

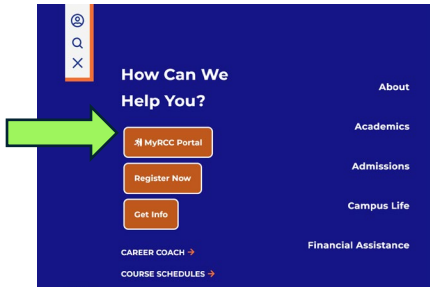
Self-Service Payment Plan Set-Up Instructions

This document provides instructions on how to set up a payment plan via Self-Service.

1. Log into your self-service account by logging onto:

<https://www.randolph.edu/>

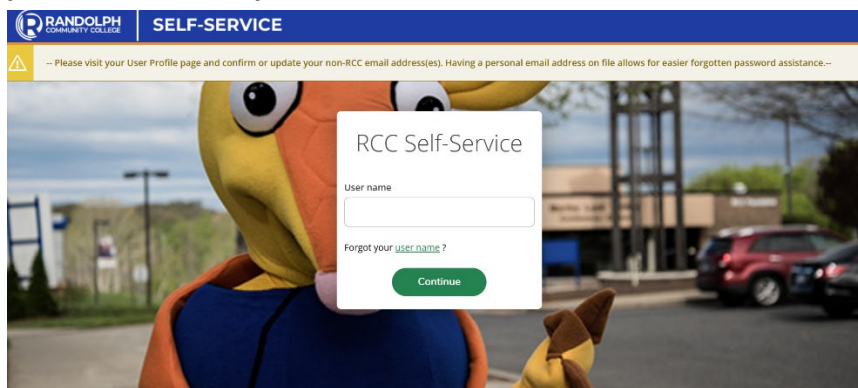
2. Click on MyRCC Portal:



3. Click on the Self-Service Icon - **Self-Service**.

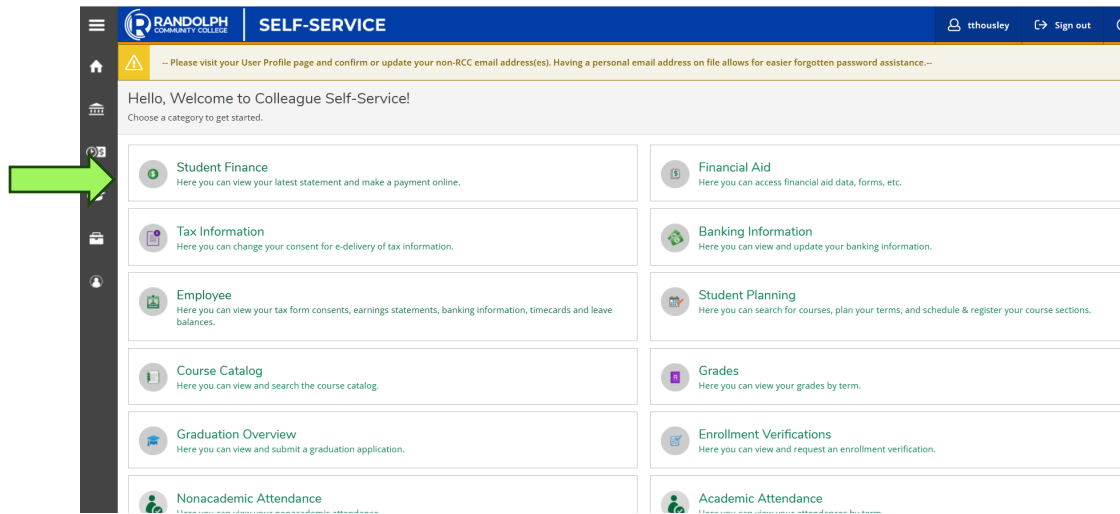


4. Log into your RCC Self-Service Account using the same Username and Password as you would use for your Student Email or Moodle Account. Then click "Continue".



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5. Click on Student Finance.



6. Select “Make a Payment”.

7. Click on “Create a Payment Plan”. Here you will be able to initiate your payment plan and make your down-payment.

Financial Information · Student Finance · Make A Payment

Make a Payment

Use this page to make a payment on your account.

Alert: Stanly Community College Business Office has implemented payment plans online through Self Service, once registered please log onto Self Service using your username and password. Go to Student Finance-Make A Payment>Create Payment Plan. Please make sure to read and accept terms and conditions and make payment online. Payment plans are not available to Continuing Education or IT Academy students.

Total Payment : \$318.25 Choose a Payment Method Proceed to Payment Create Payment Plan

Collapse All

Spring Semester 2019 \$318.25

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
☒	Student Receivable	WEB	12/17/2018 (Overdue)	\$318.25	\$ 318.25

8. Once you have completed your payment plan set-up and made your downpayment, you are finished.



REMEMBER: You must log in and make the next payment by the payment due date. RCC DOES NOT save credit card information and DOES NOT have access to automatically draft your credit card for upcoming payments.