

**To make an online credit card payment from the Student Information System using Brockport ID and PIN:**

1. Access [www.brockport.edu](http://www.brockport.edu)
2. Click on the **Online Services** link
3. Select **Campus Information System**
4. Enter **User ID** and **PIN**
5. Select **Student Services** tab at top of screen
6. Select **Student Records**
7. Click on **Account Summary by Term**
8. Click on **Credit Card Payment** option located at bottom of the screen
9. Click on **CONTINUE**
10. Select **Term** and **SUBMIT**
11. Follow the prompts/instructions as outlined to complete the credit card payment transaction
12. **Print** a copy of the **Credit Card Payment Status screen** for your records, as an Authorization Code has been assigned for the transaction.

04/20/09