Oregon TECH

Oregon Institute of Technology

PAYMENT INSTRUCTIONS FOR DUAL CREDIT

Oregon's Polytechnic University

2025-193323_Feb25

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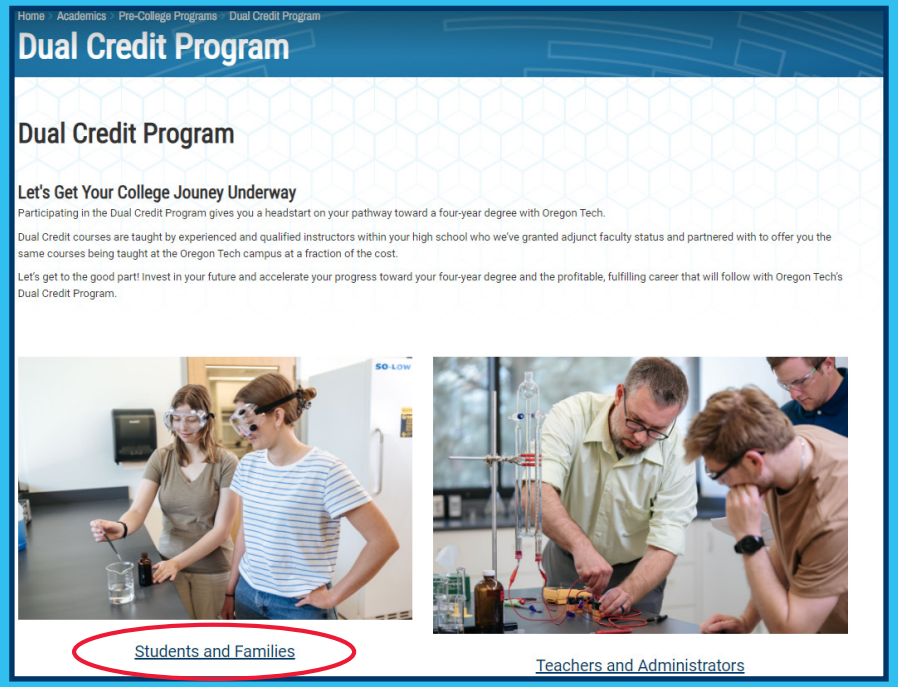
DUAL CREDIT

Step 1: Dual Credit Program Homepage

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

2. Click **“Students & Families”.**



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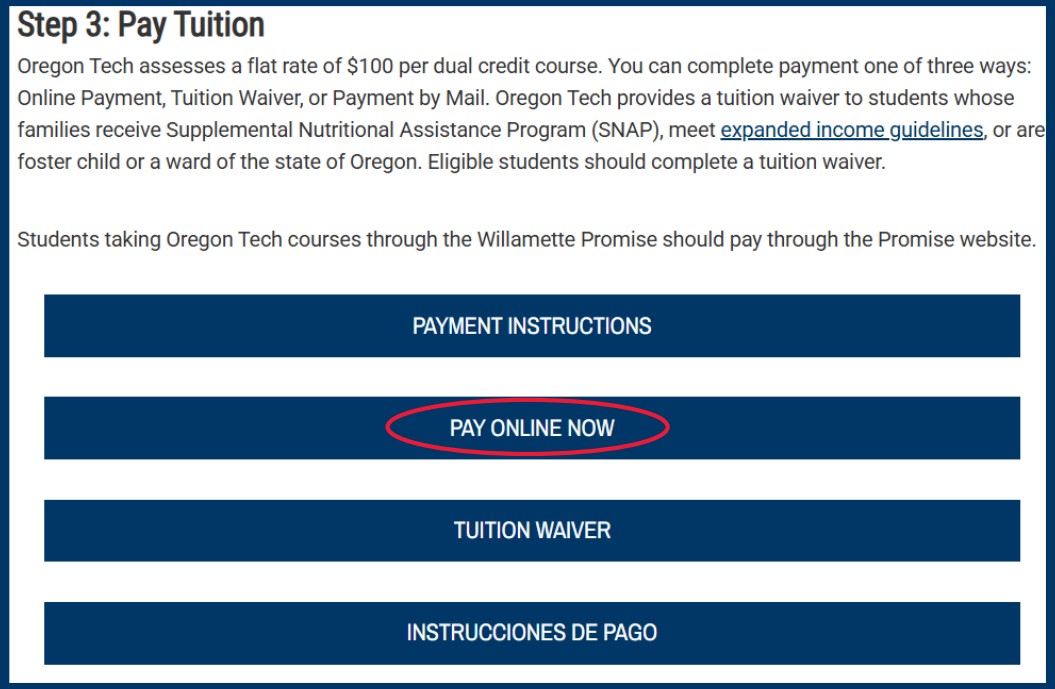
Step 2: Payment Portal

