

## Logging In and Viewing Important Account Information

Through your MyCC and Transact (formerly known as CashNet) accounts you will have the ability to review and/or complete the following items:

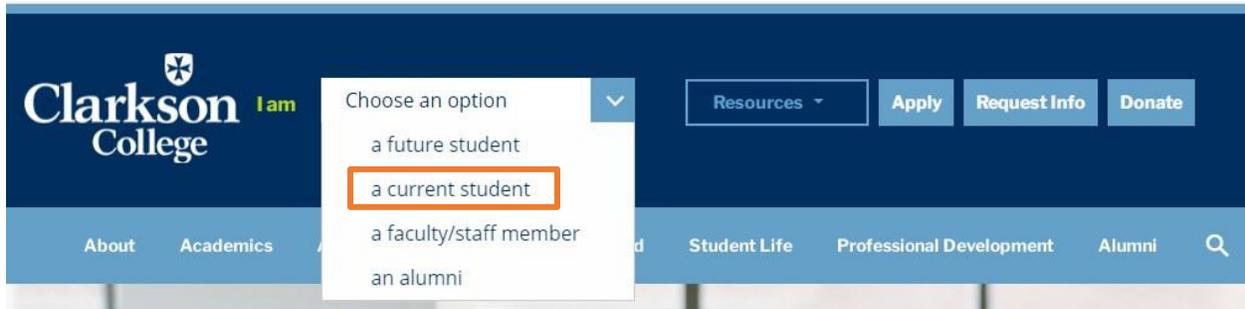
- [Review Balance and Billing Statements](#)
- [Make a Payment](#)
- [Payment History](#)
- [Installment Payment Plans](#)
- [eRefunds \(Electronic Refunds\)](#)
- [Payer Invitations](#)
- [Saved Payment Methods](#)
- [SMS Alert Set up](#)

\*\*Steps below will provide you with “How To’s” when logging into [MyCC](#) or [Transact](#)

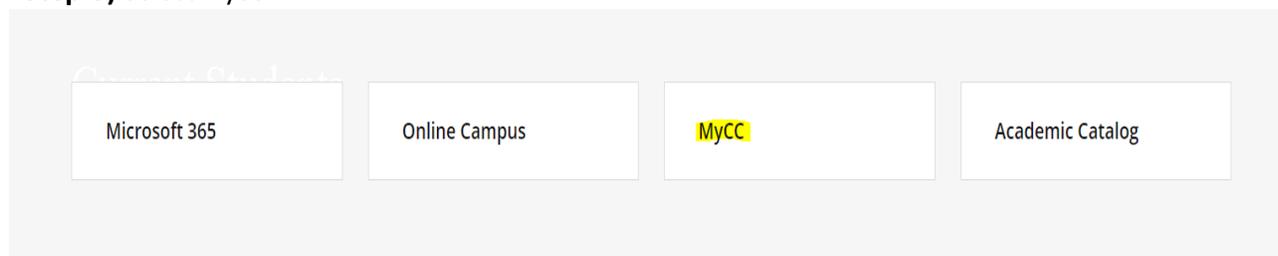
### Logging into MyCC

**Step 1)** Navigate to the [Clarkson College Website](#).

**Step 2)** At the Top/Center of the page, select “**a current student**” from the “Choose an option” dropdown menu.



**Step 3)** Select MyCC.



**Step 4)** Your Single Sign On (SSO) will automatically log you into your MyCC account.

## Reviewing your Balance and Billing Statement

**Step 1)** Select the View Account Summary on the home page.

### Programs of Study

You currently have 1 active enrollments. You can view all of your enrollments on the [Degree Progress Audit](#).

Physical Therapist Assistant      GPA :  
Transfer AS                                      0.00

[View Degree Pathways](#)

### Financials

Current Balance : **\$8,863.00**

[View Account Summary](#)

### Holds & Alerts

You have **0** holds.  
You have **0** alerts.

