcript.



Students & Families



Teachers and Administrators

## Step #2: Payment Portal

### 1. Click on Payment Portal

### Admission & Registration Process

There is a four-step process to registering for Oregon Tech dual credit. Once the application is completed, students will be issued an Oregon Tech ID#, email account, and log in instructions. It is imperative that students provide valid contact information, especially a current email address. Once a student is issued an Oregon Tech email address, they will be expected to log in regularly to their Oregon Tech issued email account.

If you have already been issued an Oregon Tech ID# (918#), or have taken a dual credit class from Oregon Tech within the last 12 months, you do not need to fill out the application. You can move on to STEP #2 or #3 if you already have login credentials.

If you do not know your Oregon Tech ID#, please call 541.885.1300

#1: Fill Out Application

#2: Login and Register for Course

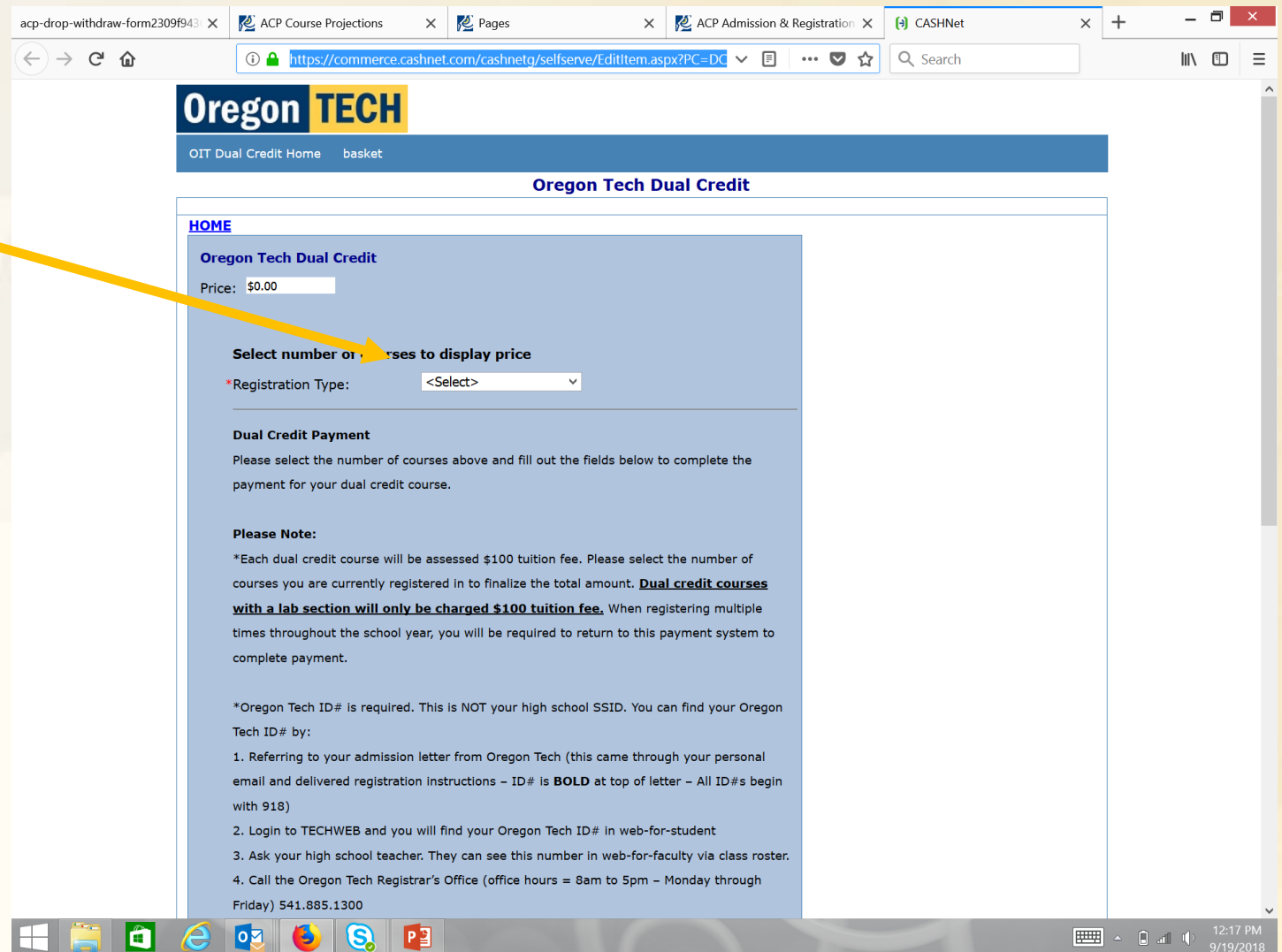
#3: Make Payment

DUAL CREDIT APPLICATION

PAYMENT PORTAL

## Step #3: Select # of Courses

1. Select Number of Courses – at top of page
2. Each course is \$100



acp-drop-withdraw-form2309f943 X ACP Course Projections X Pages X ACP Admission & Registration X CASHNet X

