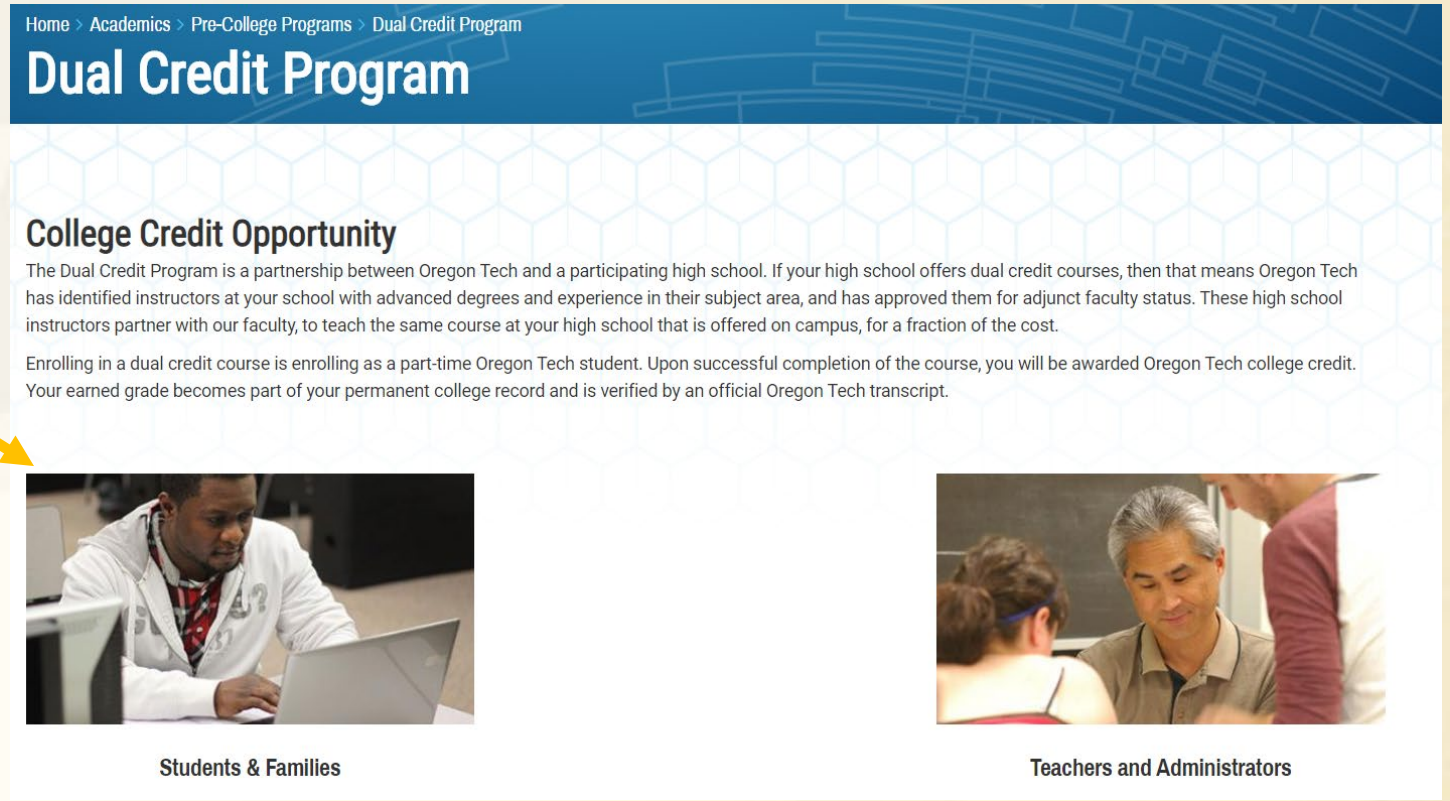
Payment Instructions for Dual Credit

Step #1: Dual Credit Program Homepage

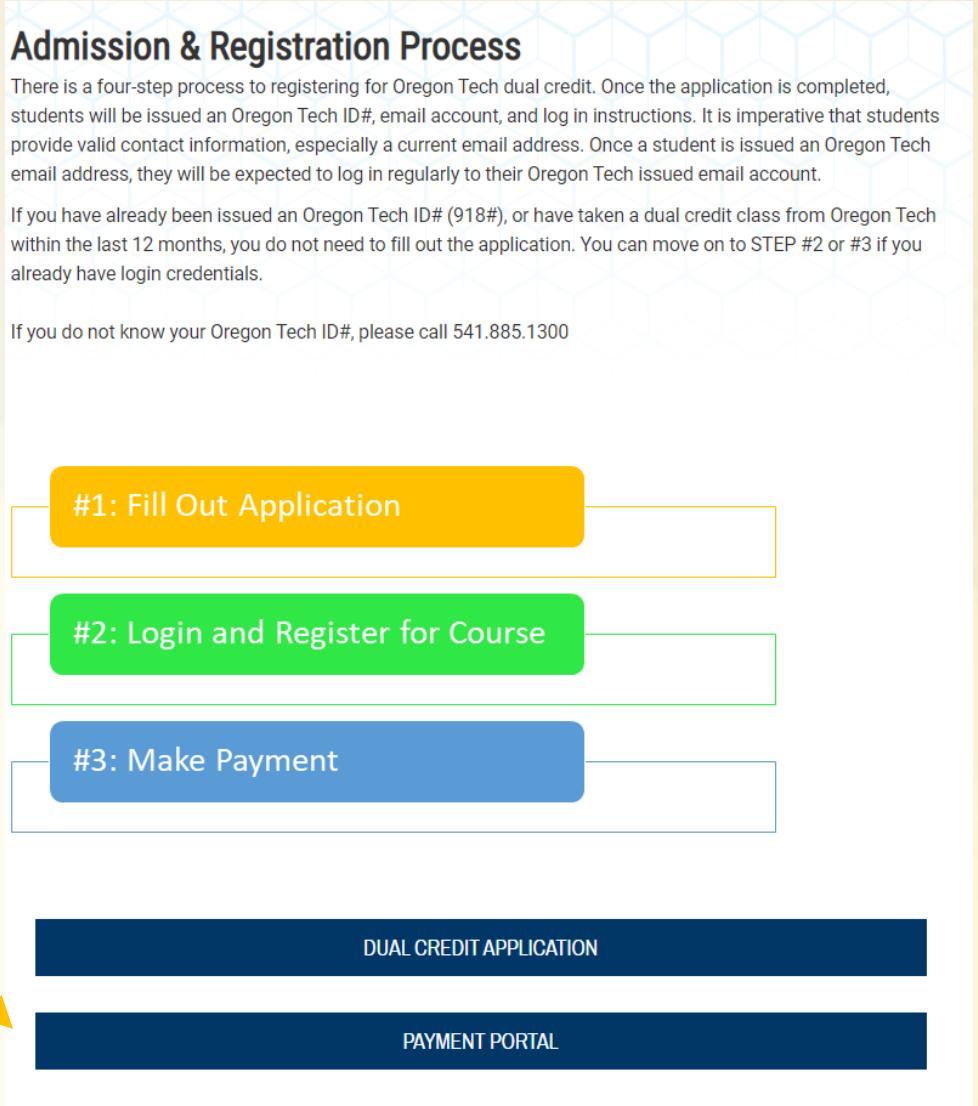
