

Log in to SSC Portal. Click on **Go To SSC Self Service.**

SSC Portal ▸ Staff

Home

Campus Announcements

There were no announcements found.

Campus Events

UPCOMING EVENTS

Faculty Development (Full Day) in 7 days

Campus Feeds

SSC Self-Service

SSC Self-Service is the upgrade from WebAdvisor.


- Search, Plan and Register for Courses
- Make Payments
- View Grades
- Submit Graduation Application


[Self-Service User Guide.pdf](#)
[Student Planning Quick Reference.pdf](#)


Go To SSC Self Service


Click on **Student Finance.**

Hello, Welcome to SSC Self-Service!
(Choose a category to get started.)

**Student Finance**
View your latest statement and make a payment online.

**Student Planning/Registration**
Search for courses, plan your terms, and schedule, register, or drop your course sections.

**Grades**
You can view your grades by term.

**Graduation Application**
View and submit a graduation application.

From drop down menu, click on **Create/Manage Payment Plan.**

SOUTH SUBURBAN COLLEGE

Financial Information ▾ Student Finance ▾ Account Summary

Account Summary
View a summary of your account.

Account Overview

Amount Overdue

Total Amount Due **\$155.00** [Pay In Full By Credit Card](#)

Create/Manage Payment Plan

Click on **Proceed to Processor.**

Financial Information ▾ Student Finance ▾ Create/Manage Payment Plan

Payment Plan & Billing
Review your account and proceed to processor.

A new window will open and redirect you to our payment processor, Nelnet Business Solutions. [Proceed to Processor](#)

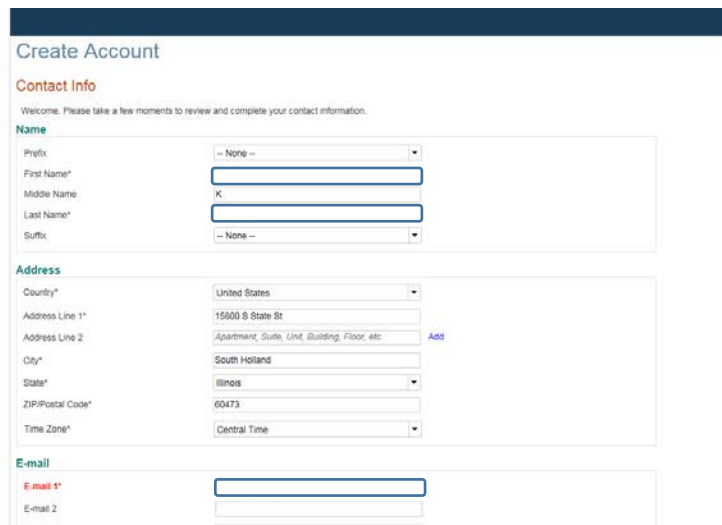
Fall Semester 2017 **\$5.00**

Item	Date Due	Amount Due
Student Receivables	9/26/2017 (Overdue)	\$5.00

Spring Semester 2018 **\$150.00**

Item	Date Due	Amount Due
Student Receivables	12/7/2017 (Overdue)	\$150.00

Enter/verify requested information and click **Next** on bottom of page.



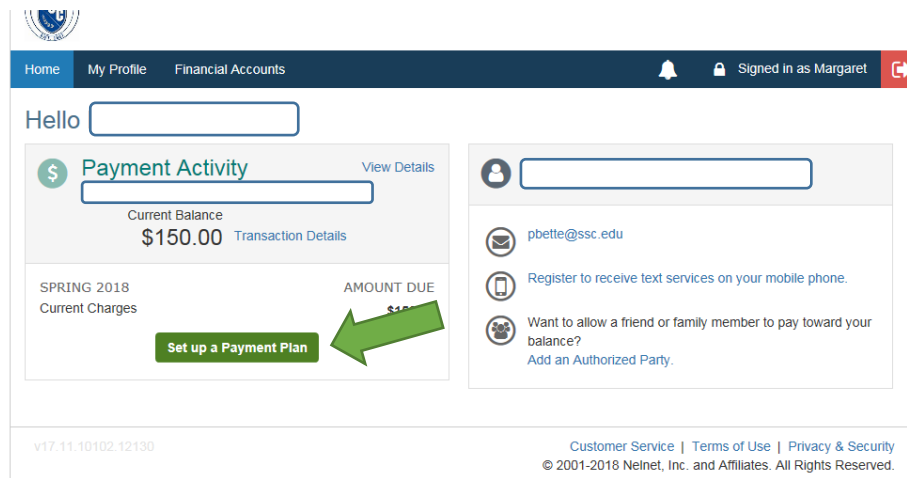
The 'Create Account' form is titled 'Contact Info'. It includes a welcome message and a 'Name' section with fields for Prefix, First Name, Middle Name (containing 'K'), Last Name, and Suffix. The 'Address' section includes Country (United States), Address Line 1 (15800 S State St), Address Line 2 (Apartment, Suite, Unit, Building, Floor, etc.), City (South Holland), State (Illinois), ZIP/Postal Code (60473), and Time Zone (Central Time). The 'E-mail' section has fields for E-mail 1 and E-mail 2. A green arrow points to the 'Next' button at the bottom right.

Answer security questions and click **Submit**.



The 'Create Account' form is titled 'Online Account Profile' and 'Security Questions'. It contains two questions: 'What is the last name of your third grade teacher?' (Answer: Smith) and 'What is your mother's maiden name?' (Answer: Smith). A green arrow points to the 'Submit' button at the bottom.

From Home page, click on **Set up a Payment Plan**.



The dashboard shows 'Payment Activity' with a current balance of \$150.00. It lists 'SPRING 2018 Current Charges' and 'AMOUNT DUE \$150.00'. A green arrow points to the 'Set up a Payment Plan' button. The right sidebar shows the user's email (pbette@ssc.edu) and options to register for text services or add an authorized party. The footer includes version information (v17.11.10102.12130) and copyright information (© 2001-2018 Nelnet, Inc. and Affiliates).

Follow on screen instructions.

If you have not checked on a box to accept terms and conditions and clicked **Authorize**, then you have not completed the payment plan.

You will receive an agreement number for a successfully completed payment plan.