



ASU Dual Credit Payment Guide

Access to RamPort (Student Portal)

1. Once registered, students should receive an email to their email address provided on their admission application.
2. Access your email account and find the email from Angelo State University.
3. Click on the link provided in the email to set up your password. Your username will be provided to you in the email.
4. If you did not receive this email or the link is not working, please contact the ASU IT Help Desk at (325)942-2911 to have a new link emailed to you.

Where to View your Bill

1. Login into Ramport.angelo.edu with the username and password provided to you in an email from Angelo State University
2. Click on the Dual Credit tab from the menu on the left hand side of the page
3. Scroll down to view the Finances section
4. Click on Pay Online (you will be directed to ASU Web Pay) or Payment Plans if you would like to set up an installment plan
 - a. If you click on Payment Plans, select the 2017 Fall Semester or Spring 2018 Semester, and then Submit
 - b. Click on View Bill
 - c. Click Choose Installment Option in purple

How to Pay your Bill

Students may pay your bill through ASU Web Pay. Follow the directions above to access this link by either paying in full or setting up a payment plan. You can pay either by credit card or by ACH. Parents/Guardian may pay by having their student add them as an authorized user. See instructions below.

Adding an Authorized User

1. Login into Ramport.angelo.edu with the username and password provided to you in an email from Angelo State University.
2. Navigate to the Financial Aid page to the Designating Authorized User section
3. Click on the link Web Pay Authorized users
4. In the left corner, select Parent PINS
5. Add payer information and Save
6. Choose Yes on "Should this person be allowed to log in?"

Authorized Users may pay by:

1. Go to www.angelo.edu/webpay.
2. Enter the parent User ID and Password set up by the student previously.
3. Click on the appropriate Term (if multiple terms are available).
4. Verify or Change the payment amount in the white box.
5. Click on Add to Basket.
6. Go to Checkout.
7. Choose Payment Type.
8. Enter credit card or banking information.
9. Submit payment.

Deadlines

Depending on your High School's agreement with the dual credit program at ASU, you will have a specified payment deadline. Installment plans for a \$30 fee and are available by submitting the [payment plan form](#). A new payment plan form is required every semester.

If you choose to set up an installment plan, the payment deadlines are as follows:

	Spring 2018
1 st installment due	January 11, 2018
2 nd installment due	March 5, 2018
3 rd installment due	April 5, 2018
4 th (final) installment due	May 7, 2018
<i>Each installment payment received after the payment deadline will receive a \$40 late fee.</i>	

ASU's Student Accounts/Bursar

For further information on how to pay your bill and for more instructions, please visit the ASU's Student Accounts/Bursar website here: <http://www.angelo.edu/services/controller/how-to-pay-bill.php>

ASU's Dual Credit Office

Should you have any questions about your bill or would like some additional assistance, please contact ASU's Dual Credit Office:

Email: dualcredit@angelo.edu

Phone: 325-486-6400 or 6803