1. Go to www.oit.edu/dual-credit

1. Click Students & Families



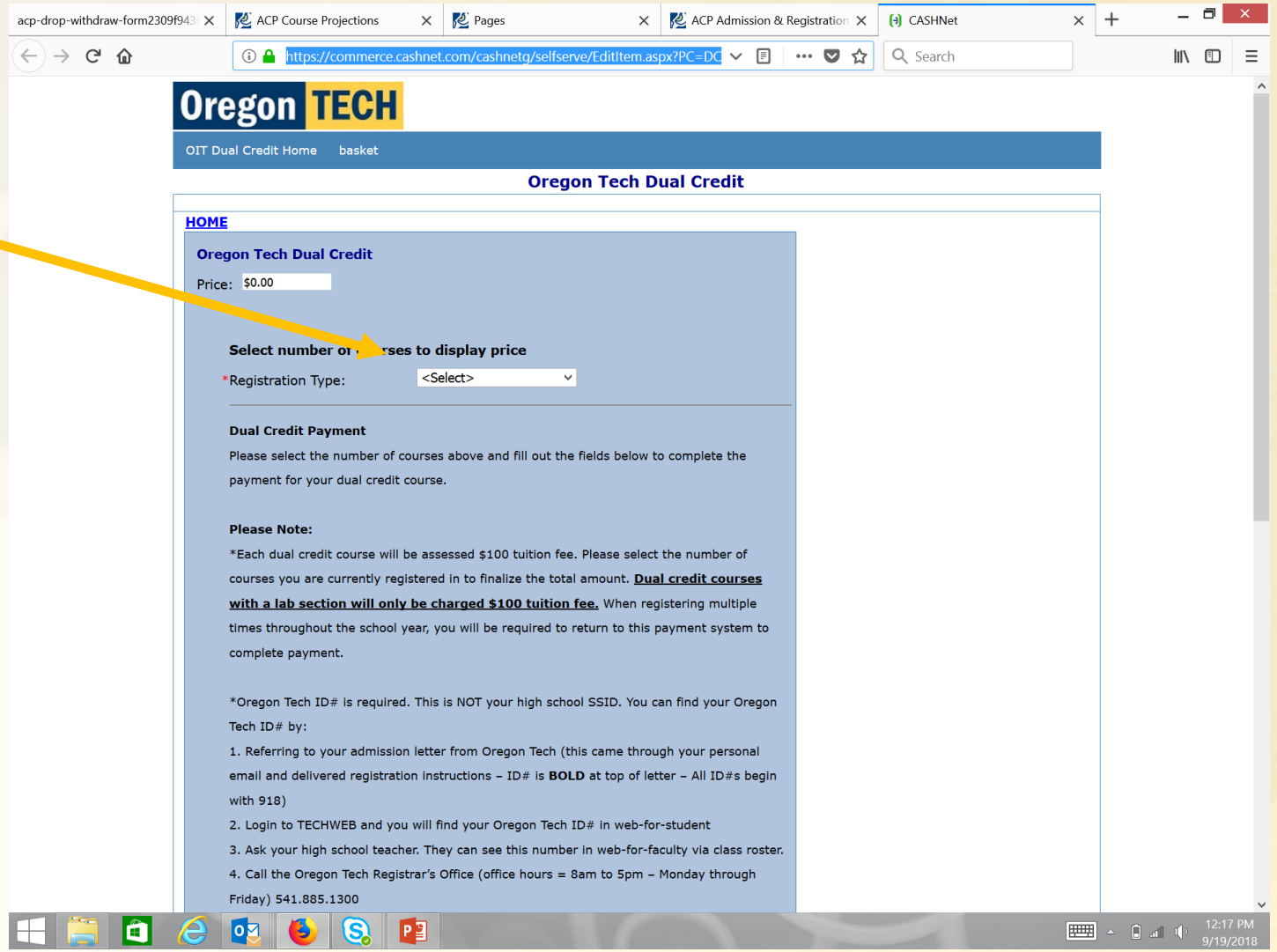
Step #2: Payment Portal

1. Click on Payment Portal



