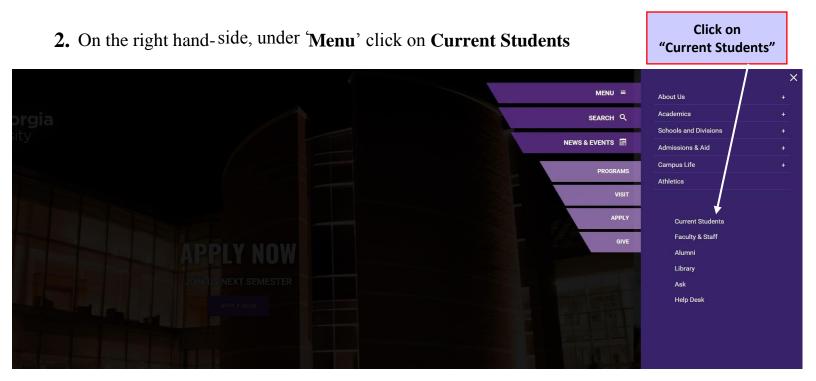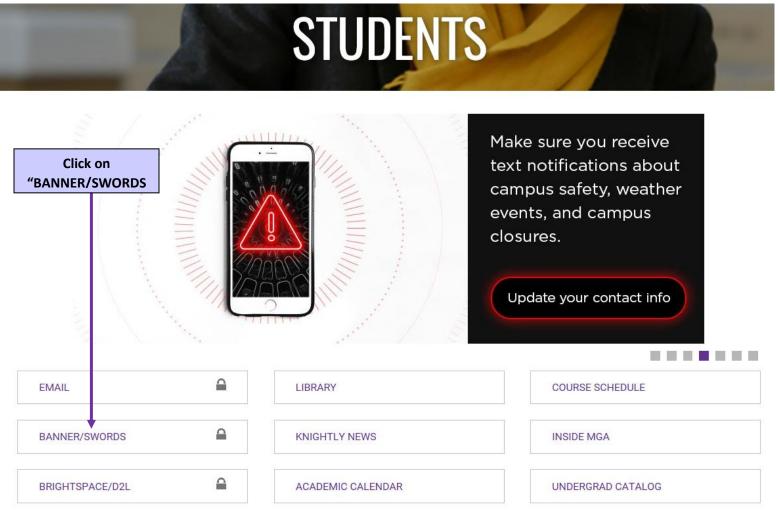# Middle Georgia State University
Student Tuition/Fees Online Payment Guide

The following is a guide for online payments with steps 1-10.
Please call the Bursar's Office at 478.471.2705 with any questions.

1. Navigate to the Middle Georgia State University homepage:
www.mga.edu

Click on "Menu"

2. On the right hand-side, under 'Menu' click on **Current Students**

MENU ≡

SEARCH 🔍

NEWS & EVENTS 🗓

PROGRAMS

VISIT

APPLY

GIVE

✕

About Us +

Academics +

Schools and Divisions +

Admissions & Aid +

Campus Life +

Athletics

Current Students

Faculty & Staff

Alumni

Library

Ask

Help Desk

APPLY NOW
JOIN US NEXT SEMESTER
APPLY NOW

3. Towards the bottom left, click on **BANNER/SWORDS**...

STUDENTS

Make sure you receive text notifications about campus safety, weather events, and campus closures.

Update your contact info

EMAIL 🔒	LIBRARY	COURSE SCHEDULE
BANNER/SWORDS 🔒	KNIGHTLY NEWS	INSIDE MGA
BRIGHTSPACE/D2L 🔒	ACADEMIC CALENDAR	UNDERGRAD CATALOG

4. Proceed to log in to SWORDS by clicking on '**SWORDS Login**'

SERVICES

Banner / SWORDS
IMPORTANT LINKS

Banner Request Form
Banner ID Lookup new!
Using SWORDS to Register

SWORDS is your gateway to the Banner Student Information System. This system provides access to registration, grades, class schedules, transcripts, financial aid status, account balances, and much more.

IMPORTANT NOTE: Additional fees for proctored exams may apply to online classes for which you register

The **supported web browser** for SWORDS is Internet Explorer. There are known issues when using Google Chrome.

2014-03-26 | Student Financial Agreement Authorization Notice   +

SWORDS LOGIN ←   **Click on "SWORDS Login"**

Office of Technology Resources

S_EscapeTool.xml(SfolderTitle.value)

Services   —

Email Information

Banner / SWORDS

Connecting to Wireless (wifi)

Software Toolbox

VPN Remote Access

Documents & Forms

Copyright Information

5. Follow instruction available to login

SWORDS
Student Web Organized Records & Data System

Search [   ] [Go]

User Login

ⓘ Enter your MGA ID (begins with 983) as the username along with your 6-digit PIN as the password. Your initial PIN is your 6-digit birthday (MMDDYY).

