

COLLEGE ADVANTAGE PAYMENT INSTRUCTIONS FALL 2026

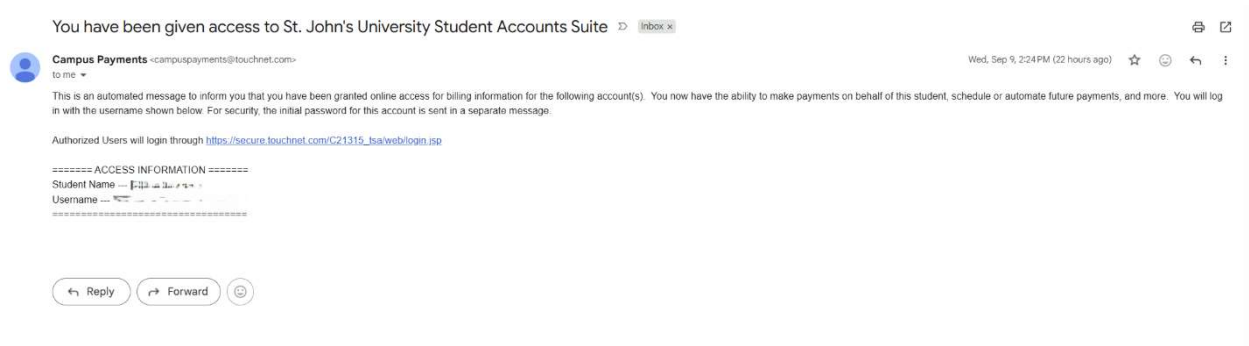
The student will receive two important emails from **campuspayments@touchnet.com**.

If the STUDENT agreed to designate a parent/guardian as an Authorized User on their Fall 2026 College Advantage Program (CAP) application, the Authorized User will also receive two important emails from **campuspayments@touchnet.com**.

What is an Authorized User on TouchNet? It's a designated individual—such as a parent or guardian—who has been granted permission by a STUDENT to view billing statements and make payments on their University account.

*Students who **did not agree to designate** a parent/guardian as an Authorized User on their CAP application can still do so by following the instructions listed below in the Important Notes section.*

The first email you will receive contains a **username** and will have the subject line, "**You have been given access to St. John's University Student Account Suite.**" Please keep this email for your records, as it contains information needed to access your account.



The second email you will receive contains a **temporary password**, and will have the subject line, "**Your St. John's University Student Account Suite Access Information.**" This temporary password must be changed when you log in for the first time.

Your St. John's University Student Accounts Suite access information

[Inbox x](#)



Campus Payments <campuspayments@touchnet.com>
to me

[Unsubscribe](#)

Wed, Sep 9, 2:24 PM (22 hours ago)



Hello and welcome!

You have been granted online access to view billing information for the following account(s).

You can now make, schedule, and automate payments on behalf of this student.

Please log in using the password shown below. For security, the other login information for this account is sent in a separate message.

Access Information

Student Name: **MSJ**

Temporary Password: **Kzga29ypDBUI**

This password is only valid for the next 24 hours.



After you have received both emails, please follow the steps below to log in to your account and complete your payment.

1. Click on the link provided in the first email.



Login for parents or others who have been granted access to view balances and make payments.

Email:

Password:

[Forgot Password](#)

[Login](#)

2. Enter the Username provided in the first email and the temporary password provided in the second email to log in.
3. The user will be prompted to create a new password. Please record your new password in a safe location as it can be used for future transactions.
4. Once a new password has been created, the Student Account will appear, and the balance will be shown. Click on the **green** **"Make Payment"** button.

My Account My Profile Make Payment Payment Plans Deposits and eDeposits Help

Announcement

Bills and Due Dates

Fall 2026

Bills and Fall payment plans are tentatively scheduled for Undergraduate and New Law students to be released the week of June 22, AFTER 5PM.

Bills and Fall payment plans are tentatively scheduled for Graduate and Continuing Law students to be released the week of July 13, after 5PM.

Fall 2026 Undergraduate and NEW LAW Due Date Wednesday, July 15- Past Due

Fall 2026 Graduate and Continuing Law Due Date Wednesday, July 29- Past Due

Registered students who have not satisfied their balances by the due date will be subject to having their Fall 2026 registrations dropped for non-payment.

