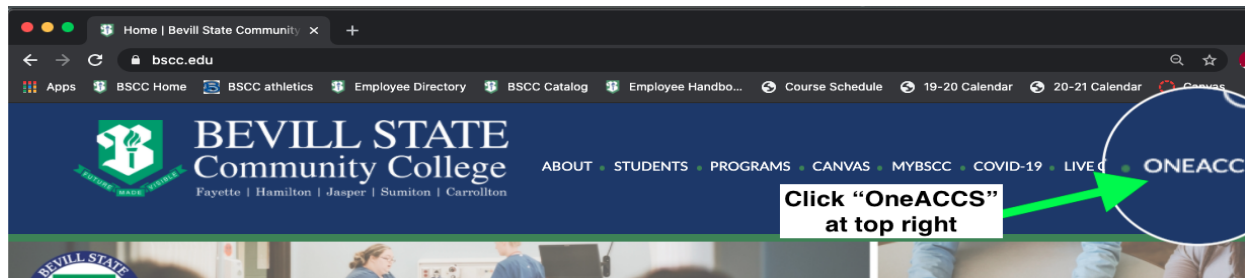


## How to Pay your Balance through OneACCS

**Step 1:** Go to [www.bscc.edu](http://www.bscc.edu) and **click “ONEACCS”** at the top right, next to “LIVE CHAT”

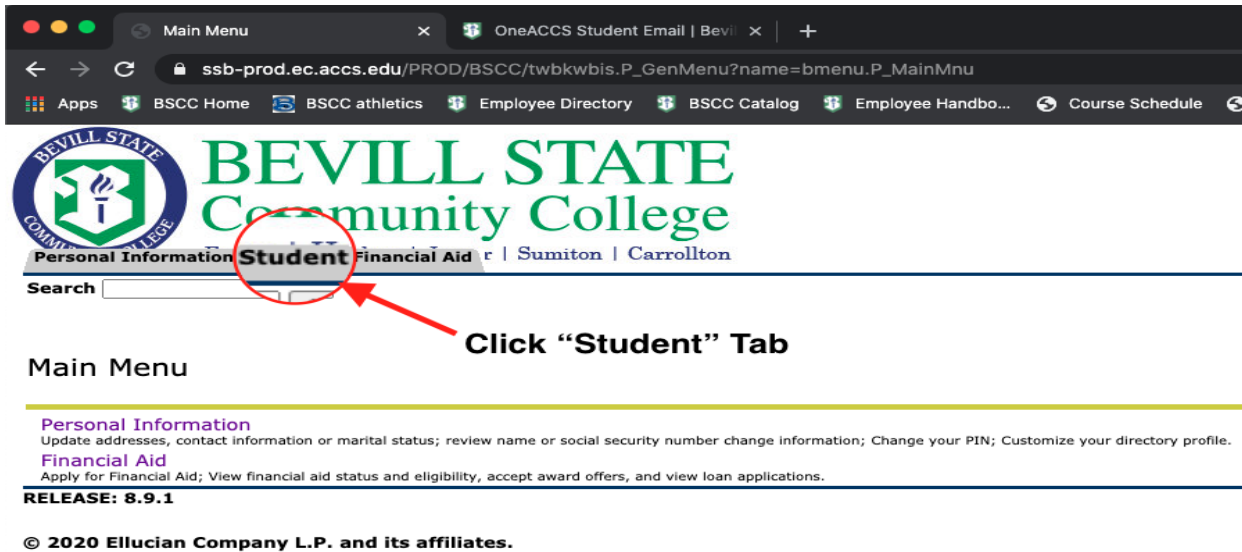


**Step 2:** Log into OneACCS using credentials based on this example:

- Janice Doe, whose A-number is A08765432, and whose date-of-birth is 11/25/2001
- Username: first initial (j) + full last name (doe) + last 4 digits of A-number (5432) followed by @student.bscc.edu
  - SAMPLE USERNAME: **jdoe5432@student.bscc.edu**
- Password: “BSCC” (all caps) + 6-digit DOB (112501)
  - SAMPLE PASSWORD: **BSCC112501**

A screenshot of the ellucian login interface. It shows a "Sign in to your account" section with input fields for username and password, a "Remember me on this computer" checkbox, and a "Sign In" button. Annotations with arrows point to the input fields: "Username Format: first initial + last name + last 4 digits of A-number @student.bscc.edu" points to the username field, and "Password Format: 'BSCC' (in ALL CAPS) + 6 digit date-of-birth (mmddyy)" points to the password field. The username field contains "jdoe5432@student.bscc.edu" and the password field contains "\*\*\*\*\*".

