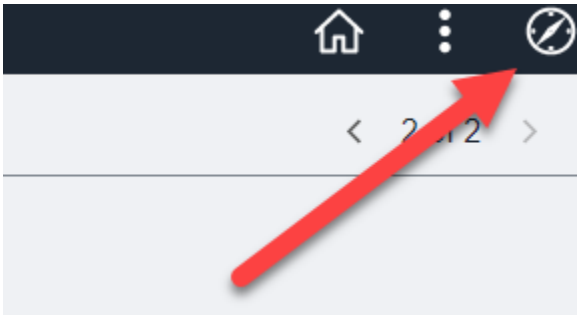
Faculty/Staff Payment Online
Rev 11/2022

1. Navigate to https://one.sjsu.edu/ then click on "Sign In"

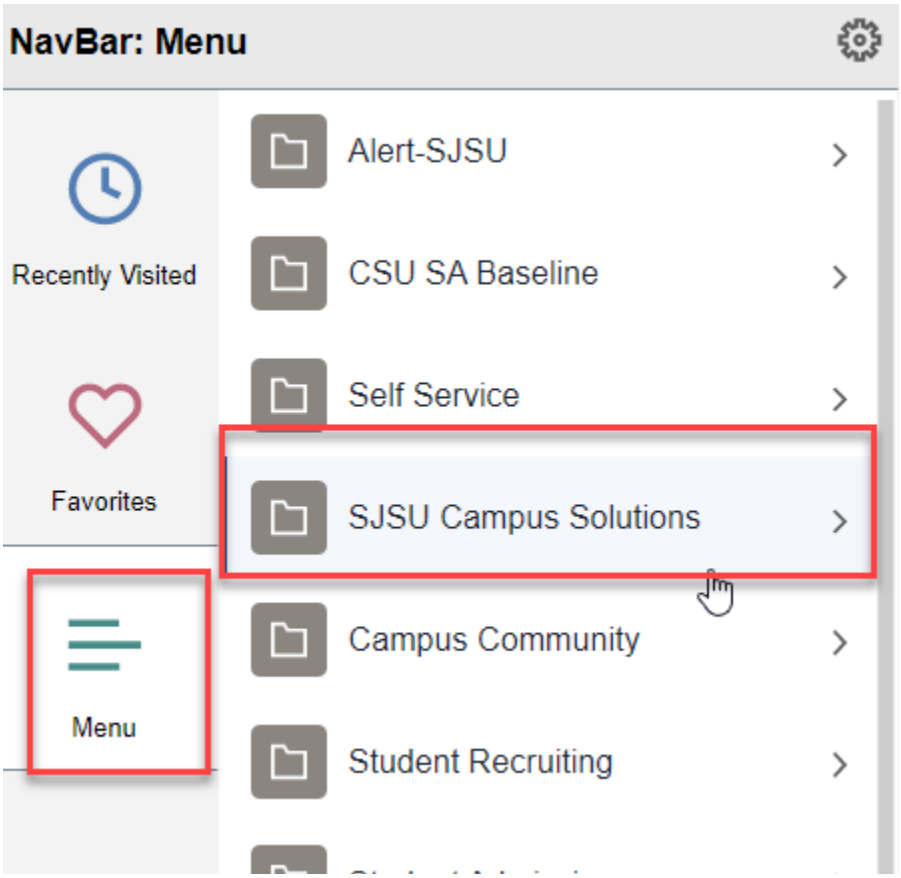
Enter Employee ID number and password, and complete the DUO authentication.