Fall 2026

Law Main Term Only Tuition Withdrawals	Tuition Credit Only No Fees
Through August 28	100%
August 29 - September 3	75%
September 4 - 10	50%
September 11 - 17	25%
On and After September 18	No Credit

Undergraduate and Graduate and Full Online Term Tuition Withdrawals	Tuition Credit Only No Fees
Through September 9 - DA	100%
September 10 - 16	75%
September 17 - 24	50%
September 25 - October 1	25%
On and After October 2	No Credit

Student Account ID: X000714

Balance \$9.20

View Activity **Make Payment**

My Profile Setup

- Authorized Users
- Personal Profile
- Payment Profile
- Security Settings
- Consents and Agreements

Term Balances

Term	Balance
Summer 2026	\$9.20

Account Suite Communications St. John's University wants to let you

5. Select your preferred payment method. You may choose from the following options:

- **Domestic or International Credit Card** (3% service fee applies)
- **Electronic Check (ACH)** from a checking or savings account (no additional fees)

My Account My Profile Make Payment Payment Plans Deposits and eDeposits Help

Account Payment

Amount Method Confirmation Receipt

* Indicates required information

	Amount	Fee(\$)	Total Amount(\$)
Domestic Credit Card via PayPath	\$9.20	3.00	12.20
International Credit Card via PayPath	\$9.20	3.00	12.20
Non Card Payment	\$9.20	0.00	9.20

Select Payment Method:*

Select Method

Select Method

Domestic or International Card via PayPath

Other Payment Methods

Electronic Check (checking/savings)

*Card payments are handled through PayPath®, a tuition payment service. A 3% service fee will be added to your payment.

Electronic Check - Payments can be made from a personal checking or savings account.

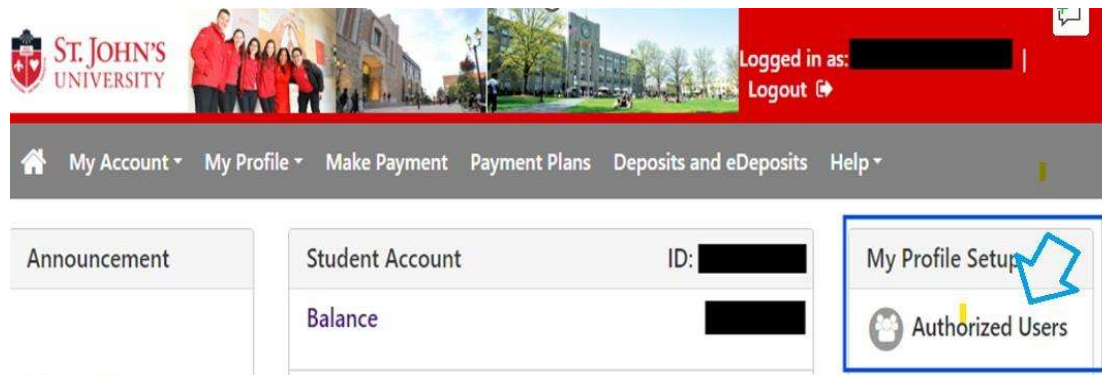
Back Cancel **Continue**

6. Once payment has been successfully submitted, a **"Notice of Payment"** email will be sent from *campuspayments@touchnet.com* **to the payer and the student**. Please retain this Notice of Payment for your records, as it serves as confirmation of your payment.

Important Notes:

- Each time the account has a new or updated balance, the *student and Authorized User* will receive email notifications.
- If a user does not remember their password, click "Forgot Password" on the login page to reset it. After submitting the request, a password reset email will be sent immediately to the email address associated with the request.
- If you enter the wrong password too many times, the system triggers a timed lockout. The University staff cannot manually override or reset this for security reasons. You must wait **20 minutes** for the lockout to clear before using the password reset link.
- If the student did not designate an Authorized User on the CAP application, the STUDENT can still add an Authorized User after logging into their TouchNet account and following these steps:

1. Click on the **Authorized Users** link (see arrow below).



2. Next, under the “**Add Authorized User**” tab, enter the **personal email address** of the individual you would like to authorize to view your term bill and submit payments on your behalf.

Authorized Users

Authorized Users

Add Authorized User

You can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

Email address of the authorized user

Would you like to allow this person to view your billing statement and account activity?

☒ Yes

☐ No

Would you like to allow this person to view your payment history and account activity?

☒ Yes

☐ No

Cancel

Continue

3. Click “**Continue.**”

An email invitation will be sent to the address entered. Once the invitation is accepted, the Authorized User will receive the same two important emails listed above (username and temporary password).

After the Authorized User has received both emails, they can follow the steps outlined above to log in to their account and submit payment.