

How to Pay Your Seat Deposit

- Log in to [UIS](#) using
 - **Username:** X-Number (found on the online application portal, next to your name)
 - **Password:** Sj followed by your X ID number without the X.

User Login

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St. John's Information System

You can set up a tuition payment plan safely and securely online via your UIS account. You can make an individual payment online as well or by calling 718 990 2000.

Please remember your User ID is your X ID number (including the capital "X")

For new Freshmen or Transfers, the X ID number is located on your acceptance letter.

If this is your first time logging in, your initial PIN is **Sj** followed by **all digits from your X ID number without the X.**

If you have forgotten your pin, please type in your User Id, then click the "Forgot PIN?" button.

To protect your security and privacy, please remember to Exit and close your browser when done using UIS.

User ID:
PIN:

RELEASE: 8.9.1

- Once you reach the main menu please select the following:
 - Click **Student** tab

Student

[Personal Information](#) [Alumni and Friends](#) [Advancement Officers](#) [Student](#) [Financial Aid](#) [Faculty Services](#) [Employee](#) [WebTailor Administration](#) [Finance](#)

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New Student Information
Admissions; New Student Orientation; Meet Your Advisor.

Registration
Apply for Study Abroad; Request Pass/Fail option for course; Registration Change Request Form; Check your registration status; Add or drop classes; Change Class Options; Display your class schedule. View your Term Bill, Confirm your Registration, Current Students-Application for Global Studies.

Student Records
Check Grades, Grade Details and Academic Record; View Holds; Run Advisement Reports; Request an Official Transcript.

Student Accounts
Review Charges and Payments on Account Summary; View 1098T Information; View Holds.

Graduation
Commencement Registration; Application for Diploma.
*****These links do not apply to School of Law Students.*****

Student Life
Resident Students, Co-Curricular Transcript, Service Reporting System.

Student Employment

Graduate and/or Doctoral Agreement

o Select **Student Account** from the menu list

The screenshot shows the 'Student' menu page on the St. John's University website. The browser address bar shows 'apollo.stjohns.edu/sjasis/twbkwbis.P_GenMenu?name=bmenu.P_StuMainMnu'. The navigation menu includes 'Personal Information', 'Alumni and Friends', 'Advancement Officers', 'Student', 'Financial Aid', 'Faculty Services', 'Employee', 'WebTailor Administration', and 'Finance'. The 'Student' menu is expanded, showing options like 'New Student Information', 'Registration', 'Student Records', 'Student Accounts', 'Graduation', 'Student Life', 'Student Employment', and 'Graduate and/or Doctoral Agreement'. A red arrow points to the 'Student Accounts' link.

o Select **Student Account Suite** (this will open a new window)

The screenshot shows the 'Student Account Suite' page on the St. John's University website. The browser address bar shows 'apollo.stjohns.edu/sjasis/twbkwbis.P_GenMenu?name=bmenu.P_ARMnu'. The navigation menu is the same as in the previous screenshot. The 'Student Account Suite' page lists various account management options: 'Account Summary', 'Account Summary by Term', 'Select Tax Year', 'Tax Notification (1098T Form)', 'View Holds', 'Housing Application for Continuing Students', 'Student Account Suite', 'Student Direct Deposit', and 'RELEASE: 8.9.1'. A red arrow points to the 'Student Account Suite' link. The footer includes the copyright notice '© 2020 Ellucian Company L.P. and its affiliates.'

Select Deposits and eDeposits tab

The screenshot displays the 'Student Account Home' interface. At the top, the browser address bar shows 'secure.touchnet.com/C21315_tsa/web/welcome.jsp'. The navigation bar includes a home icon, 'My Account', 'Make Payment', 'Payment Plans', 'Deposits and eDeposits' (highlighted with a red arrow), and 'Help'. The main content area is divided into three columns: 'Announcement' with due dates for Winter Intercession and Spring 2021, 'Student Account' showing a balance of \$0.00 and ID: xxxxx0756, and 'My Profile Setup' with options for Authorized Users, Personal Profile, Payment Profile, and Security Settings. A 'Term Balances' section is also visible.

- Select the **Term** from the drop-down menu, then click “Select.”
- Now, choose “**Fall or Spring**” **Grad Law LLM Seat Deposit** from the drop down, then click “Select.”
- Now, enter \$500 in the “**Payment Amount**” field.
- Choose “**Make Deposit Payment.**” Follow the prompts to either pay by credit card or electronic check (paying directly from a checking/savings account). You can also pay your deposit by contacting Customer Service toll free at 1-888-9STJOHNS or 718-990-2000. **Remember to have your X-number handy before calling.**
- Note: This deposit will be applied to the cost of tuition for your first semester. Your deposit payment will appear on your bill, reducing your first semester balance.