Student Accounts Office

REQUIRED ACTION – PLEASE READ

The Student Accounts office requires ALL students to sign into our ONLINE BILLING SITE. This site offers REAL TIME functionality (up-to-date student accounts transactions). View student account activity, billing statements, payments, pay your balance and set up a payment plan (view payment plan detail) for the semester ALL IN ONE PLACE!

STUDENTS, LET'S GET STARTED: **(Process mandatory of ALL students)** - Below is how students will access the online billing site EVERYTIME! PLEASE NOTE: Parents DO NOT have access to this area (noted below) and will not be able to complete this process for their student.

Step 1:   Go to the Colorado college webpage https://www.coloradocollege.edu

**Important step: Go to the Student Accounts webpage, since you are *off campus*, click the VMWare link and continue with the following instructions listed below and/or on our webpage. If you are completing this process while you are *on campus*, you can just proceed to the CC website and following the steps below.

Step 2:   Scroll to bottom of webpage and click on Sign into CC
Step 3:   Type in your Username and Password (you should already have this log in information - - if not, contact our Help Desk at helpdesk@coloradocollege.edu).
Step 4:   Click Banner SSB (on right navigation bar)
Step 5:   Click on "Student" tab
Step 6:   Click on Payments and Billing link
Step 7:   Click on Make a Payment link

It will take a few minutes while the system authenticates your ID number and pushes you into our online billing site! You should now be in! One time (Financial Obligation Acceptance) required - - please review and accept! This online billing site will be accessed through the Self Service Banner (Banner SSB) area every time!

Step 8:   Click on Authorized User tab
Step 9:   Type in E-mail of your parent(s) – you can add more than one authorized user (just complete steps 8,9,10 and 11 as many times as you need).
Step 10:   Answer two questions to determine the access you want for each parent.
Step 11:   Click Continue (your parent(s) will now be emailed and invited into the online billing system.

PARENTS (AUTHORIZED USERS): PLEASE FOLLOW THE STEPS BELOW

Step 1:   You should receive two emails from your student – one provides the Username which will be your email address and the other email provides a temporary password.
Step 2:   Click on Link supplied in the email with the temporary password.
Step 3:   Username = E-mail address
Step 4:   Password = temporary password - you will change after this initial set up
Step 5:   The system will prompt you to change your email and profile information before it allows you into the site.

You are now in! To access the site moving forward, either save the URL in your favorites or access the URL on our webpage at https://www.coloradocollege.edu/offices/studentaccounts/index.dot.

Email notifications will be sent to ALL authorized users and students when a bill is ready to view!