

HOW TO SUBMIT YOUR PAYMENTS

PART I: ACTIVATE YOUR OFFICE 365 ACCOUNT

Please refer to your Eastern username and Pin that were sent in your 'Congratulations' email.

1. Using Chrome, Safari, or Edge Internet browser go to www.easternct.edu/email.
2. Click "Eastern Apps"
3. Enter your email address (username@my.easternct.edu) and temporary password, as determined below:
 - 1st character: **\$**
 - 2nd character: **IN CAPS - First character of your email address**
 - 3rd-7th characters: **Last five digits of your Eastern ID****Example:** username = **doej**, Eastern ID = 102**12345**, your temporary password would be **\$D12345**
4. You will be prompted to create a new password. Keep in mind the following password rules:
 - a. New passwords **must contain three** of the following four elements: uppercase letters, lowercase letters, numbers, and special characters.
 - b. Must be 8 - 16 characters in length.
 - c. Must **not** contain any part of your username.
5. Your account is now activated! You may view your email by clicking on the Outlook app in Office 365.

PART II: SUBMIT DEPOSITS THROUGH TOUCHNET

You may use this method to pay via credit/debit card or electronic check.

1. In **Office 365**, find the TouchNet Student Billing App: 
Note: You may need to first click the menu icon in the upper-left corner,  then click "Explore all your apps" to see TouchNet, or you can search within the bar up at the top
2. You will automatically be signed in to your TouchNet Student Billing account. Click "Deposits" then select the Summer 2024 term and Pre-College Summer deposit from the drop-down menus.
3. Follow the prompts to make your deposit.
4. Congratulations! You have committed to Eastern's Pre-College Summer Program!

PART III: PAY YOUR REMAINING BALANCE

You may use this method to pay via credit/debit card or electronic check.

1. In **Office 365**, find the TouchNet Student Billing App: 
2. Sign into your account: Enter your email (username@my.easternct.edu) and the password you created
3. Under "Student Account", click the red "Make Payment" button (next to View Activity)
4. Select "Amount Due". To the right, it will prompt you to put in the dollar amount that you wish to pay.
Note: Make sure to hit **.00** after the amount and hit **add** to the right. You should then see the **Payment Total** down at the bottom. Make sure to hit the **red** "Continue" button when all is confirmed.
5. Select your Method of Payment and enter in your information
6. Confirm the amount you would like to pay
7. You've now paid your tuition to Eastern's Pre-College Summer Program!

DURING BUSINESS HOURS (MONDAY-FRIDAY, 9:00AM - 5:00PM), PLEASE CALL (860) 465-0674 OR EMAIL PRECOLLEGESUMMER@EASTERNDCT.EDU WITH ANY QUESTIONS