[View Holds & Alerts](#)

**Step 2)** Account Details will show all transactions on the account. *\*\*Your balance can also be found after logging into Transact.*

Account Details		Payment Schedule	My Statements	Estimated Tuition Discounts	Registration Bill		
<b>Account Details</b>							
Showing 1 to 31 of 31 entries				Search <input type="text"/>			
Trans #	Post Date	Date	Transaction Due Date	Transaction Details	Check/Ref	Amount	Balance
36	11/22/2024 8:20:50 AM	11/22/2024 12:00:00 AM		Payment	38883001	(\$2,244.00)	\$8,863.00
35	10/2/2024 1:30:17 PM	10/2/2024 12:00:00 AM		DL UNSUB STAFFORD LOAN 2024-25	FA 817	(\$2,309.00)	\$11,107.00
34	10/2/2024 1:28:43 PM	10/2/2024 12:00:00 AM		DL SUBSIDIZED STAFFORD LOAN 2024-25	FA 816	(\$1,814.00)	\$13,416.00
33	9/25/2024 4:01:21 PM	9/25/2024 12:00:00 AM		Pell Grant 2024-25	FA 795	(\$3,698.00)	\$15,230.00
32	7/22/2024 5:56:10 PM	7/22/2024 12:00:00 AM		Tuition	Fall 2024	\$10,065.00	\$18,928.00
31	5/2/2024 1:41:12 PM	5/2/2024 12:00:00 AM		Nebraska Opportunity Grant 2023-24	FA 471	(\$1,000.00)	\$8,863.00
30	4/26/2024 1:33:27 PM	4/26/2024 1:32:49 PM		PTA Board Prep Course	Batch:04/26/2024	\$260.00	\$9,863.00
29	4/26/2024 1:32:26 PM	4/26/2024 1:31:51 PM		APTA Student Membership	Batch:04/26/2024	\$140.00	\$9,603.00
27	4/22/2024 2:06:06 PM	4/22/2024 12:00:00 AM		Pell Grant 2023-24	FA 396	(\$3,697.00)	\$9,463.00
26	4/19/2024 2:51:38 PM	4/19/2024 12:00:00 AM		DL UNSUB STAFFORD LOAN 2023-24	FA 395	(\$1,979.00)	\$13,160.00
25	4/19/2024 2:51:15 PM	4/19/2024 12:00:00 AM		DL SUBSIDIZED STAFFORD LOAN 2023-24	FA 394	(\$1,732.00)	\$15,139.00
24	4/18/2024 9:48:04 AM	4/18/2024 9:48:04 AM		Tuition	Auto-Bill	\$1,953.00	\$16,871.00
23	4/18/2024 7:55:13 AM	4/18/2024 12:00:00 AM		Tuition	AUTO : 041824	\$1,953.00	\$14,918.00
22	4/18/2024 7:54:58 AM	4/18/2024 12:00:00 AM		Tuition	AUTO : 041824	\$4,557.00	\$12,965.00
21	4/16/2024 1:05:00 PM	4/16/2024 12:00:00 AM		Payment	36013001	(\$2,804.00)	\$8,408.00

## Logging into Transact

**Step 1)** [Repeat Step 1](#) under *Reviewing your Balance and Billing Statement*.

**Step 2)** Click *My Finances, Make Online Payment*. Select hyperlink.

Clarkson College  
Prepare to be the best.

Campus Info  
Academics  
My Profile  
**My Finances**  
Account Information  
Make Online Payment/View 1098T  
My Students  
My Financial Aid  
My Documents  
External Links

**Programs of Study**  
You currently have 1 active enrollments. You can view all of your enrollments on the [Degree Progress Audit](#).  
Physical Therapist Assistant      GPA :  
Transfer AS                              0.00  
View [Degree Pathways](#)

**Financials**  
Current Balance : [\\$8,863.00](#)  
View [Account Summary](#)

**Holds & Alerts**  
You have 0 holds.  
You have 0 alerts.  
View [Holds & Alerts](#)

**Student Standing**

**Advisors**

**Classes**

Make Online Payment/View 1098T

Make Online Payment/View 1098T

**Step 3)** If successfully logged in, the image illustrated below should appear. This is the home page of your Transact account.

Clarkson College

Overview

Samantha Headley

**Sh** Samantha Headley  
Clarkson College

Balance  
\$0

Summary

Nothing is due! Woohoo!

## Payment History

**Step 1)** Log into [MyCC, Transact](#).

**Step 2)** From the home page of your Transact account, your recent payments can be found.

Clarkson College

Sign up    Send a payer invitation

Recent payments [View all](#)

Date	Description	Receipt	Amount
10/10/19	2019FA: Fall 2019	<a href="#">#8917</a>	\$2,479.00
9/10/19	2019FA: Fall 2019	<a href="#">#8288</a>	\$2,479.00
8/26/19	Enrollment fee 2019FA: Fall 2019	<a href="#">#7888</a>	\$35.00

Make a payment

**Step 3)** To view any payment made, click **the receipt #** located to the left of the transaction amount (*illustrated above with the blue arrow*).