**Step 3:** You are now directed to the OneACCS student portal home page. Click the “Student” tab.



ssb-prod.ec.accs.edu/PROD/BSCC/twbkwbis.P\_GenMenu?name=bmenu.P\_MainMnu

Apps BSCC Home BSCC athletics Employee Directory BSCC Catalog Employee Handbo... Course Schedule

**BEVILL STATE**  
Community College

Personal Information **Student** Financial Aid | Sumiton | Carrollton

Search

**Click “Student” Tab**

**Main Menu**

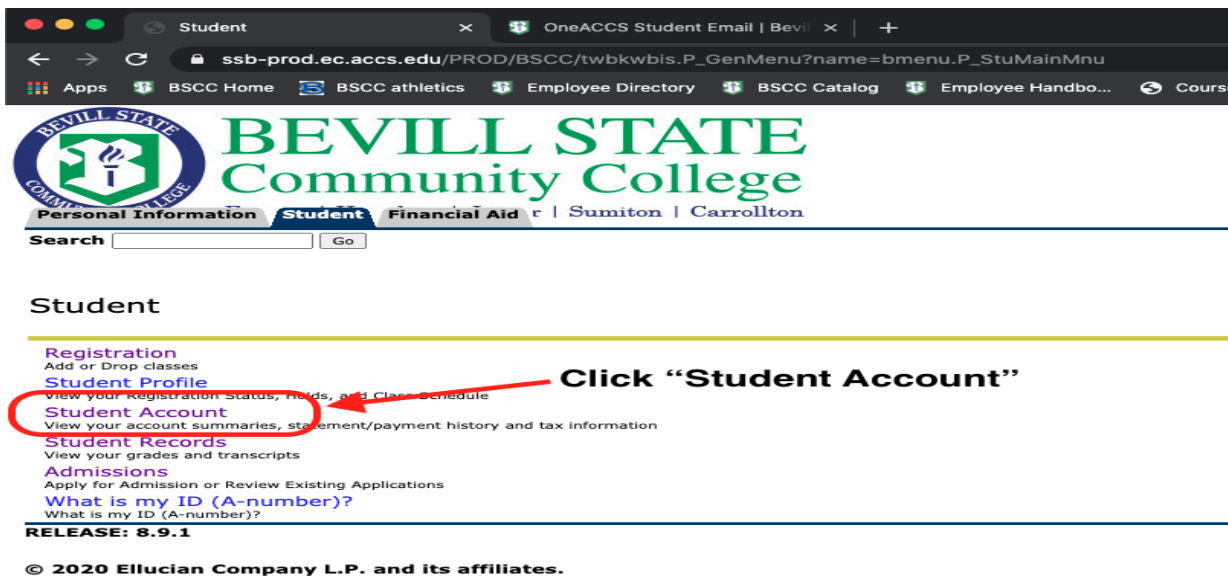
**Personal Information**  
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

**Financial Aid**  
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.

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**Step 4:** Several options will appear under the student tab. Click “Student Account”



Student

ssb-prod.ec.accs.edu/PROD/BSCC/twbkwbis.P\_GenMenu?name=bmenu.P\_StuMainMnu

Apps BSCC Home BSCC athletics Employee Directory BSCC Catalog Employee Handbo... Cours

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Search  Go

**Student**

**Registration**  
Add or Drop classes

**Student Profile**  
View your Registration Status, Holds, and Class Schedule

**Student Account**  
View your account summaries, statement/payment history and tax information

**Student Records**  
View your grades and transcripts

**Admissions**  
Apply for Admission or Review Existing Applications

**What is my ID (A-number)?**  
What is my ID (A-number)?

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**Click “Student Account”**

**Step 5:** From the student account menu, click “Touchnet Bill + Payments”.

Student Account

Account Summary  
Account Summary by Term  
Account Detail for Term  
Select Tax Year  
Tax Notification  
View Holds  
**Touchnet Bill+Payments**  
Account Information

RELEASE: 8.9.1

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**Step 6:** Another browser tab/page will then populate, which takes you to the system’s integrated payment platform, “TouchNet.” Read through the terms & conditions and click “I Agree” at the bottom right.

