

SETON HILL UNIVERSITY COLLEGE IN HIGH SCHOOL

TUITION PAYMENT GUIDE

1. Click this link to the GriffinGate portal: <u>https://griffingate.setonhill.edu/ICS/</u>

2. You will need <u>the same login information</u> you used when registering for College in High School classes.

* If you do not remember your <u>USERNAME</u>, go to this link: <u>https://griffingate.setonhill.edu/ICS/College in High School/Username Lookup.jnz</u> This link will not work with the parent or guardian's email address.

* If you do not remember your <u>PASSWORD</u>, go to the link: <u>https://griffingate.setonhill.edu/ICS/</u>

- 1. Enter the student's six-digit ID number in the username field.
- 2. Click "Continue."
- 3. Select "I forgot my password."
- 4. A password reset email will be sent to the student email account on file.
- 5. The reset link will be valid for 60 minutes.
- 6. The password should be between 8 to 100 characters.
- 7. Retain username and password for future use.



PLEASE RETAIN THE USERNAME AND PASSWORD FOR FUTURE USE.

3. After logging in, from the homepage, select College in High-School



You are here: Home > Home

4. Select the "Make a Payment" link from the College in High School portal.



6. Review the form with your personal information on the following page if this is your <u>first time</u> logging in to the Nelnet portal.

Add another address line	•						
City*		Nowhere					
State*		Penns	Pennsylvania]		
Zip*		15601					
Time Zone*		Eastern Time			2		
-mail							
E-mail 1*		chstest	3@setonhill.edu				
Add another e-mail addr	055						
		All corre Corresp	spondence will be sent via e-n ondence will be sent to all e-m	ail only. ails provided	L		
hone Numbers							
At least one phone nu	imber is req	uired.					
Daytime Phone	US	~	(724) 222-3222		Ext.		
Evening Phone	US	~			Ext.		
Mobile Phone	US	~					
I certify that I am the	subscriber t entatives an	o the provi d agents to	ded cellular or other wireless n	umber. To sta ount at any c	ay informed and receive the best service, I authorize urrent and future numbers that I provide for my cellular		

7. After completing the form, click "Submit."

8. If this is your first time logging in, you will be asked to designate a 4-digit PIN; after creating your PIN, click OK.

Review Items

The 4-Digit PIN will be used to validate your identity when you nake inquiries by telephone. Choose something you will easily emember.	The 4-Digit PIN will be used to validate your identity when you make inquiries by telephone. Choose something you will easily emember.	The 4-Digit PIN will be used to validate your identity when you nake inquiries by telephone. Choose something you will easily emember.	The 4-Digit PIN will be used to validate your identity when you nake inquiries by telephone. Choose something you will easily emember.
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4-Digit PIN:	4-Digit PIN:	4-Digit PIN:	'4-Digit PIN:

The following item(s) require your attention before proceeding.

9. This window will display the Current Balance. PLEASE NOTE: The Current Balance may take up to 24 hours to show after registration. The system will process and post charges overnight to the student's account.

You can still pay on a zero balance – calculate your balance by taking the number of classes and multiplying by \$230. There is no charge for a one-credit science lab. If you prefer, you can wait until the next day to pay the tuition.



10. Click on "Make a Payment"

PLEASE NOTE: For important information, please review the notifications on the Bell Icon at the Nelnet navigation panel on the left-hand side.



11. <u>Enter the tuition amount</u> in the box for the College in High School term you are paying for. It will be Fall (2425CF), Full Year (2425CA), or Spring (2425CS).

At the bottom of the screen, select "Next – Payment Method".

PLEASE NOTE: Do not use any University Students payment box options.

Make A Payment 2-CHS Student ID: 325261		1 Select A Payment	2 Payment Method	3 Receipt
The balance displayed is your overall I The open term name may not coincide multiple terms. The default term is sim only at the time it was delivered. To v received after your last statement, plea term. Select Accounts to Pay	palance due at Seton Hill Unive with the term that you are curre uply the most recently opened to iew your eBill, click on View Las ase go to Transaction Details to	rsity for tuition and fee ently enrolled in at Set erm for all students. Ye st Statement. To revie view a term by term lis	Want to desi s. It may contain mu on Hill University wh our last statement di- w all transactions, in- st of transactions that	ignate another payer? Iltiple terms and years. en you are enrolled in splays the balance due cluding transactions it include each year and
ACCOUNT	TERM	CURRENT B	ALANCE	PAYMENT AMOUNT
Seton Hill University	College In High School Fall 2425CE]	\$0.00	Enter Amoun
Seton Hill University	College in High School Full 2425CA		\$0.00	Enter Amoun

12. You will be asked to select your payment method on the next page.



13. After selecting the payment method, you will be prompted to enter your bank account details or your credit/debit card.

14. If you have any questions, please send a detailed email to <u>collegeinhighschool@setonhill.edu</u>. Screenshots are appreciated.