https://commerce.cashnet.com/cashnetg/selfserve/EditItem.aspx?PC=DC

OIT Dual Credit Home basket

### Oregon Tech Dual Credit

[HOME](#)

**Oregon Tech Dual Credit**  
Price: \$0.00

Select number of courses to display price

\*Registration Type: <Select>

**Dual Credit Payment**  
Please select the number of courses above and fill out the fields below to complete the payment for your dual credit course.

**Please Note:**  
\*Each dual credit course will be assessed \$100 tuition fee. Please select the number of courses you are currently registered in to finalize the total amount. **Dual credit courses with a lab section will only be charged \$100 tuition fee.** When registering multiple times throughout the school year, you will be required to return to this payment system to complete payment.

\*Oregon Tech ID# is required. This is NOT your high school SSID. You can find your Oregon Tech ID# by:

1. Referring to your admission letter from Oregon Tech (this came through your personal email and delivered registration instructions – ID# is **BOLD** at top of letter – All ID#s begin with 918)
2. Login to TECHWEB and you will find your Oregon Tech ID# in web-for-student
3. Ask your high school teacher. They can see this number in web-for-faculty via class roster.
4. Call the Oregon Tech Registrar's Office (office hours = 8am to 5pm – Monday through Friday) 541.885.1300

12:17 PM 9/19/2018

## Step #4: Enter Student Information

1. Enter Student Information
2. Need to enter Oregon Tech ID # - Starts with 918-xx-xxxx

\*Oregon Tech ID# is required. This is NOT your high school SSID. You can find your Oregon Tech ID# by:

1. Referring to your admission letter from Oregon Tech (this came through your personal email and delivered registration instructions – ID# is **BOLD** at top of letter – All ID#s begin with 918)
2. Login to TECHWEB and you will find your Oregon Tech ID# in web-for-student
3. Ask your high school teacher. They can see this number in web-for-faculty via class roster.
4. Call the Oregon Tech Registrar's Office (office hours = 8am to 5pm – Monday through Friday) 541.885.1300

\*Students who filled out and turned in Free/Reduced Lunch tuition waivers do not need to complete payment. Formal educational partnerships that offer dual credits with Oregon Tech will be billed separately. Students in these programs will not be required to pay through Oregon Tech. Please ask your high school teacher for instructions. Some of these

partnerships include:

1. Lincoln County Dual Credit with Oregon Tech
2. Willamette
3. NW Promise

*Student First Name:	<input type="text"/>
*Student Last Name:	<input type="text"/>
*Student Oregon Tech ID# (starts with 918):	<input type="text"/>
*Date of Birth:	<input type="text"/>
*High School:	<input type="text"/>
Teacher's Name:	<input type="text"/>
*Payer's Email:	<input type="text"/>
*Payer's Telephone Number:	<input type="text"/>

To submit your payment, click the button below.

Pay

## Step #5: Check Out

1. Confirm information on screen

Item Code	Edit	Delete	Amount
Oregon Tech Dual Credit Registration Type: One Course Student First Name: Cindy Student Last Name: Childers Date of Birth: 05091971 Payer Email: cindy.childers@oit.edu Payer Phone Number: 5418851217	<a href="#">Edit Item</a>	<a href="#">Delete Item</a>	\$100.00
<b>Total Amount</b>			<b>\$100.00</b>
			<input type="button" value="Checkout"/>

## Step #6: Select Method of Payment

1. Credit Card or Electronic Check
2. If you use credit card, you will be assessed a processing fee of \$.275
3. Confirm and Acknowledge Fee – hit submit


**Oregon Tech Dual Credit**

**Select Method of Payment**

**New Payment Methods**

Credit Card

Electronic Check

BUY WITH  
**MasterPass** 

[Continue Checkout](#)

(webce-09c7)

# Payment Type

## Credit Card Payment Screen

**Oregon TECH**

**SmartPay**  
powered by CASHNet®

OIT Dual Credit Home basket sign out

**Oregon Tech Dual Credit**

**Enter credit card information**

Credit Card Number  \*

Expiration Month  \*

Expiration Year  \*

Cardholder Name  \*

Address  \* Enter the address where you receive the bill for this card.