1. Click on **“Pay Online Now”**.



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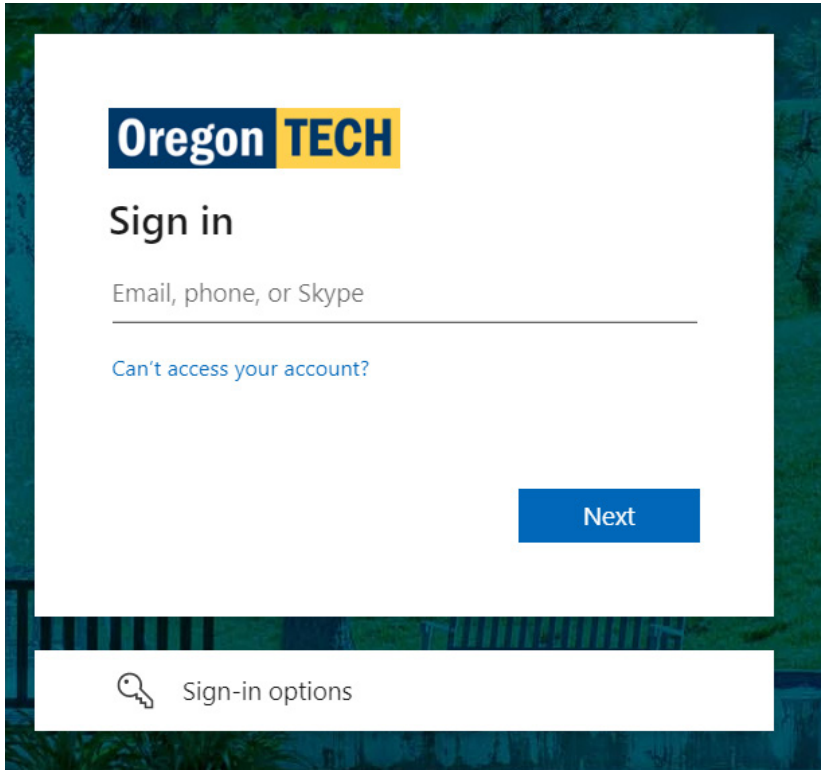
Step 3: Enter Oregon Tech Email

