

# Colleague Online Payments

1. Go to [www.southplainscollege.edu](http://www.southplainscollege.edu)
2. At the top right corner, click on Login to....and select “MySPC”



3. Enter your user name and password



Login with your SPC username

Sign in

Login Instructions:

1. Be sure to use all lowercase letters for your username
  2. Your default password is in this format: Capital first letter of your first name, first four letters of your last name(lowercase), dollar symbol, last four of Social Security Number, exclamation point (!).  
example: Jsmit\$1234!
- Note: If no SSN was submitted, substitute 6 digit birthday (mmddyy) in place of 4 digit SSN.  
If you need help please call the Help Desk at 806-716-2600

4. Click on “Financial Information” and then select “Student Finance”



- From here, you will see an account overview including any past-due and current charges along with an overall total balance due. If you want to view more detailed information about the charges, select the link “Account Activity” next to the Total Account Balance amount. If you want to make a payment in full or set up a payment plan, click the link “Make a Payment”.

Financial Information > Student Bill/Refund Choice > Account Summary

### Account Summary

View a summary of your account

Account Overview		Helpful Links
Amount Overdue	\$0.00	<a href="#">Direct Deposit Refund Account</a>
Total Amount Due	\$0.00	<a href="#">Make a Payment</a>
Total Account Balance	-\$524.00	<a href="#">Account Activity</a>
Fall 2018 Semester		
	-\$524.00	

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- On the next screen select “Continue to Payment Center” which will open a new tab on the TouchNet payment website.

Financial Information > Student Bill/Refund Choice > Make A Payment

### Make a Payment

Use this page to make a payment on your account

You are moving to the...  
**Secure Payment Center**

To ensure you are making a secure payment, you will be identified and your name will be added in the right corner of the Payment Center.

This helps you CONFIRM a safe payment transaction.

[Continue to Payment Center](#)

Account Alerts: No alerts at this time.

Announcements: Welcome to your Student Account Center. Here you can view bills and recent account activity to help to make payments and solve payment problems. In addition, you can set up your parents or guardians to access your bills and make payments on your account.

My Account: Current Account Status  
Balance: \$28,790.00  
Estimated Financial Aid: \$4,200.00  
Balance including Estimated Aid: \$24,590.00  
[Make a Payment](#) [View Account Activity](#)

Logged in as: Your Name Here

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7. You will be able to see current charges as well as any anticipated financial aid with an overall balance. You can again select to view activity for more detailed information on charges, enroll in payment plan (if available), or click “Make a Payment” to pay the balance due in full (partial payment NOT accepted online).

Navigation: [Home](#) [My Account](#) [Make Payment](#) [Payment Plans](#) [Deposits](#) [Refunds](#) [Help](#)

### Announcement

**Welcome to the South Plains College Student Account Center!**

You can view your current account activity and make payments. You can also allow your parents or guardians to access your account to make payments and view your current account activity.

### View Account: Michael S Lopez

Balance	\$813.00
Estimated Financial Aid	\$1,337.00
Balance Including Estimated Aid	-\$524.00

[View Activity](#) [Enroll in Payment Plan](#) [Make Payment](#)

### My Profile Setup

- [Authorized Users](#)
- [Payment Profile](#)
- [Electronic Refunds](#)
- [Notifications](#)

### Term Balances

2018 Fall	-\$524.00
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8. From here, follow the prompts to complete your payment. You can select a specific term if you have charges from multiple semesters, you will select your payment method (Mastercard, Visa, Discover, or American Express accepted online), and then receive payment confirmation and print your receipt if needed. All payments made through the Colleague system (whether online, in person, or by phone) will automatically generate a receipt email to the student email address on file.

## Account Payment



Payment Date

Pay by term  
 2018 Fall -\$524.00 -\$524.00

Memo

Payment Total: \$0.00

[Continue](#)

## **Helpful Hints**

*\*If you are not taken directly to the Heartland site to enter your personal banking information it could be that you are missing information on your student record. You must have a current primary mailing address, date of birth, phone number, and email address on file in order to proceed with the refund choice. Please update this information on your TexanConnect profile or contact the Admissions Office at (806)716-2572 to see what information you are missing. The following message will appear until this information is entered on your student record:*

*We're sorry, it appears we are missing some information needed to transfer you to the Refund Delivery Method selection screen. Please make sure your address, date of birth, phone number and email address are up to date in your school records.*

*\*\*Mozilla Firefox and Internet Explorer browsers work best with this process. If you are having trouble accessing your refund choice, please verify that you are using one of these internet browsers and that you have pop-up blocker turned OFF.*

*\*\*\*If you encounter problems logging in to the TouchNet site, please try clearing your browser history and internet cookies and then starting the process from the beginning.*