## Payer Invitations

Adding a Payer to your account will allow this individual to log into your account to make payments, sign up to receive alerts, etc.

**Step 1)** Log into [MyCC, Transact](#)

**Step 2)** From the home page of your Transact account, navigate to your profile or the tab located within the vertical menu with “your name.”

**Step 3)** Under “Payers” listed within the main body of your screen, click “Send a payer invitation”

[+ Add payment method](#)

**Payers**  
Do you know someone that would like to help you pay? Invite them to have access to your account!

[+ Send a payer invitation](#)

**Direct deposit refunds**  
Receive refunds and disbursements faster with direct deposit.

**Step 3)** Fill in all required fields: name, email address, and personal message to payer. Once completed, click **Send Invitation**.

Clarkson

Profile

**Payer Invitation**

**Payer information**

\* **First name**  
Sam

\* **Last name**  
Headley

\* **Email address**  
headleysam@clarksoncollege.edu

\* **Confirm email address**  
headleysam@clarksoncollege.edu

**Message to payer**  
Please pay my tuition and fees. Thank you!  
Maximum 250 characters

Cancel **Send invitation**

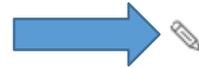
An email will be sent to your payer through the entered email address which will include their credentials and the login website address.

The payer(s) can be reviewed through your profile. To review or edit the payers, repeat Steps 1 & 2. Select the pencil icon or edit across from their name.

## Payers

Do you know someone that would like to help you pay? Invite them to have access to your account!

Sam Headley



[+ Send a payer invitation](#)

Payer information will appear as shown below. Payer information can be updated or credentials and website information can be resent by clicking “Resend payer invitation.” The payer can be removed by selecting “Remove payer.” **Be sure to “Save” all changes.**