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



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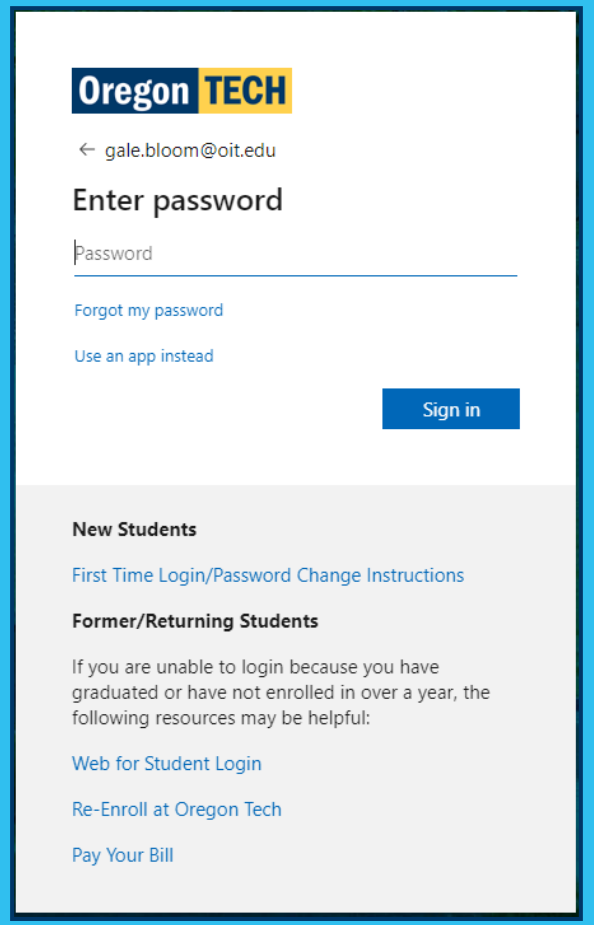
Step 4: Complete Login

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.



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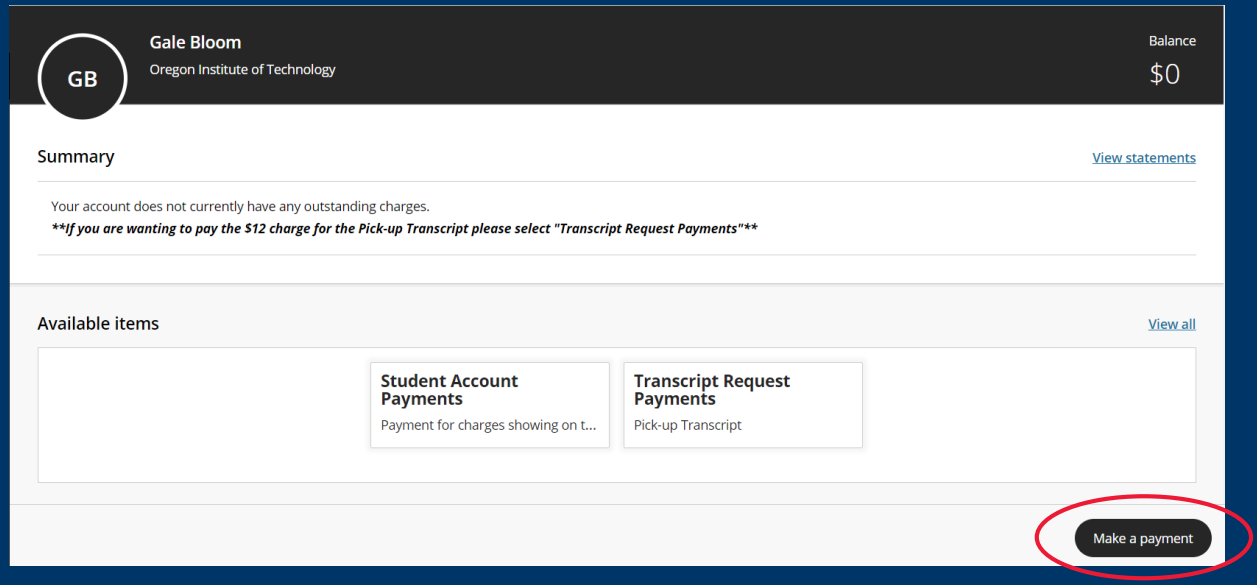
Step 5: Payment Dashboard

