



## What do I owe?

- 1) Login to your **SWORDS** account  
*Using email username and password*
- 2) Select the **“Student”** tab  
*Located towards the top of screen*
- 3) Select **“Student Account”**  
*Third option in list*
- 4) Select **“Account Detail for Term”**  
*From here you can view account activity*

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## How do I pay? *Well, you have options!*

- 1) Pay **online** *(Online payment is quick and simple)*
  - Login to your **SWORDS** account  
*Using email username and password*
  - Select the **“Student”** tab  
*Located towards the top of screen*
  - Select **“Pay now”**  
*From here you can make online payments*
- 2) Pay **on campus** *(cash or check only)*  
*Available on any of our 5 campuses*
- 3) Payment **plan**  
*Pay your charges over time*