1 - INTRODUCTION

I, (hereinafter referred to as “Student”), understand and agree my registration and this document constitutes a legal contract (the “Agreement” or “Contract”) between me and Bevill State Community College.

Any Student incurring tuition, fees and any other charges at the College understands and agrees to be fully responsible for the resulting amounts that become due and owing to the College. All charges incurred by the Student resulting from attendance at the College (or use of any College services) including tuition, course fees, library charges, room and board fees, health services, and other College charges are added to, and available on, the Student’s account (“Account”).

Financial Aid and scholarships will also be posted to the Account as credits and subsequently applied as payment for educational charges in accordance with federal Title IV financial aid regulations. An Account will remain active as long the Student attends the University, receives University services, or has an Account balance.

2 - PROMISE TO PAY

Upon registering for or receiving services from the College, Student agrees to accept full responsibility to pay tuition, fees and other associated costs assessed as a result of the Student’s registration or receipt of services. The Student understands and agrees registration and acceptance of these terms constitutes an obligation to pay for all assessed tuition, fees and other associated costs by the published or assigned due date. Student and College agree the services provided by College and the payments for those services by Student constitute sufficient and valid consideration for the Contract.

3 - DELINQUENT ACCOUNTS, DEFAULTED ACCOUNTS, AND COLLECTIONS

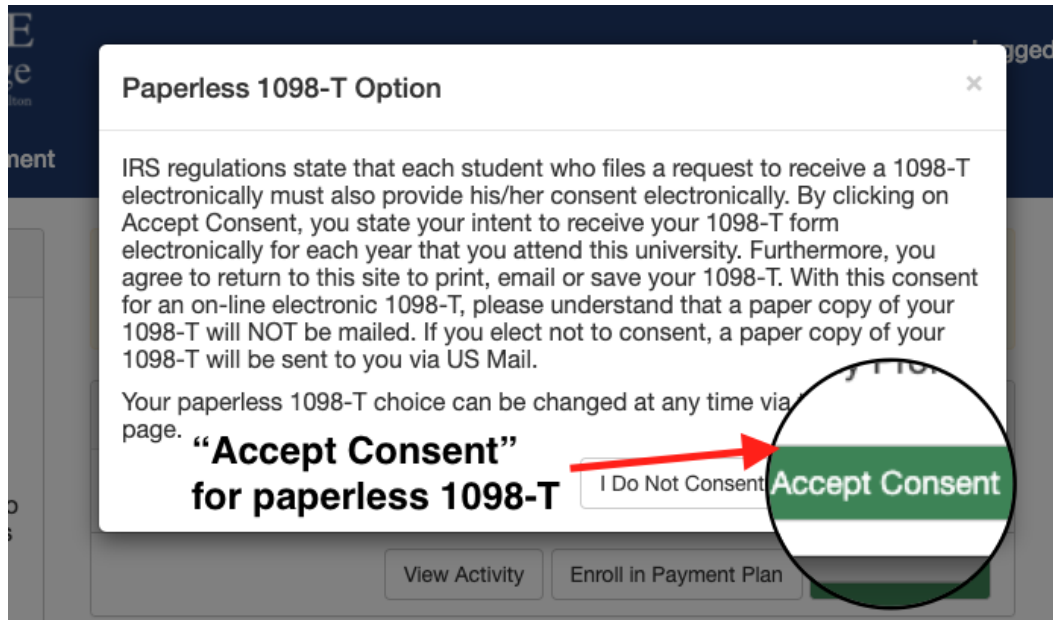
Delinquent Accounts : Any charge added to the Student’s Account balance shall be due and payable immediately upon said charge posting to the Account. If a Student fails to immediately pay his or her Account balance at the time the charge posts, then the unpaid balance shall be deemed delinquent.

