

# How to Make A Payment for Open University

1

## Approved Petition

Once your petition is approved, you can pay.

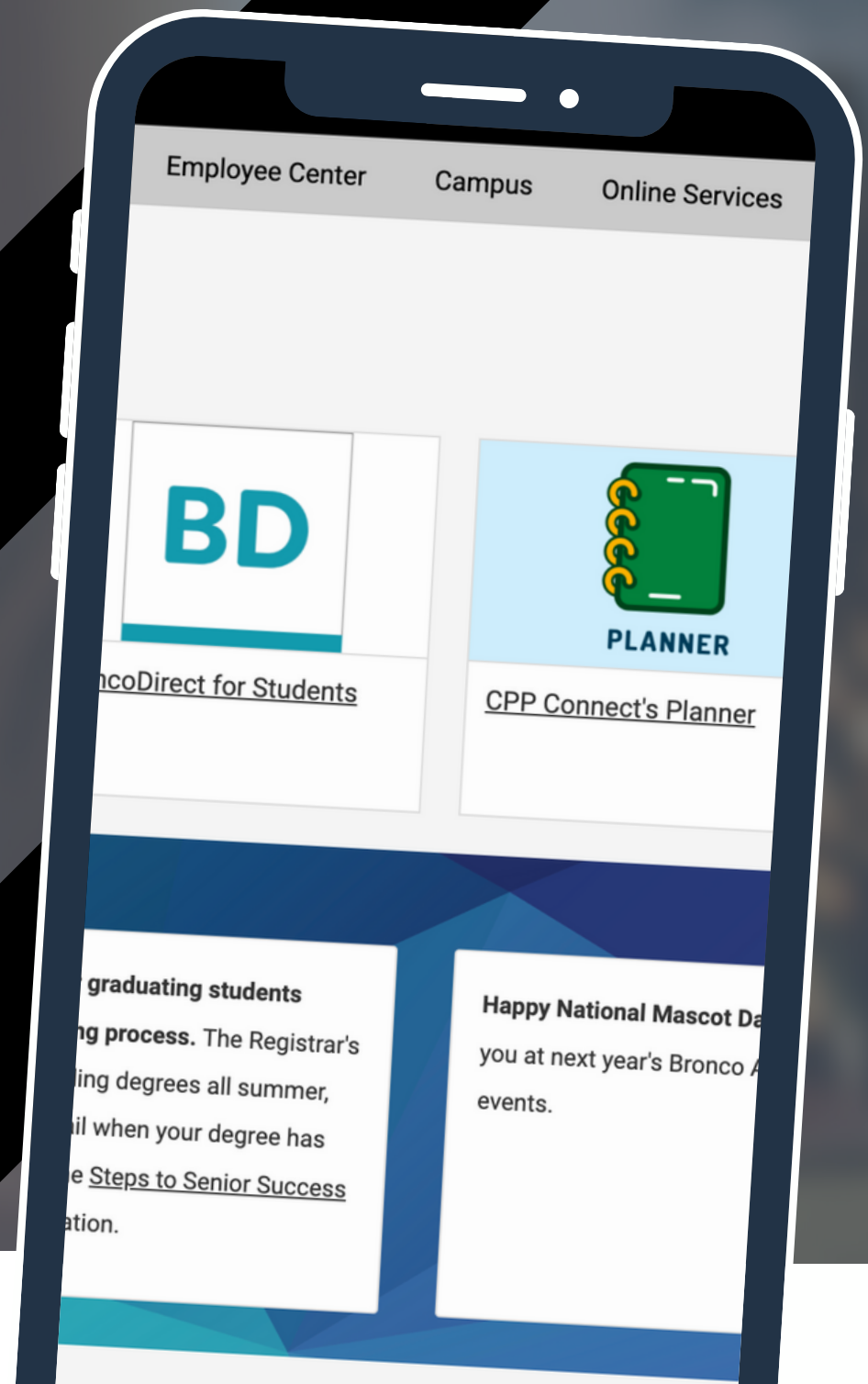