1. Select **“Make a payment”**.



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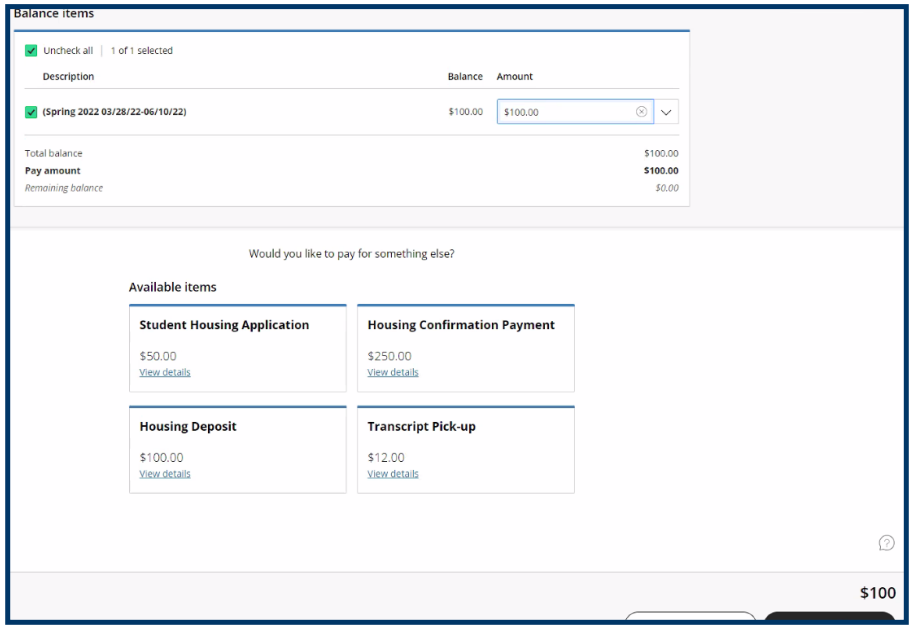
Step 6: Complete Payment

1. Choose items that you are paying for.

2. Select **“Checkout”** on the bottom right of the page.



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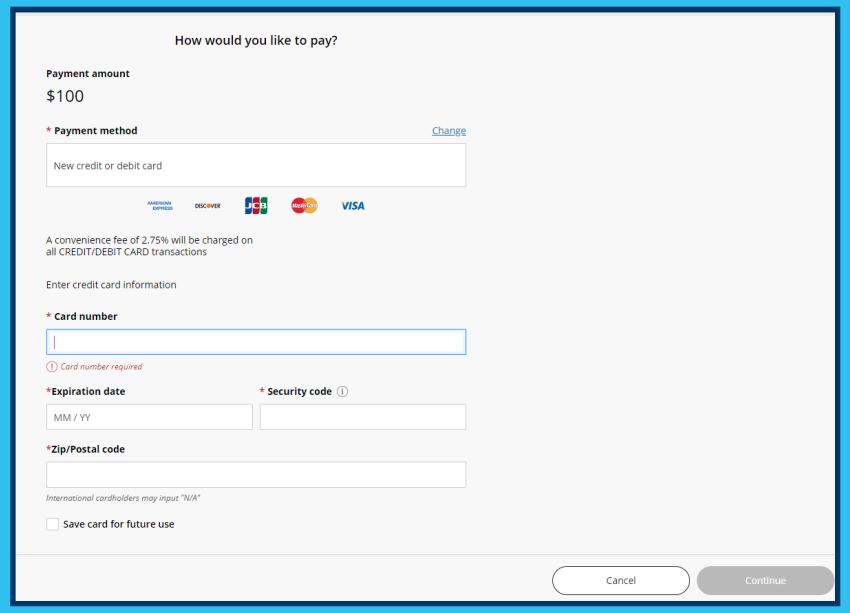
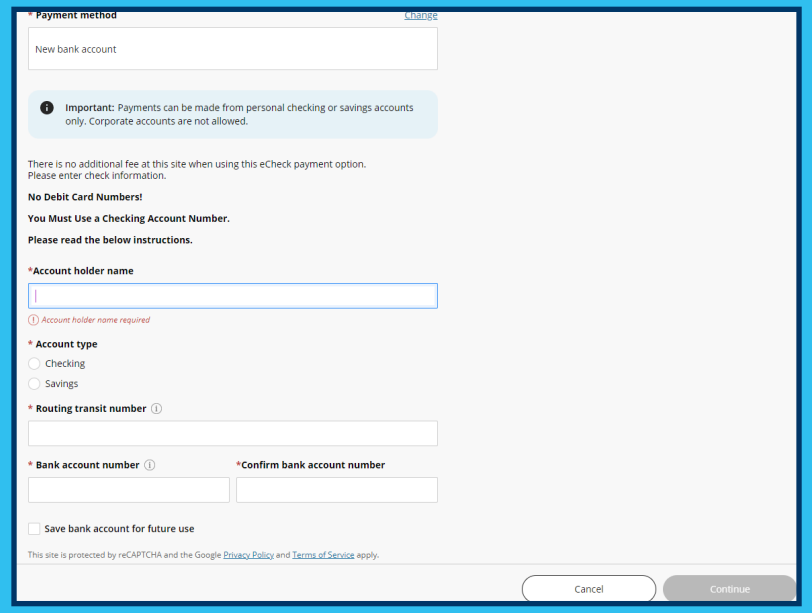
Step 7: Choose Payment Method

