

Embry-Riddle Aeronautical University

Make a Deposit using Auxiliary Access

If students grant access to their student account information via auxiliary access, parents and family members can make payments on their behalf.

Step 1

Once access is granted by the student, you will receive an email with the user ID and instructions. The student must communicate the password to you; it is not contained in the email. To use the auxiliary access, visit <http://mystudent.erau.edu> and log in with the user ID and password. Once logged in, select **Make a Payment** in the *Auxiliary User Collection* list.



Favorites Main Menu

The screenshot shows a web application interface titled "Auxiliary User Collection". It features a list of menu items, each with a small icon and a description. A red arrow points to the "Make A Payment" item. The items are as follows:

- Make A Payment**: Access the student account to make a payment and view the student account.
- View Financial Aid**: View information about the student financial aid awards, including scheduled disbursements.
- My Class Schedule**: View the student class schedule for a specified term.
- My Weekly Schedule**: View the student weekly schedule in a calendar format.
- Holds**: View holds placed on the student record for specific services. See how to resolve them.
- To Do List**: View pending to do items on the student record. See how to complete them.
- View My Grades**: View or print a listing of the student grades and check the current grade point average.
- View Unofficial Transcript**: View an unofficial copy of the student academic transcript.
- My Academic Requirements**: View the student academic requirements.
- View Transfer Credit Report**: View the student official transfer credit report.
- Class Search**: Use search criteria to find a class or browse the course catalog.
- Browse Course Catalog**: Browse the course catalog by subject.

Step 2

Review the disclosure statement regarding credit card or bank information. If this is the first time logging in, the user will need to select the button to show you have read and understand the disclosure information.

Once you have agreed to the statement, you will be able to click on the **Pay Deposit – Tuition and/or Housing** button.

Favorites | Main Menu > Self Service > Campus Finances > Make A Payment

ERAU Account Access

WARNING: Any credit card or bank information stored as a "Saved Payment Method" will remain available to the student and any other person listed as an authorized user on this student account to settle future charges. To prevent this from happening do not use the "Saved Payment Method" feature."

Make a Payment - Access Account Pay Deposit - Tuition and/or Housing

Step 3

You can make the Housing, Tuition, or both deposits. Select only one deposit option and then **Submit**.

ERAU Pay Deposit

MY DEPOSIT

Daytona Beach and Prescott students can conveniently and securely submit Tuition and/or Housing Deposits online to ensure a spot at Embry-Riddle! (Both a tuition and a housing deposit are required of all first year students.)

Please make a selection below.

\$500 Total Deposit

\$200 Tuition Deposit

\$300 Housing Deposit

You will receive a message to confirm the amount of the payment.

MY DEPOSIT

Daytona Beach and Prescott students can conveniently and securely submit Tuition and/or Housing Deposits online to ensure a spot at Embry-Riddle! (Both a tuition and a housing deposit are required of all first year students.)

Please make a selection below.

\$500 Total Deposit You have selected to pay both the Tuition and Housing Deposits.

\$200 Tuition Deposit

\$300 Housing Deposit

Message

You have selected to pay a deposit in the amount of \$500 (20030,20)

The transaction may take several minutes to complete and be viewable on your student account.

If you happen to select the submit button without making a choice, you will receive a retry option.

Step 4

You are now ready to process the payment based on the deposit type you selected.

EMBRY-RIDDLE DAYTONA BEACH PRECOTT
Aeronautical University FLORIDA ARIZONA

Please select a payment method and enter an amount

* Indicates required information

Payment Amount: \$ 500.00

* Payment method:

Select the appropriate option from the drop down menu, either credit card or electronic check. Click **Continue**.

EMBRY-RIDDLE DAYTONA BEACH PRECOTT
Aeronautical University FLORIDA ARIZONA

Please select a payment method and enter an amount

* Indicates required information

Payment Amount: \$ 500.00

* Payment method:

Enter your payment information and click **Continue**.

EMBRY-RIDDLE Aeronautical University **DAYTONA BEACH** FLORIDA **PRECOTT** ARIZONA

Please enter your credit card information

Total:

** Indicates required information*

* Credit Card Type:

* Account Number:

* Expiration Date:

* Security Code: [\(View example\)](#)

* Name on Card:

Billing Address of Credit Card

* Street Address 1:

Street Address 2:







* City:

* State:

* ZIP / Postal Code:

* Country:

* Email:

Review the Refund Policy Agreement, which can be printed and saved for your records. Once you select **Continue**, you are agreeing to the policy, and the payment will be processed.

EMBRY-RIDDLE Aeronautical University **DAYTONA BEACH** FLORIDA **PRECOTT** ARIZONA

Please verify your payment information

Amount:

Date and Time: 9/17/15 9:21 AM

Name on Card: Student Test

Account Number: xxxxxxxxxxxx1111

Refund Policy Agreement

Tuition Deposits:
A \$200 nonrefundable tuition deposit is required to confirm your intent to attend Embry-Riddle. The deposit guarantees your place in the entering class in the indicated major and is applied to your student account.

Housing Deposits:
A \$300 housing deposit is required to confirm your housing requirement. The deposit, along with a housing contract is required to receive a housing assignment. You are eligible for a deposit refund when you are no longer living in ERAU student housing.

By clicking Continue, I agree to the above Refund Policy

A confirmation page will display, and you can print the receipt.

Date and Time:	8/11/15 5:54 PM
Name on Card:	Student Test
Account Number:	xxxxxxxxxxxx1111
Card Type:	VISA
Reference Number:	20150811000000
Tuition / Housing Deposit Test:	tuitionHousingDepositTest45032
System Tracking ID:	799
*** Card Not Present ***	

You will see a final *Transaction Successful* message and receive an email notification of payment.

Step 5

Go back to the Account Access window that remained open and click on **Home** in the far upper right-hand corner to return to *the Auxiliary User Collection* list as seen in Step 1.

Home | Ad

ERAU Account Access

Depending upon how your browser is configured, the My Student Account splash page may have opened in a new tab or window in the background. Click on the new tab or window to continue to the student account.

Thank You!

You may also select the *Self Service* option in the menu bar to navigate elsewhere.

Self Service

- Class Search / Browse Catalog
- Academic Planning
- Enrollment
- Campus Finances
- Campus Personal Information
- Academic Records
- Degree Progress/Graduation
- Transfer Credit
- Student Admission
- Search
- Class Search
- Browse Course Catalog

Thank you!