If you have problems logging in:
For Macon and Warner Robins students, please call the Technical Assistance Center (TAC) at 471-2023.
For Cochran, Eastman, and Dublin students, please contact the helpdesk at 478-934-3319.
You can also go to the helpdesk link at http://help.mga.edu for any campus.

User ID: [   ]
PIN: [   ]

[Login]   Click Here for Help with Login?

6. Welcome to SWORDS!
   Where do I go? Click on the '**Student**' tab.

SWORDS
Student Web Organized Records & Data System

Personal Information | Student | Financial Aid | Faculty Services

Search [_____] Go

Click on the "Student" Tab.

SITE MAP   HELP   EXIT

Welcome, Your Name Here, to the WWW Information System! Last web access on Jul 06, 2015 at 05:41 P.M.

Personal Information
Update contact information for Knight Alert; change address or marital status; review name or social security number change information; Change your PIN; Customize your directory profile; Request Parking Permit.

Student
Apply for Admission, Register, View your academic records.

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

Faculty and Advisors
Enter Grades and Registration Overrides, View Class Lists and Student Information

Surveys and Elections

Transfer Articulation
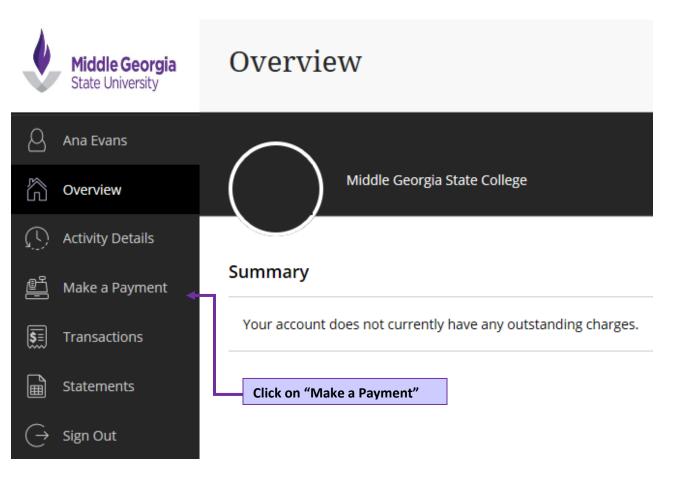
Return to Mainpage

7. Look for the link that says "Pay Now"

SWORDS
Student Web Organized Records & Data System

Personal Information | Student | Financial Aid | Faculty Services

Search [_____] Go

Student

Registration
Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.

Student Records
View your holds; Display your grades and transcripts; Review charges and payments.

Student Account
Student Account

View Student Information

Click on 'Pay Now'

Pay Now
Make a payment online except for parking; For parking fees, click here.

StarRez Housing Portal
Housing/Meal Applications

MyDegree

Purchase a Commuter Meal Plan

Bank Mobile Refund Confirm
Confirm Refund method with Bank Mobile

8. You should be at the ePayment page, follow steps (1-6) above if needed to return to this page.

Middle Georgia State University

Overview

Middle Georgia State College

Ana Evans
Overview
Activity Details
Make a Payment
Transactions
Statements
Sign Out

Summary

Your account does not currently have any outstanding charges.

Click on "Make a Payment"

Available items

Club Football Fee

View details

Flight Deposit for Flight Time

View details

Graduate Graduation Application Fee/Replacement
$50.00
View details

Housing Application Fee
$155.00
View details

ID Card Replacement
$20.00
View details

Other Balance

View details

Click on 'View all Items" for more options

View all items

9. Charges Summary, select what you wish to pay.
Make sure only items you wish to pay are added. Review it when clicking "View selected Items" before clicking on "Continue"

Items

Club Football Fee

View details

Flight Deposit for Flight Time

View details

Graduate Graduation Application Fee/Replacement

$50.00
View details

Housing Application Fee

$155.00
View details

ID Card Replacement

$20.00
View details

Other Balance

View details

Photocopy/Print Charges

View details

Undergraduate Graduation Application Fee/Replacement

$35.00
View details

*** All tuition and fees for current semester must be paid by the published deadlines ***

10. Choose your payment method…
1. Credit card – Subjected to convenience fee. For more info go to step **10a**
2. Electronic Check – No convenience fee, need full checking account information, bank routing number, bank name, etc. For more info go to step **10b**

*** All electronic payments can take up to 5 business days to clear ***

How would you like to pay?

Payment amount

$10

* **Payment method**

Select... ▼

New credit or debit card

New bank account

Click Continue after selecting a method and follow the prompts.

You will receive an email confirmation of your payment.