2

## Pay

Pay on your BroncoDirect Account

3

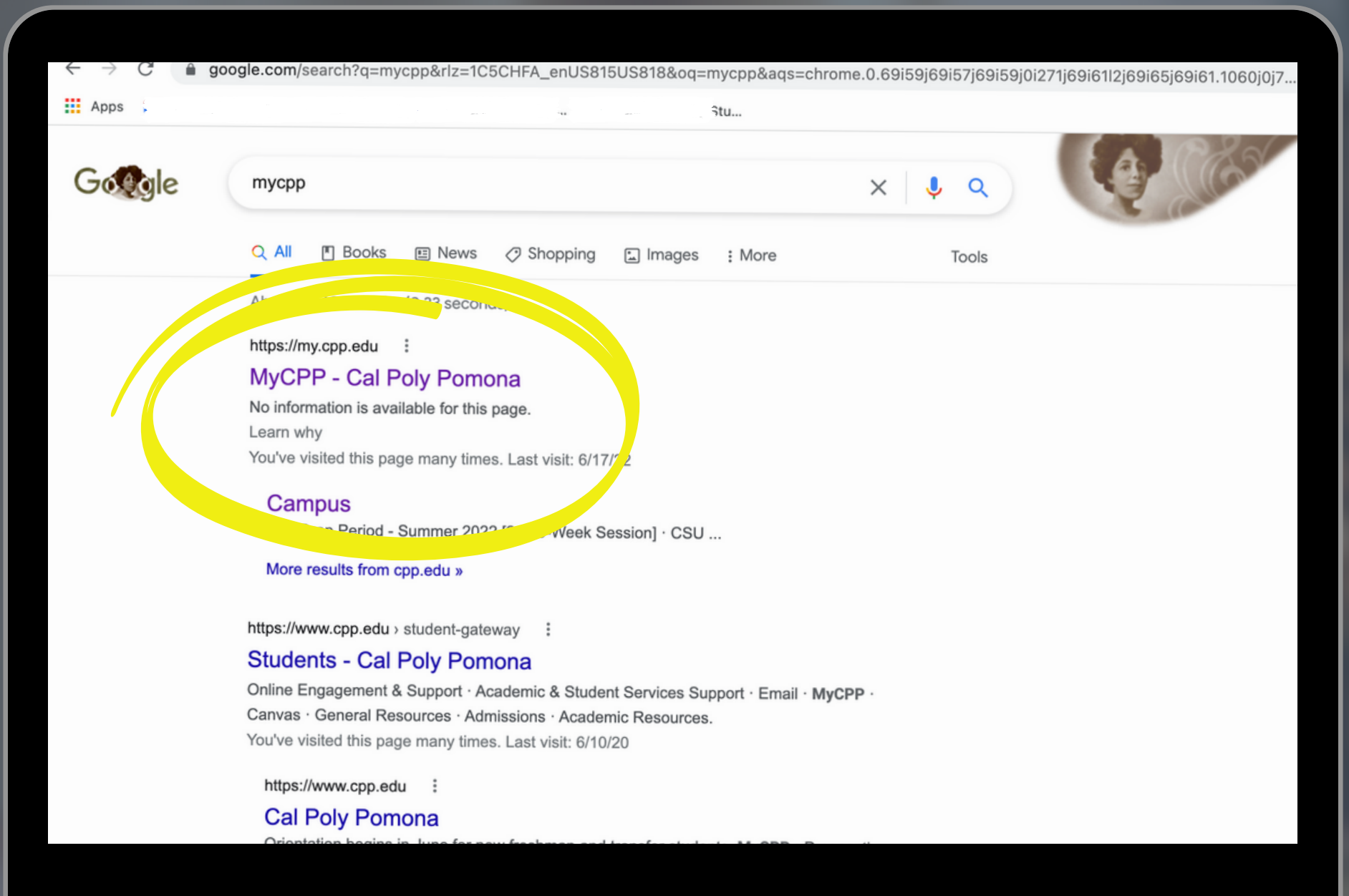
Email [CPGEREG@CPP](mailto:CPGEREG@CPP) with receipt