Profile  
Payers

Payer information

Name  
Sam Headley

Email address  
headleysam@clarksoncollege.edu

Payer access

Remove payer

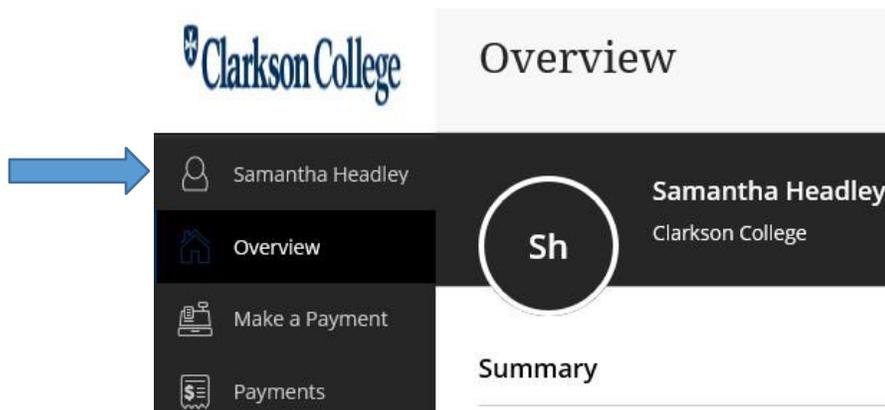
Resend payer invitation

Cancel Save

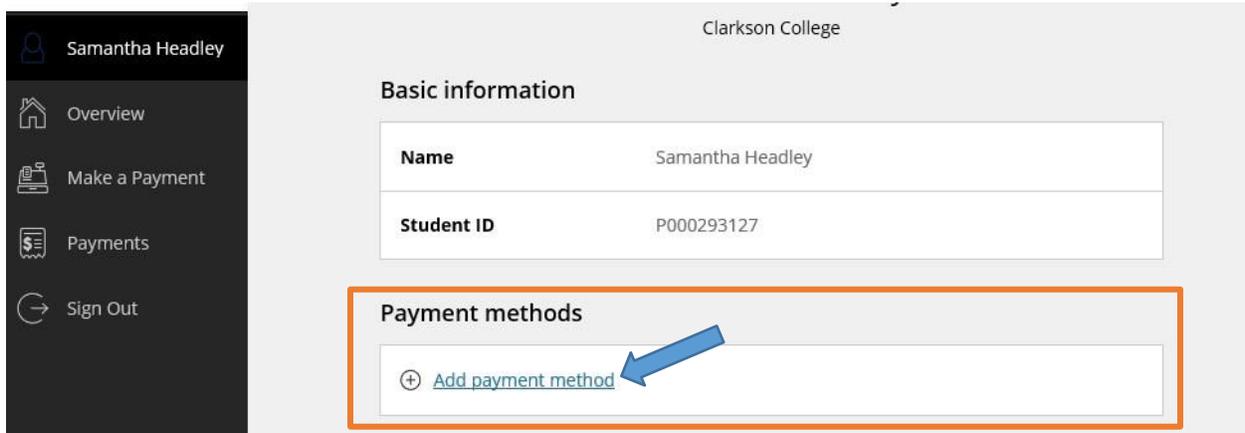
## Saved Payment Methods

**Step 1)** Log into [MyCC, Transact](#)

**Step 2)** Select your profile tab located in the vertical menu or the tab title with “Your Name”



**Step 3)** Navigate to payment methods. To add a payment method, click the link “Add payment method.”



Clarkson College

Samantha Headley

Overview  
Make a Payment  
Payments  
Sign Out

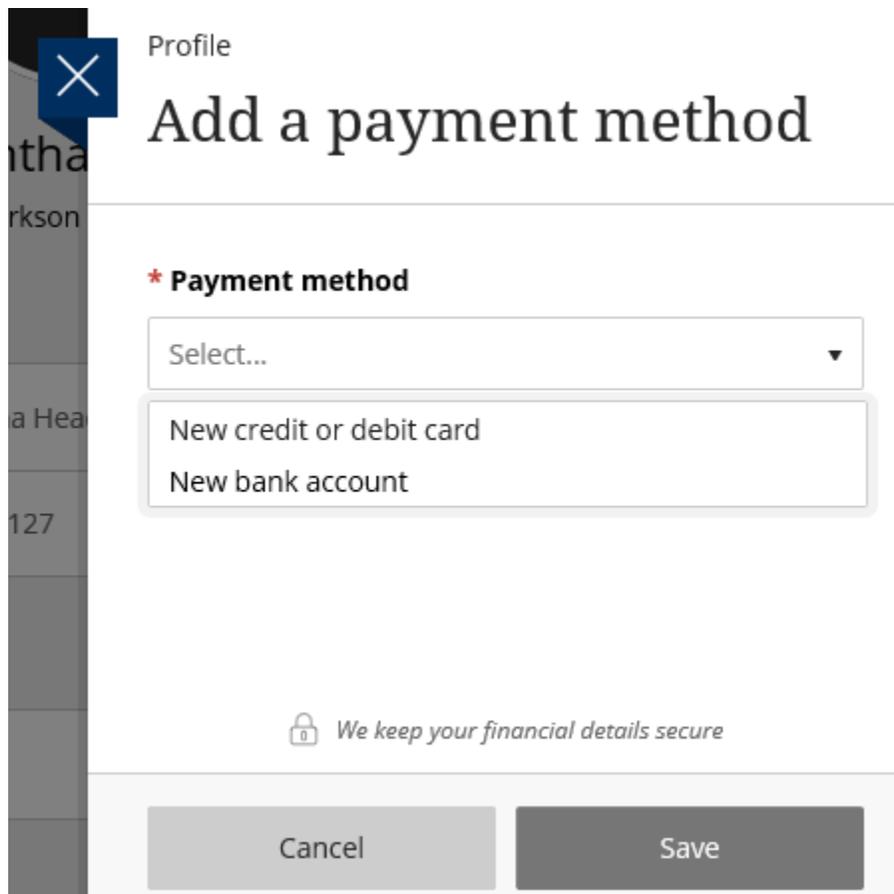
**Basic information**

<b>Name</b>	Samantha Headley
<b>Student ID</b>	P000293127

**Payment methods**

[+ Add payment method](#)

**Step 4)** Select the method of payment you wish to save and click **save**.



Profile

**Add a payment method**

**\* Payment method**

Select...

New credit or debit card  
New bank account

 We keep your financial details secure

Cancel Save

**Step 5)** Fill in all required fields to complete. Below are examples of the two methods of payments offered through Transact. Be sure to click **Save** to save all changes for future use.

