

1) Visit [www.suscc.edu](http://www.suscc.edu) and select the mySUSCC portal.

The image shows the top portion of the Southern Union State Community College website. At the top left is the college's logo, a stylized 'S' in a blue and yellow square, followed by the text 'SOUTHERN UNION STATE COMMUNITY COLLEGE'. To the right of the logo are links for 'Calendar', 'News', and 'Contact Us', along with a search icon and a yellow 'APPLY NOW' button. Below this is a dark blue navigation bar with white text for 'About SUSCC', 'Prospective Students', 'Current Students', 'Programs of Study', 'Campus Life', and 'Athletics'. Underneath the navigation bar is a yellow bar containing icons and text for 'Online Services', 'Canvas', 'mySUSCC', and 'Student Email', followed by a dark blue button with a white 'i' icon and the text 'Got Questions?'. A large red arrow with the white text 'CLICK HERE' points to the 'mySUSCC' link. The bottom half of the image is a photograph of a diverse group of eight smiling students in a well-lit hallway. One student in the center is wearing a white hoodie with 'SOUTHERN UNION SU BISC...' and '19 STATE' visible. A fire extinguisher is visible on the wall in the background.

2) Enter your Southern Union student ID number (A-number) for the **User ID** and your six-digit birthday for the **PIN**



Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

Please Note: ID is Case Sensitive

To protect your privacy, please Exit and close your browser when you are finished.

**User ID:**

**PIN:**

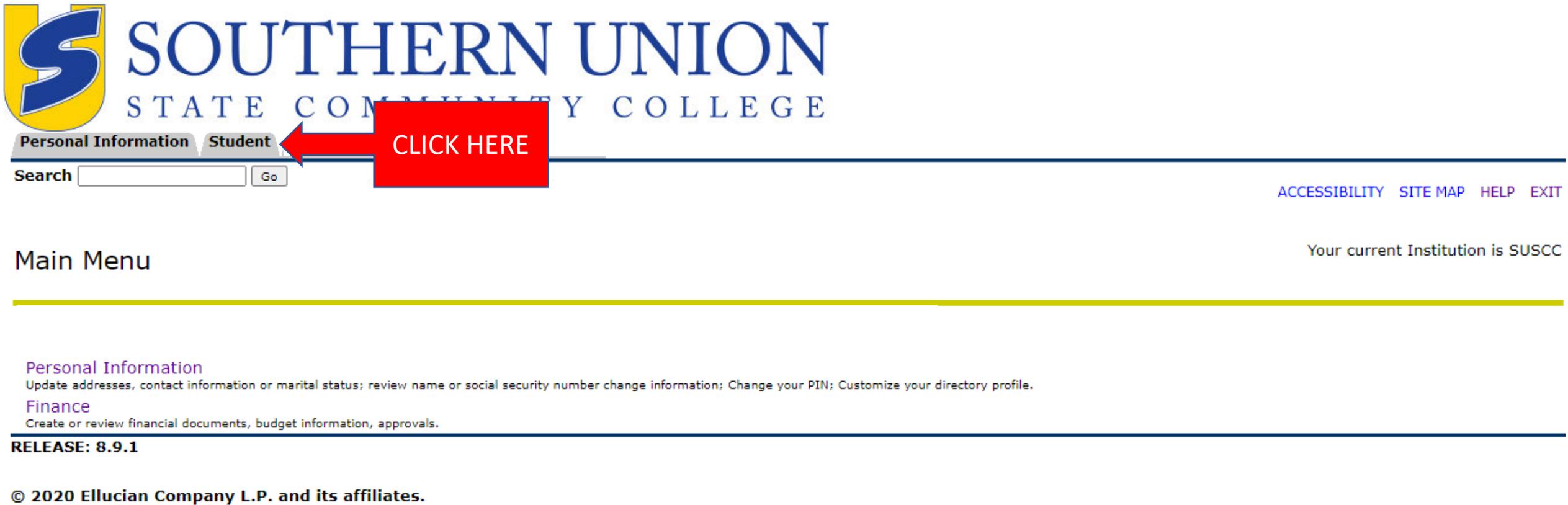
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3) Click on the **Student** tab



**S** SOUTHERN UNION  
STATE COMMUNITY COLLEGE

Personal Information **Student**

Search  Go

[ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Your current Institution is SUSCC

### Main Menu

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[Personal Information](#)  
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

[Finance](#)  
Create or review financial documents, budget information, approvals.

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## 4) Select **Student Account**



[Personal Information](#) **[Student](#)**

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Student

Your current Institution is SUSCC

### [Admissions](#)

Apply for Admission or Review Existing Applications

### [Registration](#)

Add or Drop classes

### [Student Profile](#)

View your Registration Status, Holds, and

**Please note: You will have to login** and the password !SUSCC followed by your 6 digit birthday. ex. !SUSCC020499

### [Student Records](#)

View your grades and transcripts

### [Student Account](#)

View your account summaries, statement/payment history and tax information

A red arrow with a black outline points from a red box containing the text 'CLICK HERE' to the 'Student Account' link.

