



Emily Griffith Technical College

Online Payment Instructions

1. Login to the Student Portal via <https://my.emilygriffith.edu/ics>. Click on “Access the Student Portal” and login by clicking the blue login button and entering your credentials at the top right of the page.
2. Select **STUDENT** from green menu bar, then **Account Summary and Payments** from sidebar

← → ↻ Secure | https://my.emilygriffith.edu/ICS/CRM_Student/

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HOME STUDENT ACADEMICS ADMISSIONS LLC APPLICATIONS MY PAGES

You are here: Student > Registration

Student

- Registration
- Account Summary & Payments

Quick Links

- My Pages
- Account Summary & Payments

Student

My Academic Information

CAREER TECHNICAL EDUCATION

Faculty Advisors: Gabriel Fischer
Intended Majors: Computer Networking

3. Select **MY ACCOUNT BALANCES**. It will calculate your balance then show total account balances to date.

HOME STUDENT ACADEMICS ADMISSIONS LLC APPLICATIONS MY PAGES

You are here: Student > Account Summary & Payments

Student

- Registration
- Account Summary & Payments

Account Summary & Payments

My Account Information

My Account Balances
Course and Fee Statement

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HOME STUDENT ACADEMICS ADMISSIONS LLC APPLICATIONS MY PAGES

You are here: Student > Account Summary & Payments

Student

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Account Summary & Payments

My Account Information - My Account Balances

My Account Information > My Account Balances

My Account Balances

Accounts Receivable - Students	\$4,437.00 Due	View Payment Plan
Grand Total	\$4,437.00 Due	

Make a Payment
[Course and Fee Statement](#)

4. Select **MAKE A PAYMENT**. If Payment Plan - please enter the amount of your payment on the applicable payment line (all possible dates will have the option).

HOME STUDENT ACADEMICS ADMISSIONS LLC APPLICATIONS MY PAGES

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Career Opportunity Network
Emily Griffith Website
Student Handbook

Account Summary & Payments

My Account Information - Pay on My Account

My Account Information > My Account Balances > Pay on My Account

	Amount To Pay
Accounts Receivable - Students Balance: \$4,437.00	<input type="text"/>
Standard 6 Month Due 9/15/2017: \$796.16	<input type="text"/>
Standard 6 Month Due 10/15/2017: \$796.16	<input type="text"/>
Standard 6 Month Due 11/15/2017: \$796.16	<input type="text"/>
Standard 6 Month Due 12/15/2017: \$796.16	<input type="text"/>
Standard 6 Month Due 1/15/2018: \$795.68	<input type="text"/>
Standard 6 Month Due 2/15/2018: \$795.68	<input type="text"/>

5. Select **CONTINUE**

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Account Summary & Payments

My Account Information - Payment Method

My Account Information > My Account Balances > Pay on My Account > Payment Method

Please choose Continue to proceed with payment.

Credit Card

6. Follow the on-screen prompts to complete payment.