City  \*

State/Province/Region  \*

Zip/Postal Code  \*

Country

Email Address  \*

We accept:

(You'll have a chance to review this order before it's final.)

[Continue Checkout](#)

terms privacy security

(webce-bbf5)

## Electronic Check Payment Screen

**Oregon TECH**

OIT Dual Credit Home basket sign out

**Oregon Tech Dual Credit**

**Enter check information**

**IMPORTANT:** Do not attempt to use credit card cash advance checks, brokerage account checks, or any check marked "Do Not Use for ACH". Your debit or credit card number will NOT work. You will need to enter your bank account number.

Only checks from regular checking accounts at U.S. domestic banks (including most credit unions) may be used for electronic check payments. Be sure to copy the routing/transit and account numbers very carefully from your check. If you enter incorrect values, or if you attempt to use a check that is not from a regular U.S. domestic bank checking account, your electronic check will be returned.

If you are unsure of whether or not your check can be used or what routing/transit and account numbers to enter, call your bank, ask them if your account can be used for ACH, and verify the correct numbers to use.

Bank Account Number  \*

Confirm Bank Account Number  \*

Account Type\*  Checking  Savings

Routing Transit Number  \* What are my Routing Transit and Account Numbers?

Account Holder Name  \*

Email Address  \*

(You'll have a chance to review this order before it's final.)

[Continue Checkout](#)

(webce-bbf5)



## Step#7: Confirm Information

1. Confirm Information
2. Click Submit Payment

**Oregon Tech Dual Credit**

Please confirm the information below. To submit your payment, click on the 'Submit Payment' button.

Items Selected	Amount
Oregon Tech Dual Credit	\$100.00
Registration Type: One Course Student First Name: Cindy Student Last Name: Childers Date of Birth: 05091971 Payer Email: cindy.childers@oit.edu Payer Phone Number: 5418851217	
Smartpay Convenience Fee	\$2.75
<b>Total Amount</b>	<b>\$102.75</b>

Payment Information	
Credit Card Number:	AMEX XXXXXXXXXXXX1075
Expiration Date:	0325
Cardholder Name:	Cindy
Address:	3201 Campus Drive
City:	Klamath Falls
State/Province/Region:	Oregon
Zip/Postal Code:	97601
Country:	United States
Email Address:	cindy.childers@oit.edu

[terms](#) [privacy](#) [security](#)

## Step #8: Transaction Approval

1. Read Transaction Approval

Oregon Tech Dual Credit		
<b>Transaction Approved</b>		
<b>RECEIPT NUMBER: 39865</b>		
<b>CURRENT DATE: 09/05/2018</b>		
Description	Amount	Tax
Oregon Tech Dual Credit Registration Type: One Course Student First Name: Cindy Student Last Name: Childers Date of Birth: 05091971 Payer Email: cindy.childers@oit.edu Payer Phone Number: 5418851217	\$100.00	
Smartpay Convenience Fee	\$2.75	
<b>Total \$102.75</b>		
Payments Received	Amount	
OIT Youth Programs SP American Express XXXXXXXXXXXX1075 Authorization # TEST65	\$102.75	
<b>Total</b>		<b>\$102.75</b>
<b>Thank you for the payment.</b>		
<b>Your receipt has been emailed to cindy.childers@oit.edu</b>		
<input type="button" value="Email Another Receipt"/>		
<input type="button" value="View Printable Receipt"/>		

## Step #9: Save Receipt

1. Save your receipt

Receipt Number: 39865  
Current Date: 09/05/2018

<i>Description</i>	<i>Amount</i>
-----	
Oregon Tech Dual Credit	\$100.00
Registration Type: One Course	
Student First Name: Cindy	
Student Last Name: Childers	
Date of Birth: 05091971	
Payer Email: <a href="mailto:cindy.childers@oit.edu">cindy.childers@oit.edu</a>	
Payer Phone Number: 5418851217	
Smartpay Convenience Fee	\$2.75
<i>Total</i>	<i>\$102.75</i>

<i>Payments Received</i>	<i>Amount</i>
-----	
OIT Youth Programs SP	\$102.75
American Express XXXXXXXXXXXX1075	
Authorization # TEST65	
<i>Total</i>	<i>\$102.75</i>

*Thank you for the payment.*