



Setting up a Payment Plan in MyKU

This process will allow a student, or Authorized User, to set up a Payment Plan. A payment plan is not required but can be helpful! Our [Payment Plans webpage](#) can provide assistance.

Determining the amount one needs for a payment plan can be tricky when the tuition rates (or even aid) are not yet known. You can set up a plan with an estimated amount and adjust the balance later. Use our **Estimating Tool Worksheet** found on the Payment Dashboard Announcement area OR on the [Financial Guide for First Time Students](#) online. Email us if you need guidance – we are happy to help!

1. Navigate to the **Payment Dashboard**
 - a. **Student Access** - [MyKU](#) > [Student Accounts card](#) > [Payment Dashboard](#) > [Payment Plan](#)
 - b. **Authorized User Access** - https://secure.touchnet.net/C20841_tsa/web/login.jsp
 - i. Must already be set up as an Authorized User to use this link.
- Select **Enroll in Payment Plan**
2. Select the **Term**
 3. Select the **Plan**
 4. Enter the **total amount you want the plan** to be for in the box that says 0.00.
 - a. Leave the down payment box empty.
 - b. Verify the amounts and plan is as you wanted.
 5. Click **Update Schedule twice**.
 6. Select Yes to Automatic Payments and click Continue.
 7. Select your payment method (you must pay the first installment and set up fee at signup)
 8. Receipt is emailed.
 9. Click on HOME on the Payment Dashboard.
 10. Verify the plan is as you expected, and you are done!

Success!

Questions? Email StudentAccounts@kutztown.edu or call 610-683-4133