Traditional Payment Form Instructions
1. If you have not already done so; go to myaccount.gcu.edu and set up your password.
2. Access your student portal at student.gcu.edu then click on either location shown below.

3. Click ‘Student Portal’.
4. Login.

5. Once logged in to the student portal choose ‘My Finances’ on the left hand side of the screen and then ‘Online Payments’.

6. Select ‘Click here to make payment’.
7. This screen will display your balances by term. If no active balance in a term, a ‘Pre-payment’ option will be displayed to choose.

8. Input the amount of the payment and select ‘Continue to make payment’.
9. Edit or Delete payment if necessary, otherwise select ‘Continue’.

10. Select the preferred method of payment and continue.
11. If entering new credit card information, input all required fields.

12. Confirmation of payment will be sent to the email address provided.
13. Confirm information and select ‘Submit Payment’.