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## 5) Select Touchnet (Tuition & Fee Payment)



[Personal Information](#) **[Student](#)**

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Student Account

Your current Institution is SUSCC

- [Account Summary](#)
- [Account Summary by Term](#)
- [Account Detail for Term](#)
- [Select Tax Year](#)
- [Tax Notification](#)
- [Touchnet \(Tuition & Fee Payment\)](#)
- [Account Information](#)

To pay your tuition, login using your "A" number and six digit date of birth(mmddyy).



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## 6) Select **Student and Staff**



Welcome to MyBill: Southern  
Union State Community College

Student and Staff

Authorized User

CLICK HERE

Welcome

Welcome to Southern Union Community College. This 24x7 service lets students and their families view bills, make payments, and manage the student account.

Parents, guardians, or employers require student permission through the student's authorized user process. If you have any questions about the system, please send an e-mail to

### **Student Account Suite Features**

#### **Student Account Center**

- Check your balance.
- Make a payment towards your balance.
- View your payment history.
- Store your payment methods for quick and easy payment.

7) Enter your Southern Union student ID number (A-number) for **Student ID** and your six-digit birthday for the **PIN** and click **Login**



## Welcome to MyBill: Southern Union State Community College

Student and Staff

**Students and Staff**

Student ID

PIN

Login

### Welcome

Welcome to Southern Union Community College. This 24x7 service lets students and their families view bills, make payments, and manage the student account.

Parents, guardians, or employers require student permission through the student's authorized user process. If you have any questions about the system, please send an e-mail to

### Student Account Suite Features

#### Student Account Center

- Check your balance.
- Make a payment towards your balance.
- View your payment history.
- Manage your payment methods for quick and easy payment.
- As a student, provide permission to others (parents, employers, etc) to view

CLICK HERE

## 8) Read the Consents and Agreements and click on **I Agree**



# Consents and Agreements

Consent 1 out of 1



## STUDENT FINANCIAL SERVICES AGREEMENT

### Student Financial Services Agreement

#### 1 - INTRODUCTION

I, (hereinafter referred to as "Student"), understand and agree my registration and this document constitutes a legal contract (the "Agreement" or "Contract") between me and Southern Union State Community College.

Any Student incurring tuition, fees and any other charges at the College understands and agrees to be fully responsible for the resulting amounts that become due and owing to the College. All charges incurred by the Student resulting from attendance at the College (or use of any College services) including tuition, course fees, library charges, room and board fees, health services, and other College charges are added to, and available on, the Student's account ("Account").

Financial Aid and scholarships will also be posted to the Account as credits and subsequently applied as payment for educational charges in accordance with federal Title IV financial aid regulations. An Account will remain active as long the Student attends the College, receives College services, or has an Account balance.

#### 2 - PROMISE TO PAY

Upon registering for or receiving services from the College, Student agrees to accept full responsibility to pay tuition, fees and other associated costs assessed as a result of the Student's registration or receipt of services. The Student understands and agrees registration and acceptance of these terms constitutes an obligation to pay for all assessed tuition, fees and other associated costs by the published or assigned due date. Student and College agree the services provided by College and the payments for those services by Student constitute sufficient and valid consideration for the Contract.

#### 3 - DELINQUENT ACCOUNTS, DEFAULTED ACCOUNTS, AND COLLECTIONS

**Delinquent Accounts** : Any charge added to the Student's Account balance shall be due and payable immediately upon said charge posting to the Account. If a Student fails to immediately pay his or her Account balance at the time the charge posts, then the unpaid balance shall be deemed delinquent.

Cancel Print **I Agree**

CLICK HERE

A large red arrow pointing from the top right towards the 'I Agree' button.

## 9) Follow directions to make a payment and click **Make Payment**

Currently there is no activity on your account Student Account.

### Announcement

Welcome to Southern Union State Community College MyBill

To better serve students and families, Southern Union State CC has combined its two online tuition payment websites into one site. All online tuition payments can now be made through Southern Union's MyBill portal, eliminating the need for separate websites for credit card and electronic check (e-check) payments. Please note, this change means an update to the credit card service fee.

Please have your bank account number and routing number ready before initiating an eCheck payment. Once the payment is submitted, it cannot be reversed. Please review the Important Information document linked under Help in the top menu bar.



Save time when paying. Set up a preferred payment profile in the [Payment Profile](#) page.



To sign up for direct deposit of your refunds, complete your setup in the [Refund Account Setup](#) page.

### Student Account

ID: xxxxx8726

**Student Account** There is no activity on this account at this time.

[View Activity](#)

[Make Payment](#)

### My Profile Setup



Authorized Users



Personal Profile



Payment Profile



Security Settings



Consents and Agreements



Electronic Refunds