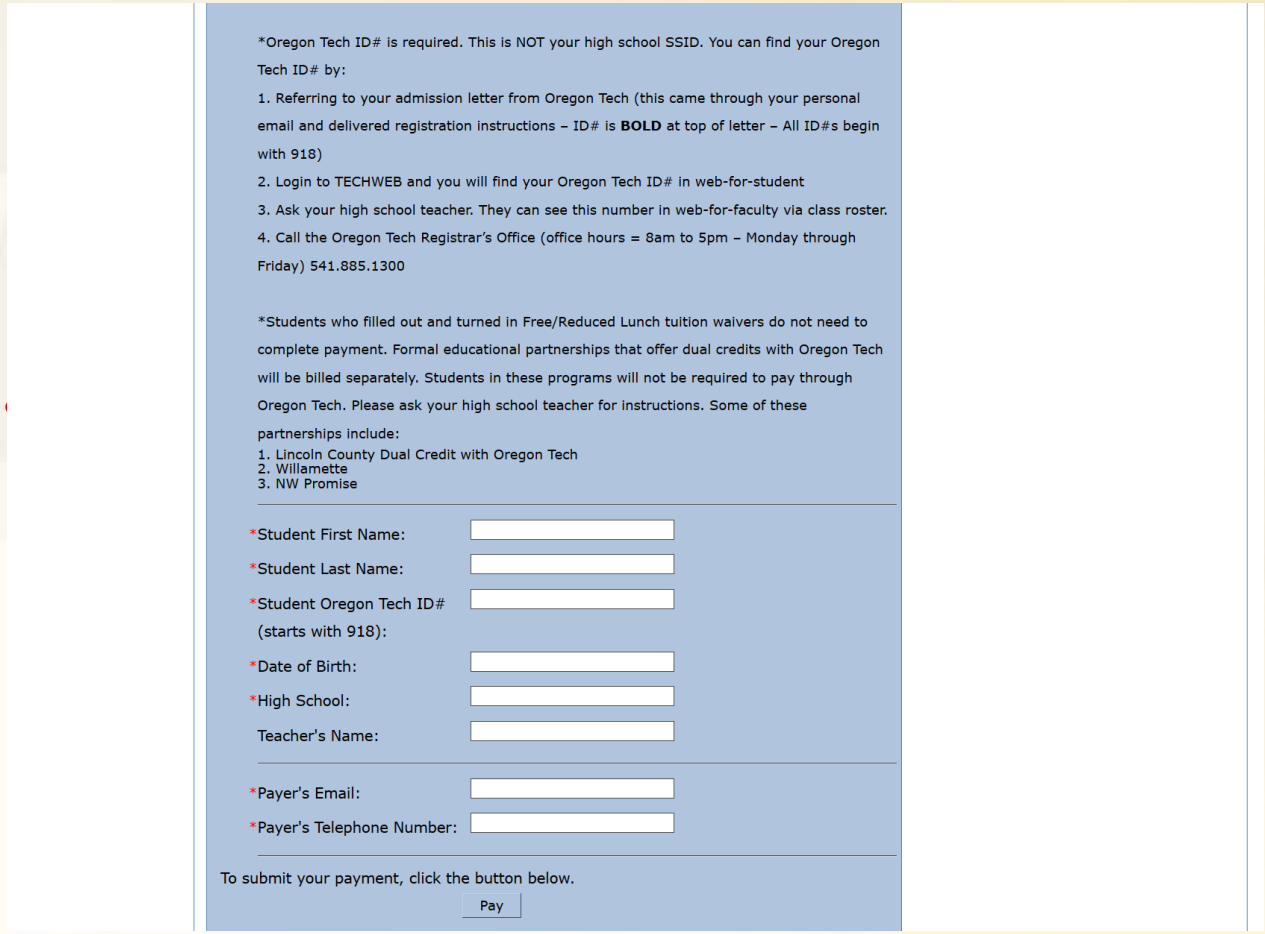
Step #3: Select # of Courses

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



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:

*Student Last Name:

*Student Oregon Tech ID# (starts with 918):

*Date of Birth:

*High School:

Teacher's Name:

*Payer's Email:

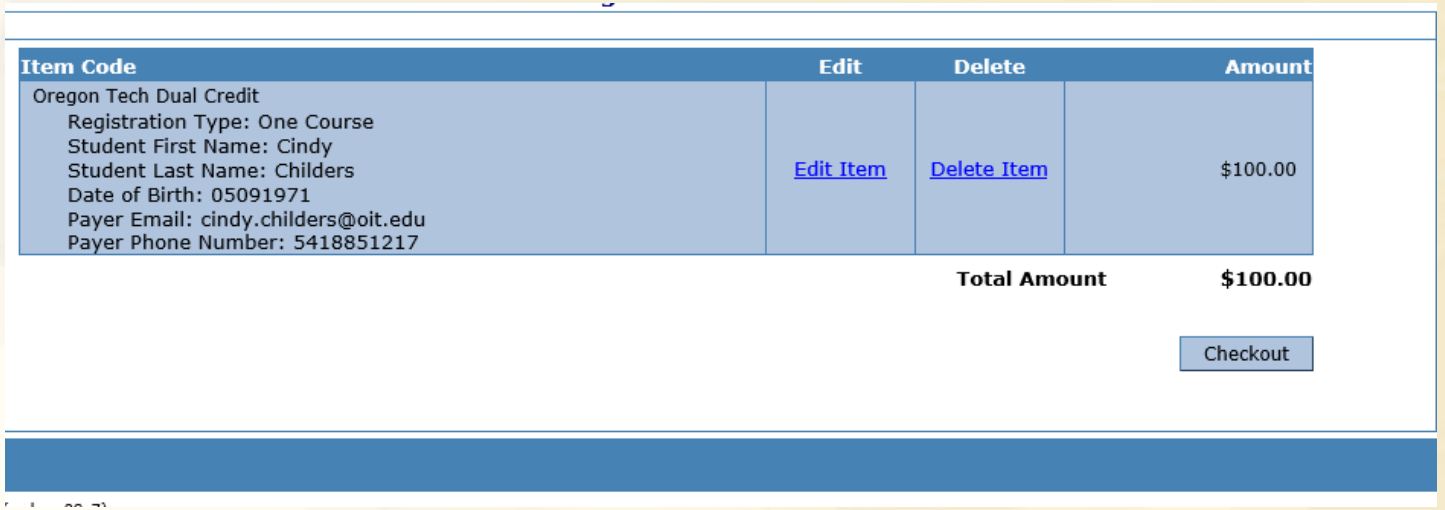
*Payer's Telephone Number:

To submit your payment, click the button below.

