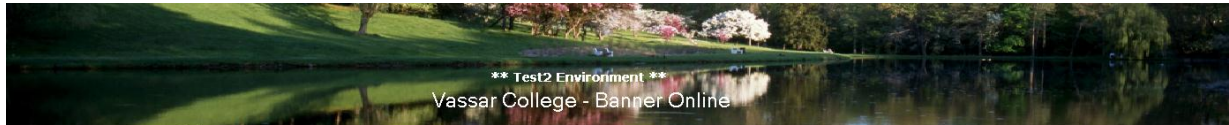


# Student Instructions for Nelnet QuikPay

Nelnet QuikPay allows students and their authorized payers to view student account bills and make electronic payments to the college. Please follow the instructions listed below to access the system, authorize payers and make a payment.

## Access the System –Must be completed by student

1. Go to [banneronline.vassar.edu](http://banneronline.vassar.edu)
2. Click on Enter Secure Area

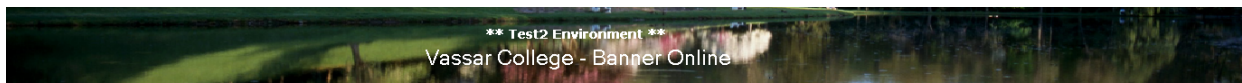


IMPORTANT NOTE: ISSUES HAVE BEEN FOUND WHEN USING GOOGLE CHROME AS YOUR WEB BROWSER WHEN TRYING TO ACCESS BANNER ONLINE. PLEASE USE IE OR FIREFOX AS YOUR BROWSER CHOICE. If you receive the HTTP 404 Error message, try deleting your cookies, then try logging back in.

- Enter Secure Area Now:
- [General FAQ's](#)
- [Web Time Entry Documentation](#)
- [Download Banner Online Finance Handbook](#)
- [Upgrading your Banner Pin for Banner 8](#)
- [Course Catalog](#)

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## 3. Enter Student's Vassar Id and Vassar PIN and click "Login"



Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.



### \*\*\* Vassar College Policy on Confidentiality of Personal Information \*\*\*

I understand and acknowledge that:

As an employee of Vassar College, I may have access to confidential or sensitive information about students, staff, faculty, alumnae, donors, volunteers and customers. Confidential information is protected by college policy and by law, including, but not limited to, Family Educational Rights and Privacy Act of 1974 as amended (FERPA), Health Insurance Portability and Accountability Act (HIPAA) and Gramm-Leach-Bliley (GLB) Act. Special care should be taken with respect to confidential and/or personally identifiable information such as addresses, phone numbers, identification numbers, birth dates, marital and ethnic status, health information, academic and personnel records, and financial data. Modification of this personal information without authorization is prohibited. Requests for personally identifiable information from off campus sources should be, in all cases, referred to the responsible office.

I will safeguard and will not disclose my access code/password. Any access to Vassar College electronic systems made using my login and password are my responsibility. If I believe someone else has used my login, I will immediately report the use to Computing and Information Services and request a new password.

I may not use and/or disclose any confidential information even after my employment with the College has ended. Unless prohibited under a separate written agreement, I understand that legal proceedings may require that I disclose or discuss confidential information acquired during my employment.

Any misuse or unauthorized release of confidential information as described in this statement may be grounds for legal and/or disciplinary action, up to and including discharge from my employment with the College.

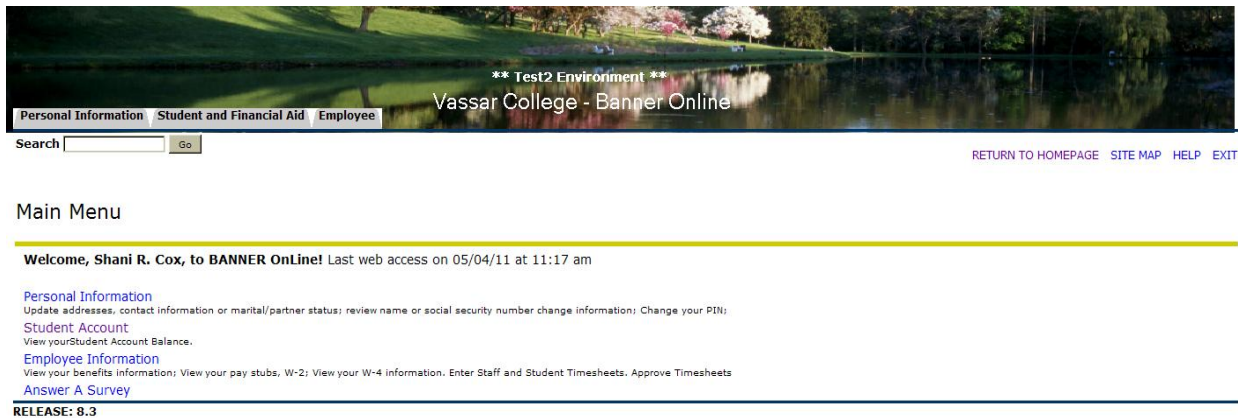
Vassar ID:

Vassar PIN:

**If you forgot your pin or your account was disabled, please enter your user id and click on the Forgot Pin button below. A new pin will be emailed to you and your account will be enabled.**

# Student Instructions for Nelnet QuikPay

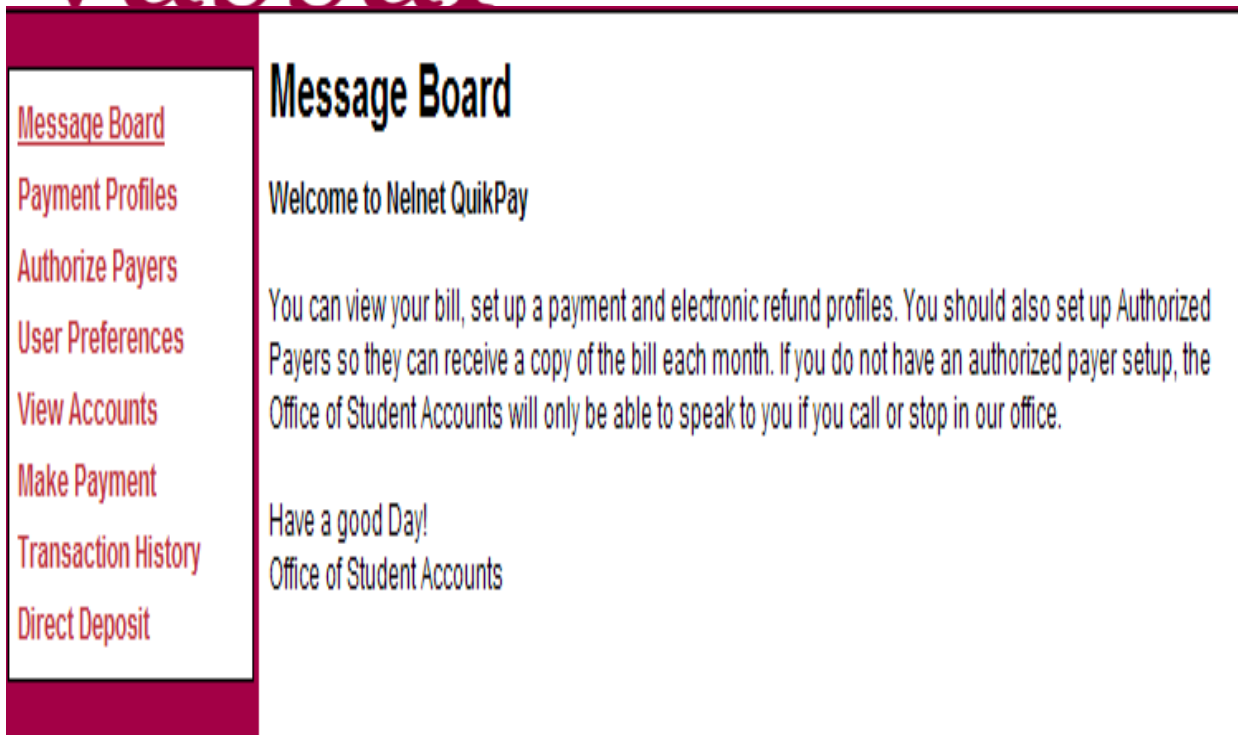
4. Click the following: Student Accounts → Student Records → Nelnet → Nelnet QuikPay



The screenshot shows the Vassar College Banner Online interface. At the top, there is a banner image of a lake and trees with the text "\*\* Test2 Environment \*\*" and "Vassar College - Banner Online". Below the banner are navigation tabs for "Personal Information", "Student and Financial Aid", and "Employee". A search bar with a "Go" button is on the left, and links for "RETURN TO HOMEPAGE", "SITE MAP", "HELP", and "EXIT" are on the right. A "Main Menu" section follows, containing a welcome message for Shani R. Cox, a last access timestamp, and several menu items: "Personal Information" (with sub-links for updating addresses, marital status, and PINs), "Student Account" (with sub-link for account balance), "Employee Information" (with sub-links for benefits, pay stubs, and timesheets), and "Answer A Survey". A "RELEASE: 8.3" notice is at the bottom.

