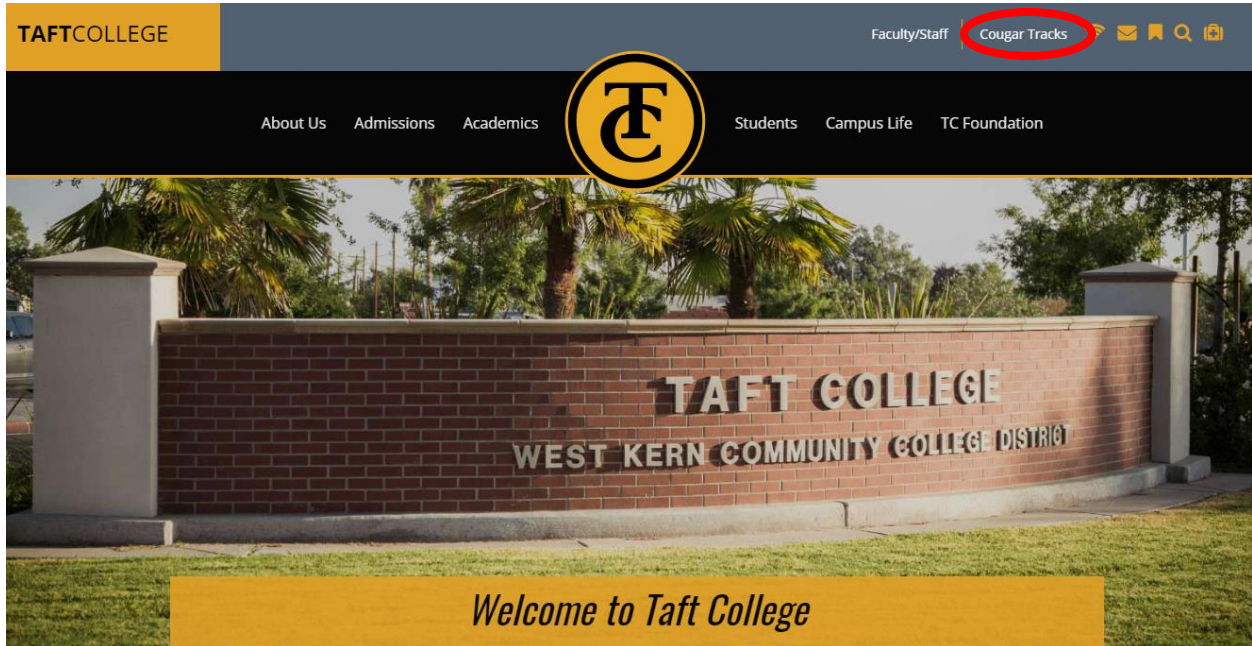


# HOW TO PROCESS STUDENT PAYMENT ONLINE

## Step #1:

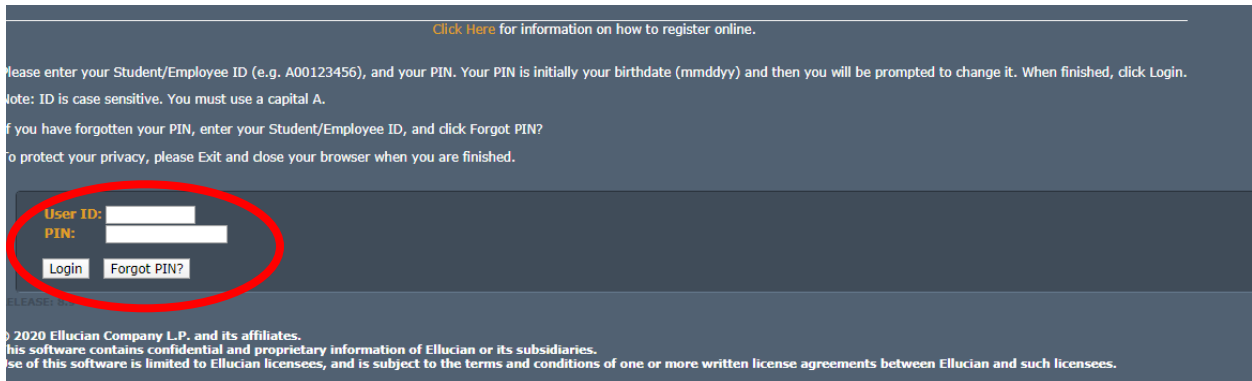
Go to [www.taftcollege.edu](http://www.taftcollege.edu) homepage and click on the “Cougar Tracks” link in the top right hand portion of the screen:



## Step #2:

Login to your Cougar Tracks account. Your User ID is your Taft College Student ID # (e.g. AXXXXXXXX) Your PIN is initially your birthdates (mmddyy) and then you will be prompted to change it.

If you have forgotten your PIN, please contact the Counseling Office at 661-763-7748 to have your PIN reset.



# HOW TO PROCESS STUDENT PAYMENT ONLINE

## Step #3:

Once logged into Cougar Tracks, click on “PAY NOW (Credit Card Payments)” link on the Main Menu:



Personal Information Volunteer Faculty Services Employee **WebTailor Administration** Finance

Search  Go

## Main Menu

Welcome, Amanda M. Bauer, to Cougar Tracks! Last web access on May 12, 2020 at 03:05 pm

### Personal Information

Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

### Faculty and Advisors

Enter Grades and Registration Overrides, View Class Lists and Student Information

### Employee

Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

### WebTailor Administration

Customize the Web pages for your institution; Update user roles.

### Finance

Create or review financial documents; budget information; approvals.

**PAY NOW (Credit Card Payments)**

RELEASE: 8.9

## Step #4:

The link will redirect you to our secured payments portal site:

*(If you having issues with it redirecting you, please ensure your computer's pop-up blocker is disabled)*



Student and Staff

Authorized User

# HOW TO PROCESS STUDENT PAYMENT ONLINE

## Step #5:

Click on “Student and Staff” and enter the Student ID number and PIN you initially entered to gain access to Cougar Tracks & then click “Login”:

Student and Staff


University ID

PIN

Login

## Step #6:

Once logged in, your student account will reflect the balance owed. To make a payment, click on “Make Payment” link:

 **TAFTCOLLEGE** Logged in as: Amanda M. Bauer | Logout

[My Account](#) [Make Payment](#) [Payment Plans](#) [Help](#)





**Announcement**

**\*\*\*ATTENTION\*\*\*PLEASE READ\*\*\***

When paying Enrollment Fees, **please be certain to select the correct term.** Failure to choose the correct term may result in classes being dropped. If paying for a **PRIOR** term, please contact the Cashier's Office at 661-763-7713 regarding any holds on your account.

<b>Student Account</b>	ID: xxxxx0343
Balance	\$100.00
	<a href="#">View Activity</a> <a href="#">Make Payment</a>

**My Profile Setup**

-  Authorized Users
-  Personal Profile
-  Payment Profile
-  Security Settings

**Term Balances**

Summer 2020	\$100.00
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# HOW TO PROCESS STUDENT PAYMENT ONLINE

## Step #7:

Follow the prompted payment screens until you obtain a receipt. Please save the receipt for your records:

**TAFTCOLLEGE** Logged in as: Amanda M. Bauer | Logout

My Account Make Payment Payment Plans Help My Profile

### Account Payment

Amount Method Confirmation Receipt

Payment Date: 5/12/20

Pay by term: Summer 2020

\$100.00 100.00

Payment Total: \$0.00

Personal Note

Continue

## Step #8:

When you return to the homepage, your Student Account Balance should reflect your updated balance owed:

<b>Student Account</b>	<b>ID: xxxxx0343</b>
<b>Balance</b>	<b>\$0.00</b>
<a href="#">View Activity</a> <a href="#">Make Payment</a>	