2. Click on "MySJSU (PeopleSoft-CS)". A new window will open.

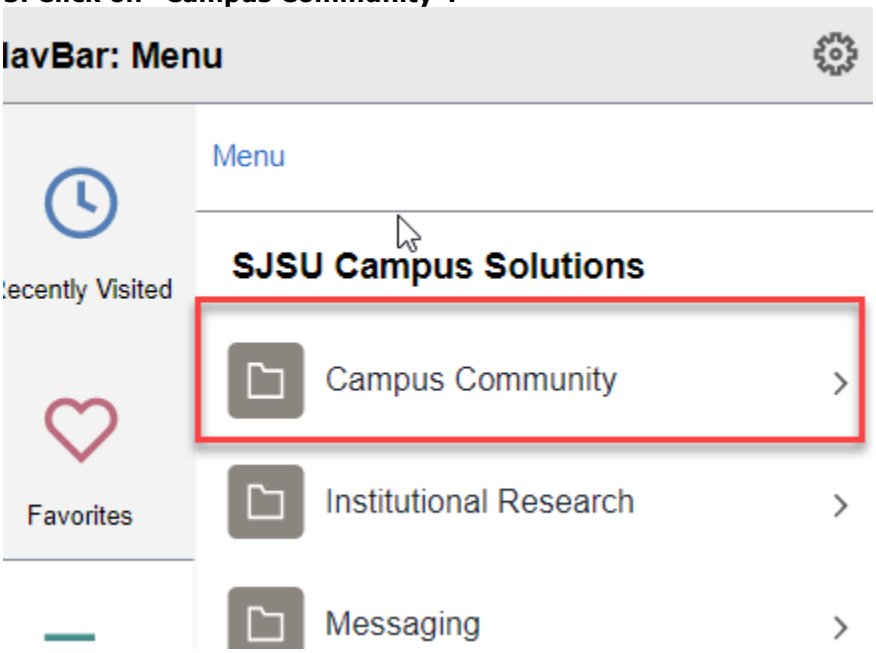
3. Click on the compass located on the left hand side corner.



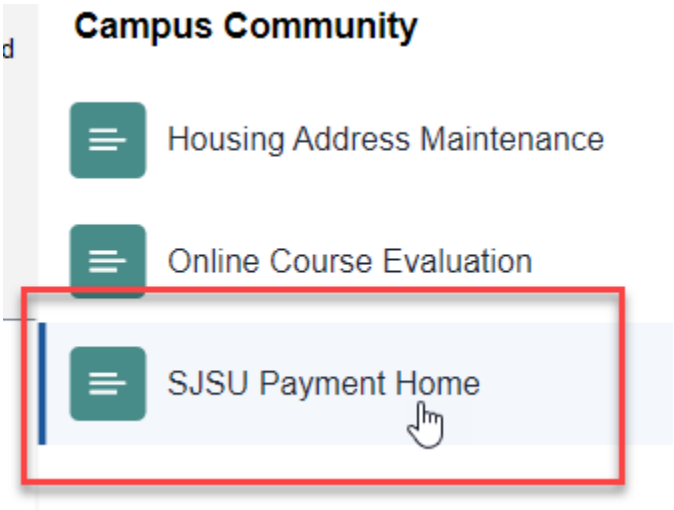
4. Click on "SJSU Campus Solutions" Under Menu.



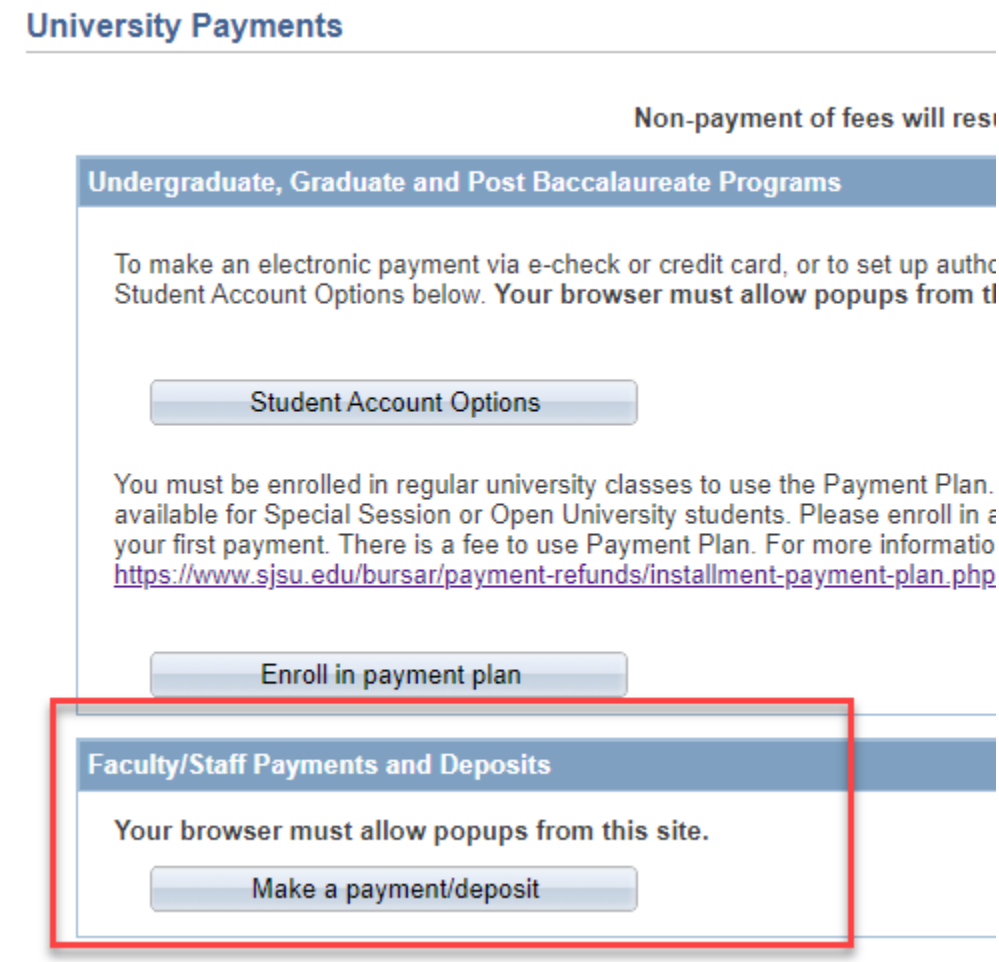
5. Click on "Campus Community".