Pay

Step #5: Check Out

1. Confirm information on screen

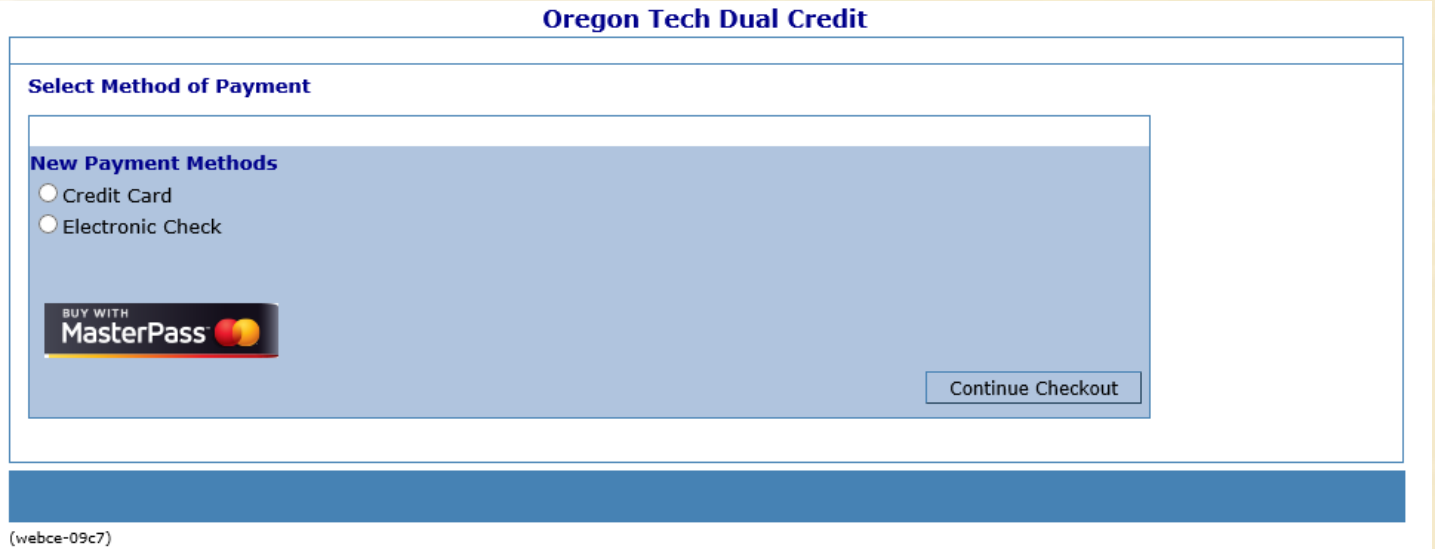


Item Code	Edit	Delete	Amount
Oregon Tech Dual Credit Registration Type: One Course Student First Name: Cindy Student Last Name: Childers Date of Birth: 05091971 Payer Email: cindy.childers@oit.edu Payer Phone Number: 5418851217	Edit Item	Delete Item	$100.00
		Total Amount	**$100.00**