Credit Card Payment Screen

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



Bank Account Payment Screen



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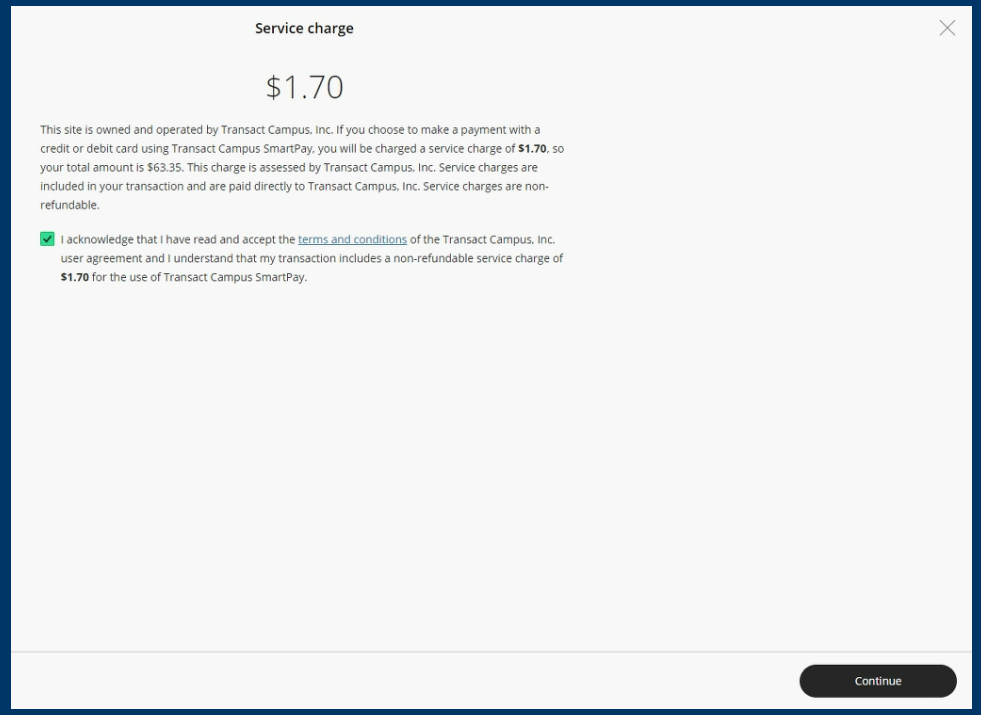
Step 8: Service Charge

