How to Pay for Student Fees Online
Through PeopleSoft (SIS) Self-Service Portal

First
Log-on to mycollege.laccd.edu

Step 1
Select “Student Account.”

Step 2
Select the “Make a Payment” tab,

*Please Note: Partial Payment will not release “Holds.” Holds will be released ONLY after the Full Balance is Paid!!!
**Step 3**
Select Payment Method (Credit Card) and then Press Confirm

*Please Note:* Debit Card payments are treated as Credit Card Payments

**Step 4**
Confirm Payment by Following Steps 1-6. Payment Amounts may be changed by selecting the edit pen or Pay the full amount and, Then Select Confirm

*Please Note:* You can only edit the amount owed on this page to make a partial payment.
Step 5
Confirm Payment Amount

Step 6
Input Credit Card Account number and click “Continue”

Step 7
Enter Account Information
- For Visa/ MC it is the 3 digits on the back of card
- For AMEX, it is the 4 digits on the front of card
- Enter the Billing Information of the Card Holder
- After all fields are entered, Click on “Continue”
Step 8

Click Submit
Step 9

PeopleSoft will attempt to process payment. The Results will be either a GREEN {✓} for Successful or a RED {❗} for fail.

Make a Payment

Payment Result

![Payment Result](image)

Confirmation Details

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Number</td>
<td>Payment Amount</td>
</tr>
<tr>
<td>Transaction Date</td>
<td>08/16/2018</td>
</tr>
<tr>
<td>Transaction Status</td>
<td>Successfully Posted</td>
</tr>
</tbody>
</table>

Currency used is US Dollar.

View Confirmed Payment  Make Another Payment

The most common reason for fail is:

- Incorrect Card Number
- Incorrect CVV Code
- Incorrect Expiration Date
- Incorrect Card Holder Address Information
- Insufficient Funds or Credit

Congratulations, You Are Done 😊