Read Terms & Conditions, then click “I Agree”

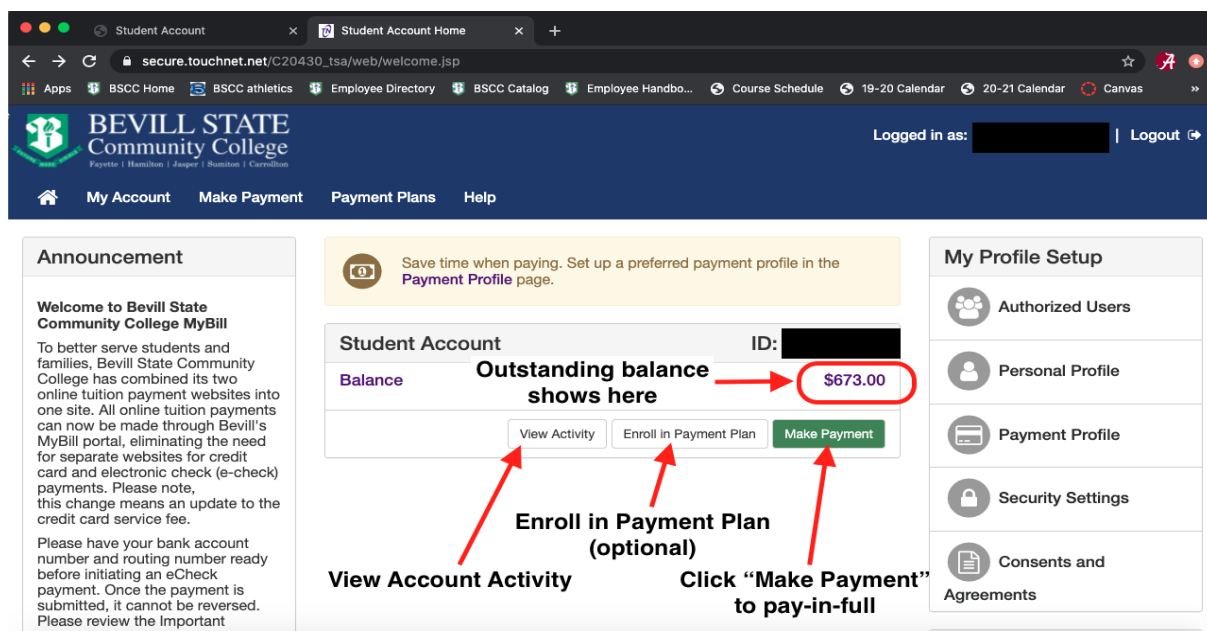
Cancel Print **I Agree**

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**Step 7:** Students are issued 1098-T forms each year for tax filing purposes. Click “Accept Consent” if you wish to receive an electronic copy of your 1098-T.



**Step 8:** Your TouchNet dashboard will appear now. From here, you will see several options for paying your account balance, as well as several options for adding authorized users, adding payment profiles/methods, and much more. Click “Make Payment” to continue.



**Step 9:** Begin process of entering payment information, and work through steps to complete payment

Account Payment

Amount Method Confirmation Receipt

Payment Date 8/8/20

☐ Current account balance

☐ Pay by term

☐ Fall 2020

Follow steps to complete payment

\$673.00

\$673.00

Payment Total: \$0.00

Personal Note

Continue

If you have issues with completing your online payment, or issues with TouchNet, call our **Accounts Payable Department** at **800-648-3271 x5455**.

Our Campus Business Offices are open **BY APPOINTMENT ONLY** for **CASH or CHECK payments ONLY**.

Fayette Campus: (800) 648-3271 ext. 5110

Hamilton Campus: (800) 648-3271 ext. 5319

Jasper Campus: (800) 648-3271 ext. 5714

Sumiton Campus: (800) 648-3271 ext. 5203