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



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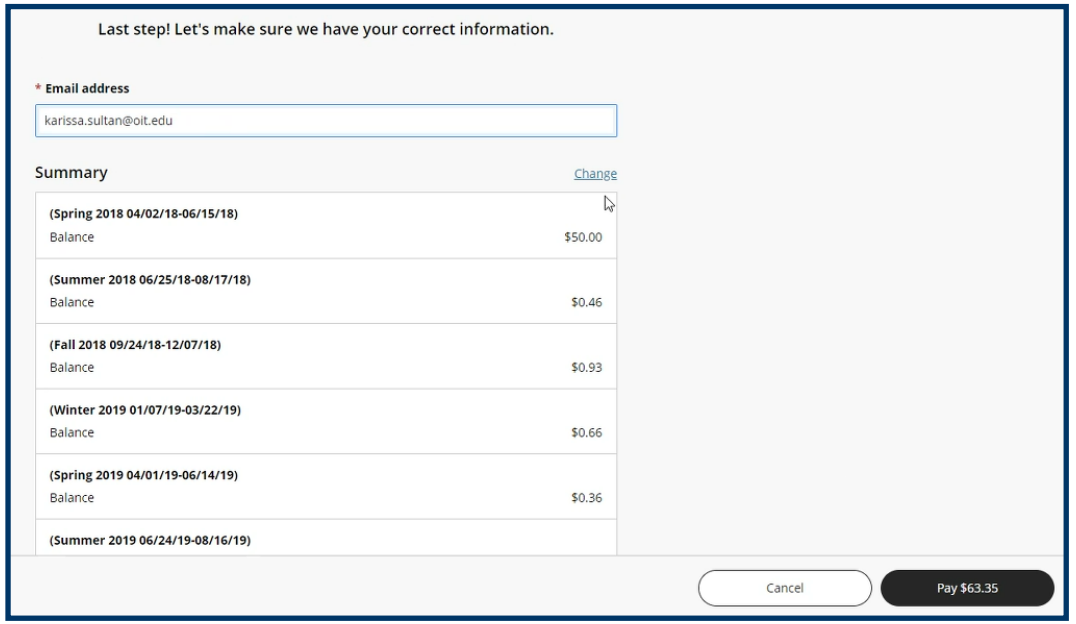
Step 9: Confirm Payment Details

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



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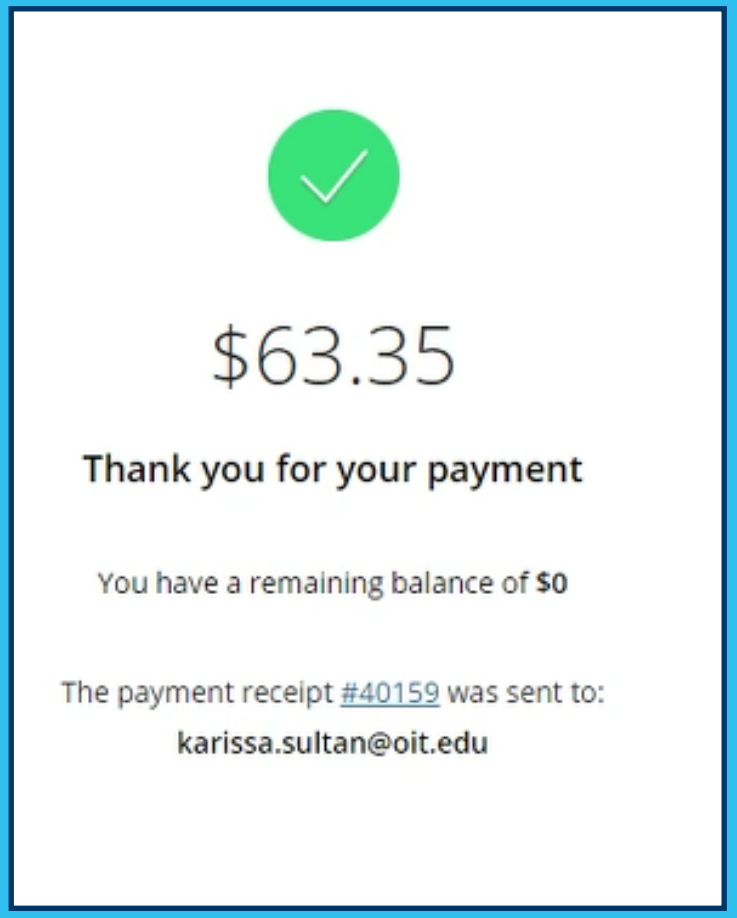
Step 10: Payment Confirmation

1. Your payment is complete!

A receipt has been sent to your email address.