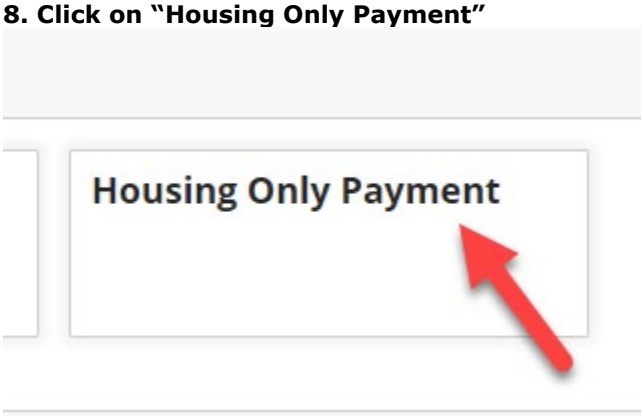
6. Click on "SJSU Payment Home".



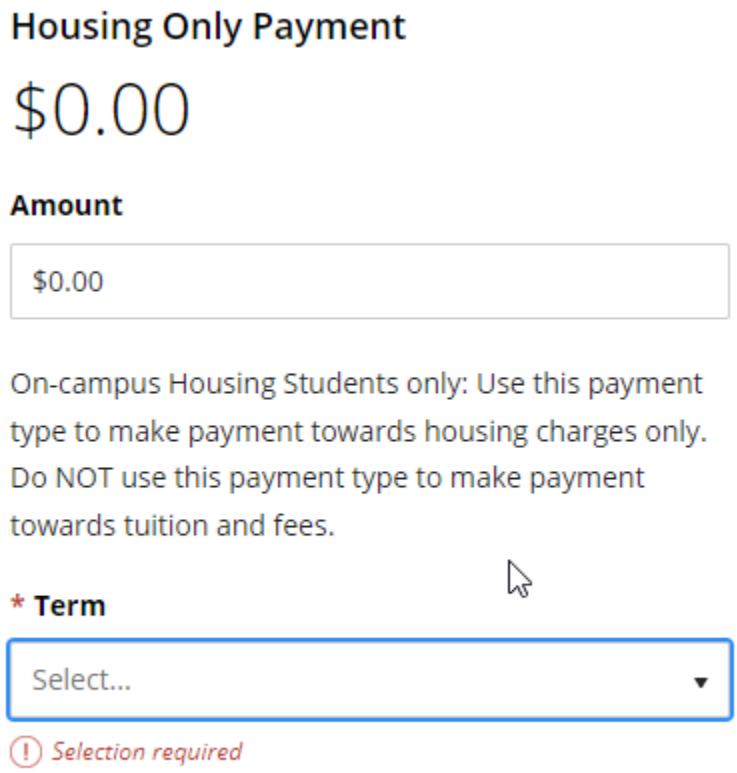
7. Click on "Faculty/Staff Payments & Deposits".



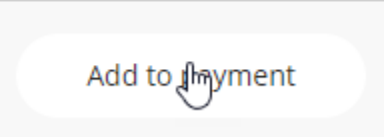
8. Click on "Housing Only Payment"



9. Enter Amount & Select Correct Term Session



10. Click on "Add Payment".



Review amount to be paid is correct & Click on "Checkout" located at the bottom right corner and continue with entering payment information.