1

# Go to My.cpp.edu

Login using credentials



2

## Choose "BroncoDirect for Students"

The screenshot shows the MyCPP portal interface. The browser address bar displays `my.cpp.edu/uPortal/f/home/normal/render.uP`. The page header includes the **alPolyPomona | MyCPP** logo and a navigation menu with items: Home, Student Resources, My Status, My Personal Info, Employee Center, Campus, Online Services, and Need Help? A search bar is visible on the right. Below the navigation is a "Favorites" section with several tiles. A yellow circle highlights the "BroncoDirect for Students" tile, which features a "BD" icon and the text "BroncoDirect for Students". Other tiles include "BroncoDirect Student Center" (SC icon), "BroncoDirect for Faculty/Staff" (BD icon), "CPP Connect's Planner" (PLANNER icon), "Canvas", and "Email". Below the favorites is a "CPP Today" section with the heading "Here's what you need to know today..." and four informational cards. The bottom of the page shows a URL fragment: `ps://idp.cpp.edu/idp/profile/cas/login?service=https://cmsweb.cms.cpp.edu/p...`

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## Confirm you are in "Student Center"

Choose "Make a Payment"

The screenshot shows the Student Center website interface. The browser address bar displays the URL: [cmsweb.cms.cpp.edu/psp/CPOMPRDM/EMPLOYEE/SA/c/SA\\_LEARNER\\_SERVICES.SSS\\_STUDENT\\_CENTER.GBL?1=1&ticket=ST-AAEHGZLDOJS...](https://cmsweb.cms.cpp.edu/psp/CPOMPRDM/EMPLOYEE/SA/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL?1=1&ticket=ST-AAEHGZLDOJS...)

The left navigation menu includes the following items:

- Student Center (circled in yellow)
- My Communications
- Personal Information
- Classes & Registration
- Financial
- Graduation
- Academics
- New Students
- Other
- Feedback

The main content area is divided into two sections:

- Academics:** Contains a search bar, a "DEADLINES" section with a "URL" icon, and a "This Week's Schedule" table. The table has columns for DEADLINES, CLASS, and SCHEDULE. Below the table are buttons for "Weekly Schedule" and "Enrollment Shopping Cart".
- Finances:** Contains a "My Account" section with a blue banner stating "You have outstanding charges at this time." Below this is a link for "\*Important Student Fee Information" and a "Make a Payment" button, which is circled in yellow. A note below the button says "Turn off pop-up blocker on browser before clicking on Make a Payment".

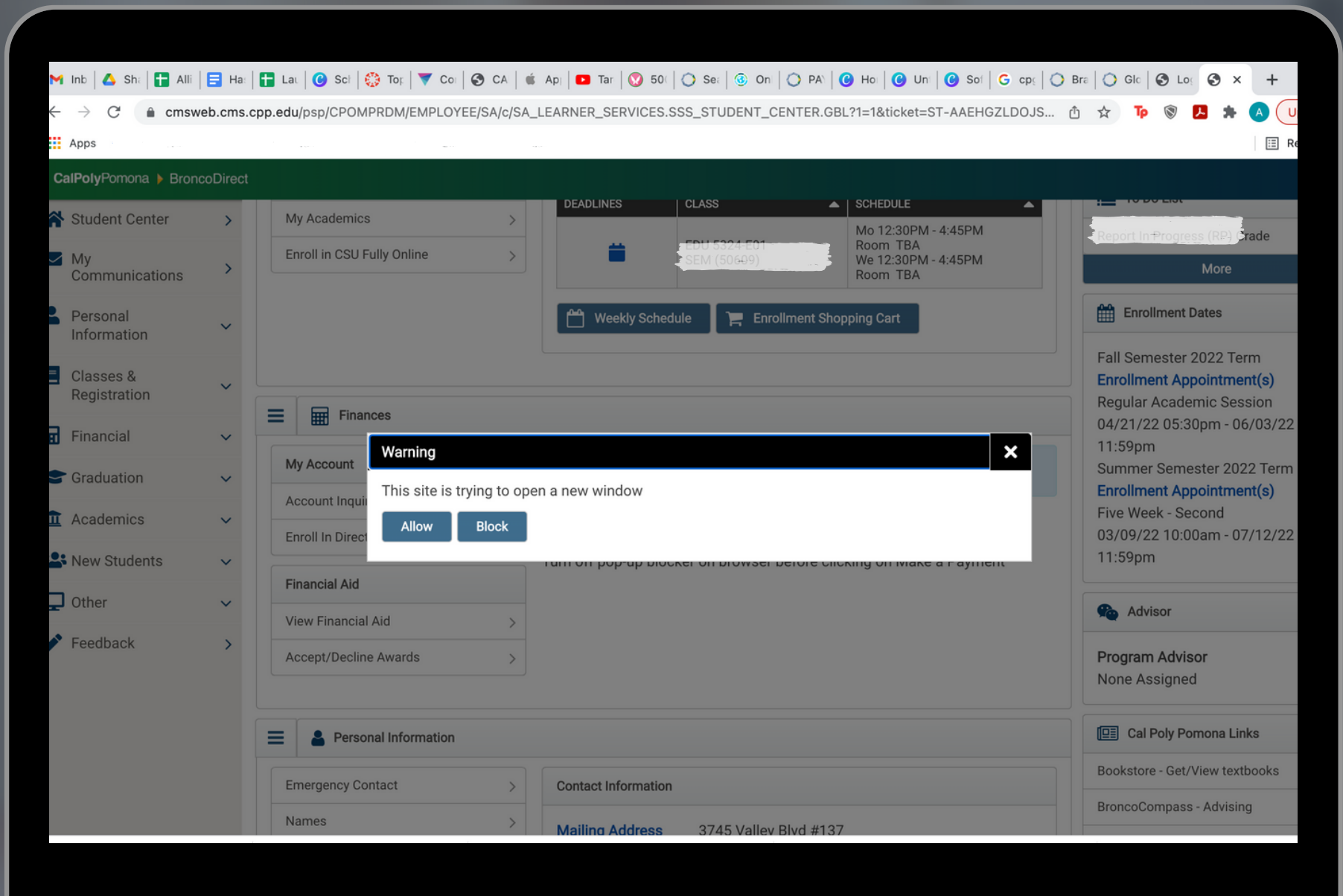
The right sidebar contains the following sections:

- Search for Classes
- Holds: No Holds.
- To Do List
- Enrollment Dates: Fall Semester 2022 Term Enrollment Appointment(s) Regular Academic Session 04/21/22 05:30pm - 06/03/22 11:59pm; Summer Semester 2022 Term Enrollment Appointment(s) Five Week - Second 03/09/22 10:00am - 07/12/22 11:59pm
- Advisor

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## Allow window to open

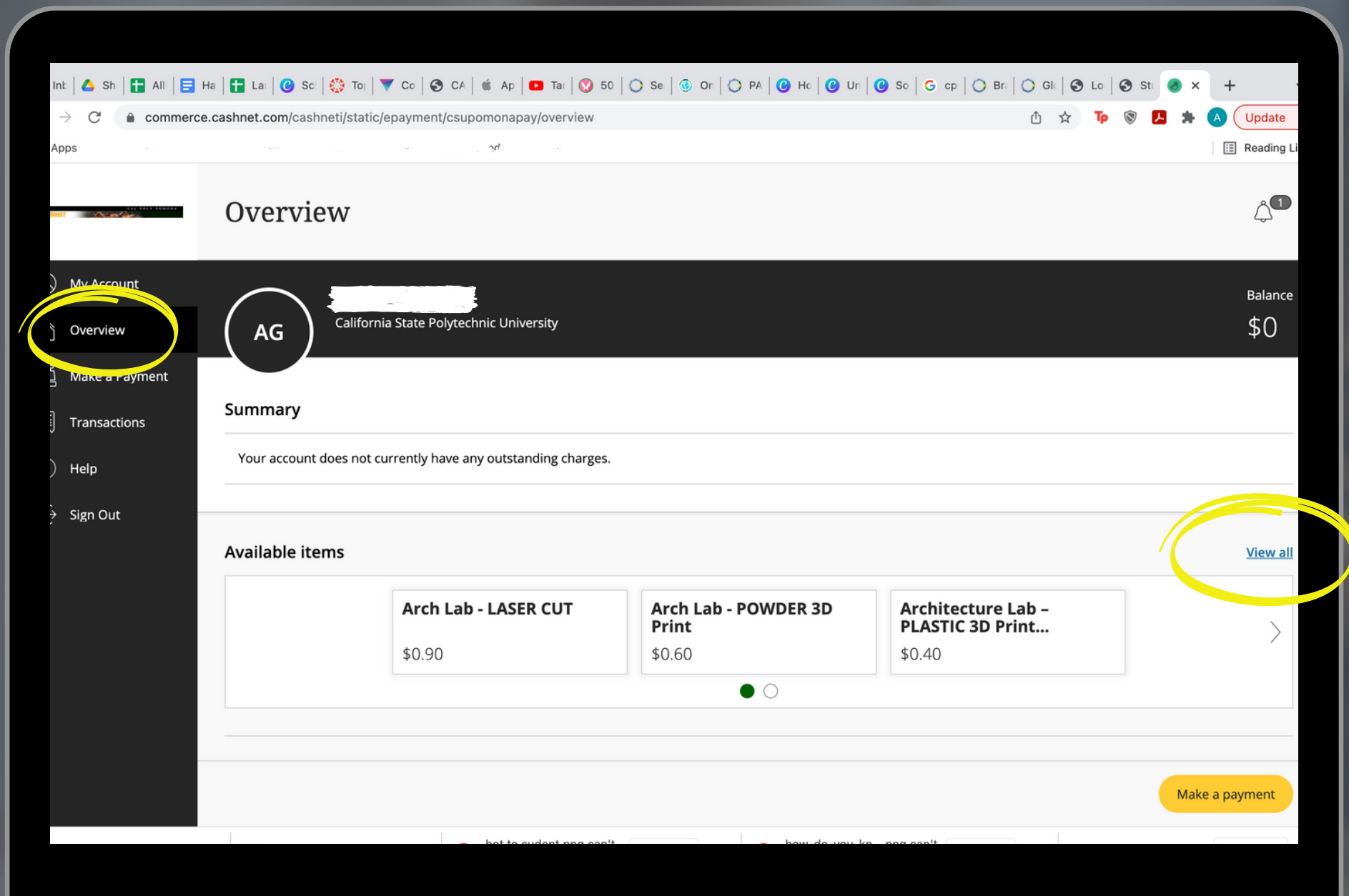
\*Works best with Chrome



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Confirm you are on  
"Overview"

Choose "View All"



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Choose CPGE - College of Professional and Global Education (CPGE Student Only)

Choose "View selected Items"

The screenshot shows a web browser window with the URL [commerce.cashnet.com/cashnet/static/epayment/csupomonapay/pay/products](https://commerce.cashnet.com/cashnet/static/epayment/csupomonapay/pay/products). The page title is "Make a Payment" and the main heading is "Available items". A grid of items is displayed, with the "CPGE-College of Professional and Global Education (CPGE Student)" item highlighted by a yellow circle. The items listed are:

<b>Chemistry Fee</b> <a href="#">View details</a>	<b>Computer Test</b> \$10.00 <a href="#">View details</a>
<b>CPGE-College of Professional and Global Education (CPGE Student)</b> <a href="#">View details</a>	<b>Credential Evaluation Fee</b> \$25.00 <a href="#">View details</a>
<b>Housing</b> <a href="#">View details</a>	<b>Housing Initial Deposit</b> \$450.00 <a href="#">View details</a>
<b>Math Placement Test(ALEKS)</b>	<b>Miscellaneous</b>