Checkout

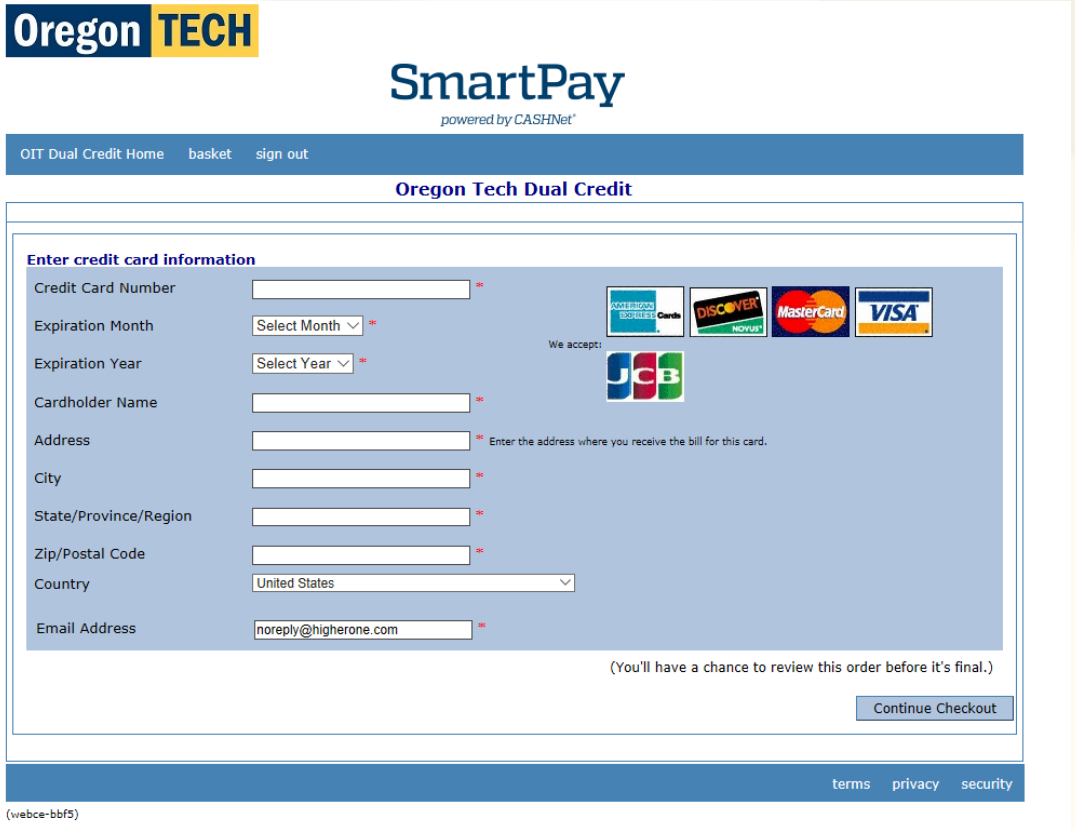
Step #6: Select Method of Payment

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

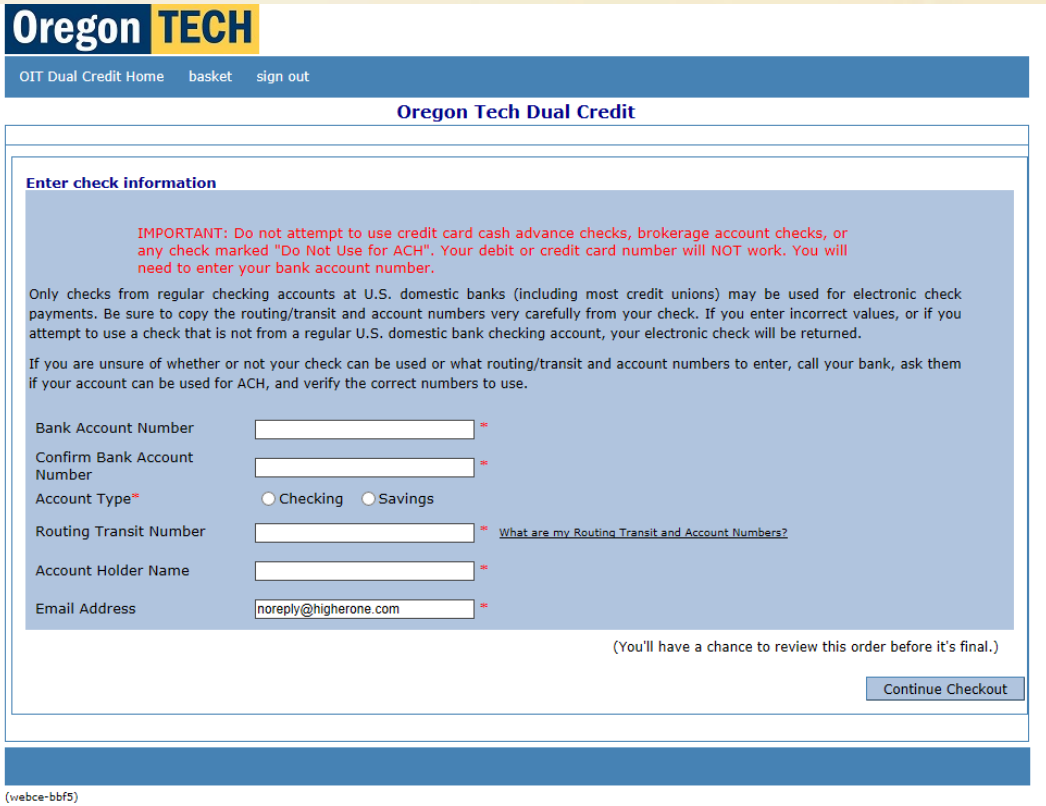


Payment Type

Credit Card Payment Screen



Electronic Check Payment Screen



Step#7: Confirm Information

1. Confirm Information
2. Click Submit Payment

Step #8: Transaction Approval

1. Read Transaction Approval

Oregon Tech Dual Credit

Transaction Approved

RECEIPT NUMBER: 39865

CURRENT DATE: 09/05/2018

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	

Total $102.75

Payments Received	Amount
OIT Youth Programs SP American Express XXXXXXXXXXX1075 Authorization # TEST65	$102.75

Total $102.75

Thank you for the payment.

Your receipt has been emailed to cindy.childers@oit.edu

Email Another Receipt

View Printable Receipt

Step #9: Save Receipt

1. Save your receipt

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

Description	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
Total	$102.75

Payments Received	Amount
OIT Youth Programs SP	$102.75
American Express XXXXXXXXXXX1075	
Authorization # TEST65	
Total	$102.75

Thank you for the payment.