

**Oregon** **TECH**

**Oregon Institute of Technology**

**PAYMENT INSTRUCTIONS FOR  
DUAL CREDIT**

**Oregon's Polytechnic University**

## Step 1: Dual Credit Program Homepage

1. Go to [www.oit.edu/dual-credit](http://www.oit.edu/dual-credit).
2. Click “Students & Families”.

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

## Dual Credit Program

### Dual Credit Program

#### Let's Get Your College Journey Underway

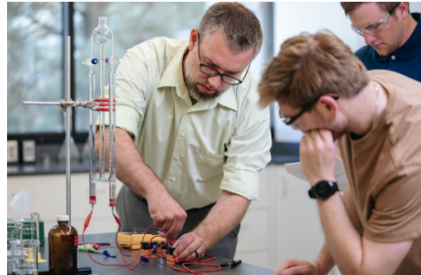
Participating in the Dual Credit Program gives you a headstart on your pathway toward a four-year degree with Oregon Tech.

Dual Credit courses are taught by experienced and qualified instructors within your high school who we've granted adjunct faculty status and partnered with to offer you the same courses being taught at the Oregon Tech campus at a fraction of the cost.

Let's get to the good part! Invest in your future and accelerate your progress toward your four-year degree and the profitable, fulfilling career that will follow with Oregon Tech's Dual Credit Program.



[Students and Families](#)



[Teachers and Administrators](#)

## Step 2: Payment Portal

1. Click on "Pay Online Now".

### Step 3: Pay Tuition

Oregon Tech assesses a flat rate of \$100 per dual credit course. You can complete payment one of three ways: Online Payment, Tuition Waiver, or Payment by Mail. Oregon Tech provides a tuition waiver to students whose families receive Supplemental Nutritional Assistance Program (SNAP), meet [expanded income guidelines](#), or are foster child or a ward of the state of Oregon. Eligible students should complete a tuition waiver.

Students taking Oregon Tech courses through the Willamette Promise should pay through the Promise website.

PAYMENT INSTRUCTIONS

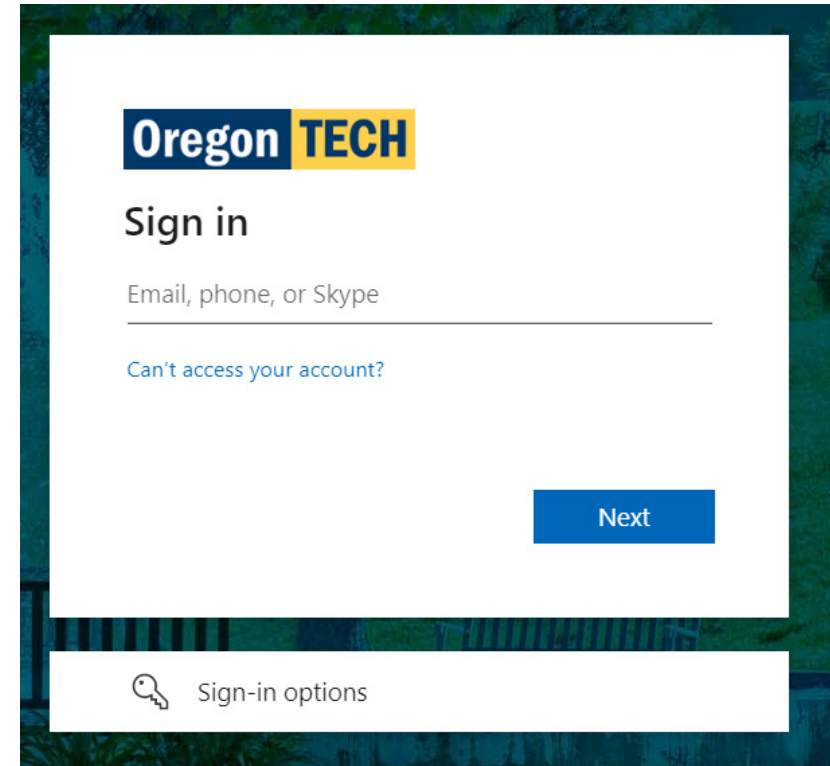
PAY ONLINE NOW

TUITION WAIVER

INSTRUCCIONES DE PAGO

## Step 3: Enter Oregon Tech Email

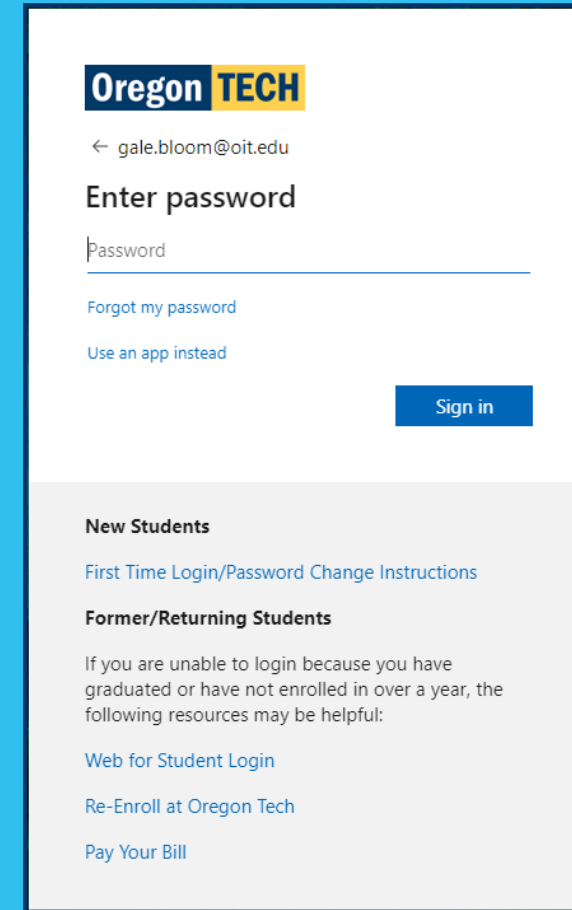
1. Your login is your:  
**firstname.lastname@oit.edu**



The screenshot shows the Oregon Tech sign-in interface. At the top left is the Oregon TECH logo. Below it is the text "Sign in". There is a text input field with the placeholder text "Email, phone, or Skype". Below the input field is a link that says "Can't access your account?". At the bottom right of the sign-in area is a blue button labeled "Next". At the bottom of the page is a white bar with a key icon and the text "Sign-in options".