## Message Board is the homepage of Nelnet QuikPay

# Vassar



The screenshot shows the Vassar Message Board homepage. On the left is a vertical navigation menu with the following items: "Message Board", "Payment Profiles", "Authorize Payers", "User Preferences", "View Accounts", "Make Payment", "Transaction History", and "Direct Deposit". The main content area is titled "Message Board" and contains a welcome message: "Welcome to Nelnet QuikPay". Below this is a paragraph explaining that users can view bills, set up payments and electronic refund profiles, and authorize payers. It notes that without an authorized payer setup, the Office of Student Accounts will only be able to speak to the user if they call or stop in the office. The message concludes with "Have a good Day!" and "Office of Student Accounts".

# Student Instructions for Nelnet QuikPay

With Nelnet QuikPay, you will be able to:

- Set up a Payment Profile
- Enroll Authorize Payers
- Set User Preferences (E-mail and Text Message Notifications)
- View Accounts
- Enter Direct Deposit Banking Information
- Make Payments

If this is the first time you are logging in, start by authorizing payers (i.e., your parents) or set up a Payment Profile.

## Authorized Payers

Students must set up parents and others who help you pay your bill so they can access Nelnet QuikPay and be able to receive notification of new e-bills.

The screenshot shows the Vassar website interface for managing authorized payers. On the left is a navigation menu with links: Message Board, Payment Profiles, **Authorize Payers**, User Preferences, View Accounts, Make Payment, Transaction History, and Direct Deposit. The main content area is titled "Authorized Payers" and includes instructions: "Through QuikPAY<sup>®</sup>, you are able to authorize others to make payments to your personal accounts." It lists three actions: "Add New", "Edit", and "Delete". Below the instructions is a table with columns: Edit, Delete, Name, Login Name, Email, and Creation Date. The table currently contains the text "--No Authorized Payers Saved--". An "Add New" button is located in the top right corner of the table area. A legend at the bottom indicates that a yellow warning icon denotes an account not yet confirmed.

Edit	Delete	Name	Login Name	Email	Creation Date
--No Authorized Payers Saved--					

## Adding an Authorized Payer

- Click on the Add New button.

## Student Instructions for Nelnet QuikPay

# Vassar

Message Board  
Payment Profiles  
**Authorize Payers**  
User Preferences  
View Accounts  
Make Payment  
Transaction History  
Direct Deposit

### Add Authorized Payer

In compliance with the Family Educational Rights and Privacy Act of 1974 (as amended), your educational records and your student account information may not be released to a third party (e.g. your spouse, parents, sponsor, etc.) without your written permission. By creating an authorized payer, you are giving written consent for that individual to view your account information and to make payments towards your account.

Authorized Payer's Name:	<input type="text" value="Jane Smith"/>
Authorized Payer's Email:	<input type="text" value="jasmith@aol.com"/>
Confirm Email:	<input type="text" value="jasmith@aol.com"/>
Create Login Name:	<input type="text" value="jsmith"/>
Password:	<input type="password" value="••••••••"/>
Confirm Password:	<input type="password" value="••••••••"/>

**NOTE:** Password and Login Name must be at least eight(8) characters long and can only use letters and digits.

➔ Assign a Login Name for your authorized user and chose a password (be sure to write these down for yourself)

The authorized payer you just created will get an email inviting them to the Nelnet QuikPay site to login with their new login/name/password. Upon logging in, they will be prompted to change their password so their credentials will be secure

# Student Instructions for Nelnet QuikPay

## To Make a Payment

- Click on “Make a Payment” in the left-hand navigation bar
- Chose Payment method:
  - E-check
  - Stored Profile
  -

# Vassar

Message Board  
Payment Profiles  
Authorize Payers  
User Preferences  
View Accounts  
Make Payment  
Transaction History  
Direct Deposit

## Enter Payment Amount

### Enroll In a Payment Plan:

To enroll in a Payment Plan click on the Payment Plan button below (a new window will open):

[Payment Plan](#)

OR

### Make a One-Time Payment on your Student Account:

Student ID:	999367010
Account:	Student Accounts
Current Balance:	\$141.22
Payment Amount:	<input type="text" value="141.22"/>
Payment Method:	<input type="text" value="eCheck"/>

[Continue](#)

When a payment is made, you or your authorized payer will receive a confirmation notice. The system will also generate a printable receipt, with your confirmation number and other details of your payments

**You (the student) or Authorized Payers can also sign up for the Monthly Payment Plan.**