### Credit Cards

Profile

## Add a payment method

New credit or debit card

AMERICAN EXPRESS   DISCOVER   JCB   MasterCard   VISA

**\* Card number**

*Card number required*

**\* Expiration date**   **\* Security code** ⓘ

MM / YY

**\* Zip/Postal code**

**Card nickname** ⓘ

My card

*Maximum 17 characters*

Cancel   Save

### Electronic Check/Bank Account

Profile

## Add a payment method

**\* Account holder name**

*Account holder name required*

**\* Account type**

Checking

Savings

**\* Routing transit number** ⓘ

**\* Bank account number** ⓘ

**\* Confirm bank account number**

**Bank account nickname** ⓘ

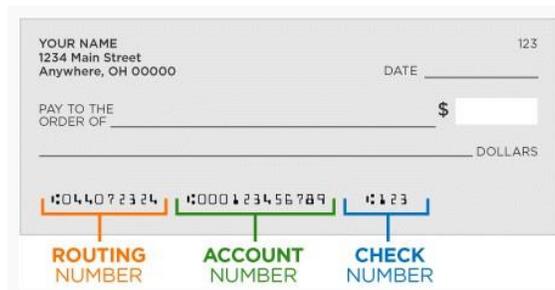
My bank account

*Maximum 17 characters*

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Cancel   Save

**\*\*Your personal account number and your bank's routing number can be found at the bottom of your check.**

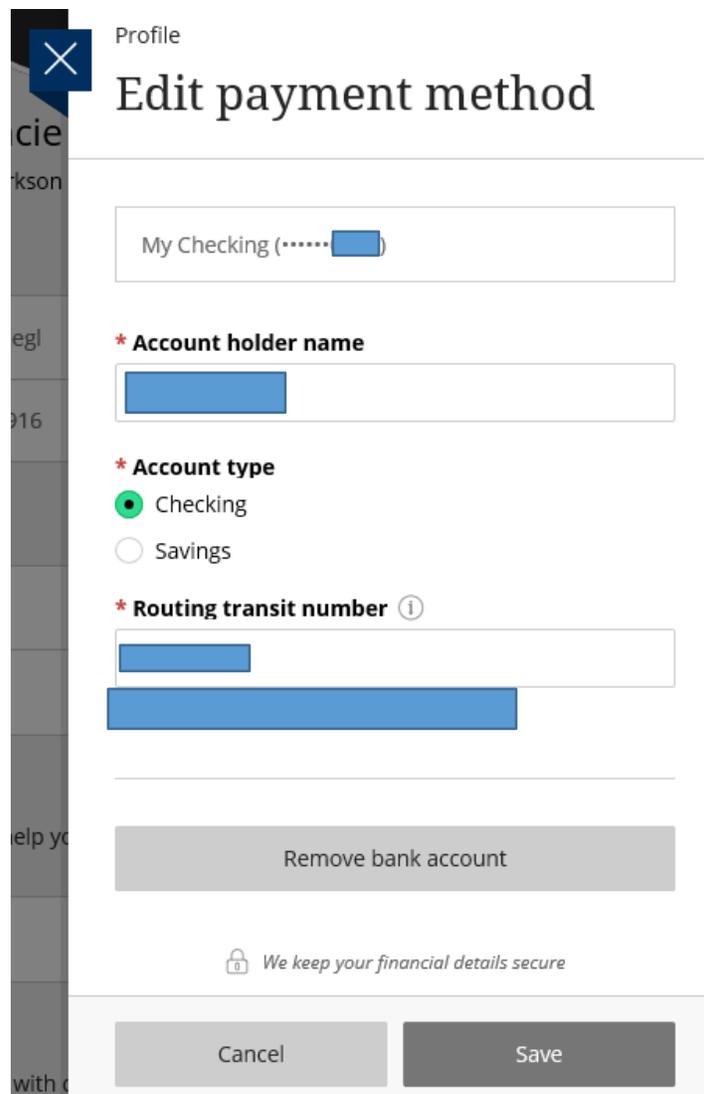


<https://smartasset.com/checking-account/how-to-find-your-routing-and-account-numbers-on-a-check>

To review saved payment methods, repeat steps 1 & 2. Click the pencil icon or edit across for the saved account.



Your saved account information will then appear. Make any necessary edits or remove the account by click "Remove bank account." **Be sure to save all changes.**



\*\*Transact will also ask you during any payment if you would like to save the method for future use.