## Step 4: Complete Login

1. Enter the **14 character password** you created when you logged in to TECHweb for the first time.
2. Call the ITS help desk at **541-885-1470** to reset your password if you have forgotten it.



**Oregon** **TECH**

← gale.bloom@oit.edu

**Enter password**

Password

[Forgot my password](#)

[Use an app instead](#)

**Sign in**

**New Students**

[First Time Login/Password Change Instructions](#)

**Former/Returning Students**

If you are unable to login because you have graduated or have not enrolled in over a year, the following resources may be helpful:

[Web for Student Login](#)

[Re-Enroll at Oregon Tech](#)

[Pay Your Bill](#)

## Step 5: Payment Dashboard

1. Select "Make a payment".

**GB** Gale Bloom  
Oregon Institute of Technology Balance  
\$0

**Summary** [View statements](#)

Your account does not currently have any outstanding charges.  
**\*\*If you are wanting to pay the \$12 charge for the Pick-up Transcript please select "Transcript Request Payments"\*\***

**Available items** [View all](#)

<b>Student Account Payments</b> Payment for charges showing on t...	<b>Transcript Request Payments</b> Pick-up Transcript
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**Make a payment**

## Step 6: Complete Payment

1. Choose items that you are paying for.
2. Select **“Checkout”** on the bottom right of the page.

The screenshot displays a payment interface. At the top, it says "Balance items" and "Uncheck all | 1 of 1 selected". Below this is a table with columns for "Description", "Balance", and "Amount". One item is selected: "(Spring 2022 03/28/22-06/10/22)" with a balance of \$100.00 and an amount of \$100.00. A summary section shows "Total balance" as \$100.00, "Pay amount" as \$100.00, and "Remaining balance" as \$0.00. Below this, it asks "Would you like to pay for something else?" and lists "Available items": "Student Housing Application" (\$50.00), "Housing Confirmation Payment" (\$250.00), "Housing Deposit" (\$100.00), and "Transcript Pick-up" (\$12.00). Each item has a "View details" link. At the bottom right, there is a "\$100" indicator.

## Step 7: Choose Payment Method

### Credit Card Payment Screen

NOTE: Credit/Debit Card payments incur a 2.75% service fee.

How would you like to pay?

Payment amount  
\$100

\* Payment method [Change](#)

New credit or debit card

AMERICAN EXPRESS   DISCOVER   JCB   MASTERCARD   VISA

A convenience fee of 2.75% will be charged on all CREDIT/DEBIT CARD transactions

Enter credit card information

\* Card number

① Card number required

\* Expiration date  /

\* Security code

\* Zip/Postal code

International cardholders may input "N/A"

Save card for future use

### Bank Account Payment Screen

\* Payment method [Change](#)

New bank account

**Important:** Payments can be made from personal checking or savings accounts only. Corporate accounts are not allowed.

There is no additional fee at this site when using this eCheck payment option. Please enter check information.

**No Debit Card Numbers!**  
**You Must Use a Checking Account Number.**  
**Please read the below instructions.**

\* Account holder name

① Account holder name required

\* Account type

Checking  
 Savings

\* Routing transit number

\* Bank account number  \* Confirm bank account number

Save bank account for future use

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.



## Step 8: Service Charge

1. If you completed a payment using a card you will need to select the box acknowledging the charge and click **“Continue”**.

Service charge ×

\$1.70

This site is owned and operated by Transact Campus, Inc. If you choose to make a payment with a credit or debit card using Transact Campus SmartPay, you will be charged a service charge of **\$1.70**, so your total amount is \$63.35. This charge is assessed by Transact Campus, Inc. Service charges are included in your transaction and are paid directly to Transact Campus, Inc. Service charges are non-refundable.

I acknowledge that I have read and accept the [terms and conditions](#) of the Transact Campus, Inc. user agreement and I understand that my transaction includes a non-refundable service charge of **\$1.70** for the use of Transact Campus SmartPay.

Continue

## Step 9: Confirm Payment Details

1. Review your payment details and click "Pay" if they are accurate.

Last step! Let's make sure we have your correct information.

\* Email address  
karissa.sultan@oit.edu

Summary [Change](#)

(Spring 2018 04/02/18-06/15/18)	
Balance	\$50.00
(Summer 2018 06/25/18-08/17/18)	
Balance	\$0.46
(Fall 2018 09/24/18-12/07/18)	
Balance	\$0.93
(Winter 2019 01/07/19-03/22/19)	
Balance	\$0.66
(Spring 2019 04/01/19-06/14/19)	
Balance	\$0.36
(Summer 2019 06/24/19-08/16/19)	

Cancel Pay \$63.35

## Step 10: Payment Confirmation

1. Your payment is complete!

**A receipt has been sent to your email address.**



\$63.35

Thank you for your payment

You have a remaining balance of \$0

The payment receipt [#40159](#) was sent to:

karissa.sultan@oit.edu