



## CNA Student Self Service Payment on Account Process

Please follow the steps below to successfully complete the Payment on Account Process:

1. Log in to the **Student Self Service** page (<https://ps9-web1.cna.nl.ca/psp/CSHRPRD/?cmd=login&languageCd=ENG&>)

### Log-in Information:

- **User name:** your student number (noted above)
  - **Password:**
    - a) If this is your first time logging into the College network, use your birth date which must be entered in the appropriate format **dd-Mmm-yyyy** ; (e.g. 12-Jan-1994) or **d-Mmm-yyyy** (e.g. 1-Jan-1994) **NOTE:** Do not use leading zeros if the 'day' is less than 10
    - b) If you have logged into the College network in the past 180 days then your password will be whatever you set it to when you first logged in
2. Click on Self Service link in the **Menu** list
  3. Select the Campus Finances link
  4. Select the Make a Payment link
    - Enter a **Payment Amount**
    - Press the **Next** button
    - Confirm Payment by pressing the **Continue to Make Payment** button – you will then be re-directed to a third-party collection site for College of the North Atlantic

### To Pay via Credit Card:

- ✓ Enter Cardholder Name
- ✓ Enter Credit Card Number
- ✓ Enter Expiry Date (MMYY)
- ✓ Enter Email Address (to receive email confirmation)
- ✓ Press the **Pay with Your Credit Card** button