A yellow button labeled "View selected items" is located at the bottom right of the page.

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## Calculate total

Balance will always show zero for guest students

The screenshot shows a web browser window with the URL `commerce.cashnet.com/cashnet/static/epayment/csupomonapay/pay/products/CEU`. The page is titled "Make a Payment" and displays a modal for "Available items". The modal contains a grid of items with their respective amounts and "View details" links:

Item Name	Amount
Chemistry Fee	
Computer Test	\$10.00
CPGE-College of Professional and Global Education (CPGE Student)	\$0.00
Credential Evaluation Fee	\$25.00
Housing	
Housing Initial Deposit	\$450.00
Math Placement Test(ALEKS)	
Miscellaneous	

An "Item details" overlay is visible on the right side of the modal, showing the selected item: "CPGE-College of Professional and Global Education (CPGE Student ONLY)" with an amount of "\$0.00". Below the amount, there is a text box containing "\$0.00" and a descriptive note: "Select this item ONLY if you are paying for CPGE tuition fees(CPGE students). All Cal. Poly students to select 'Registration & Tuition' below." At the bottom of the overlay, there are two buttons: "Cancel" and "Add to payment".



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## Tuition Fee Reminder

Course Level	Fees
Undergraduate (1000 – 4999 Level) <b>Maximum transferable units: 24</b>	\$340.00/Unit
Graduate (5000 Level and Above) <b>Maximum transferable units: 9</b>	\$365/Unit



**REMINDER**

**Reminder! Please email [CPGEREG@CPP](mailto:CPGEREG@CPP) with a screenshot of the receipt for enrollment.**