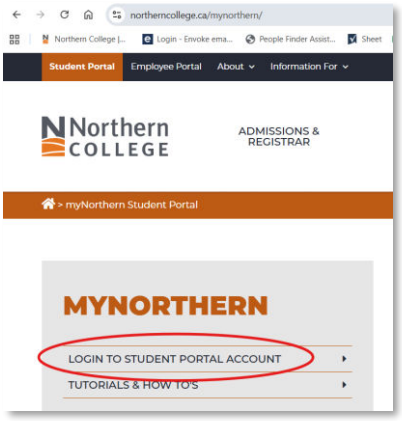
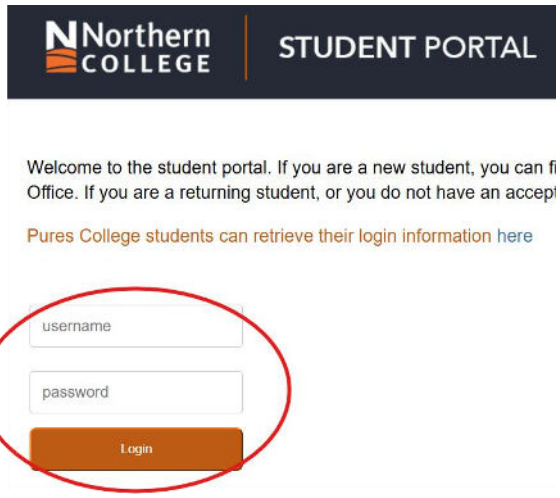
How to Make a Deposit and Payments in the Student Portal

STEP #1 – LOG INTO THE STUDENT PORTAL

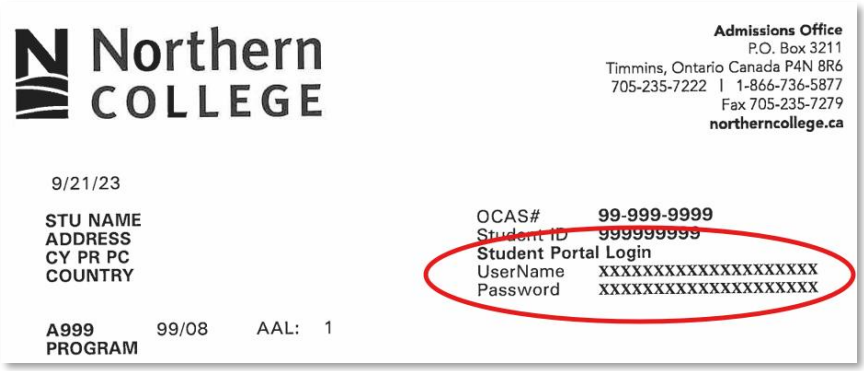
1. Go to www.mynorthern.ca
2. Select **LOGIN TO STUDENT PORTAL ACCOUNT** in the left-hand side menu:



3. Fill in your **username and password** and then select the **Login** button:



Your **username and password** can be found at the top right-hand side of your **admissions letters** under **Student Portal Login**:

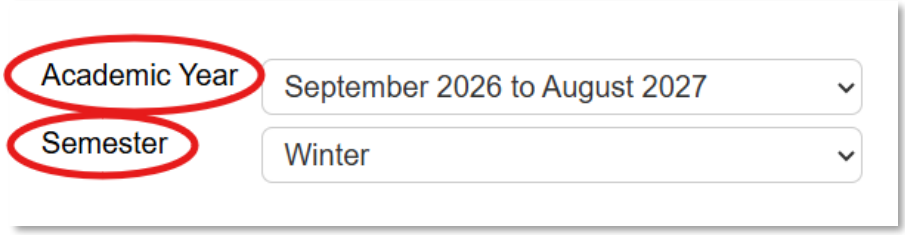


STEP #2 – SELF-REGISTER FOR COURSES & MAKE YOUR DEPOSIT

1. Select **My Registration and Deposit**, on the left-hand side, under Academics & Enrolment:

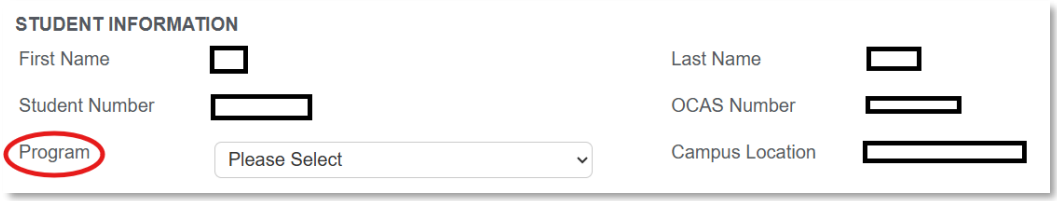


2. Select your **academic year** and your **intake semester** from the drop-down lists:



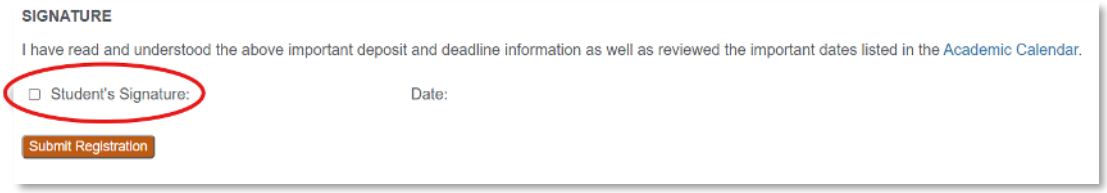
Please note: It will default to the current year and semester.

3. Select your program from the drop-down list.

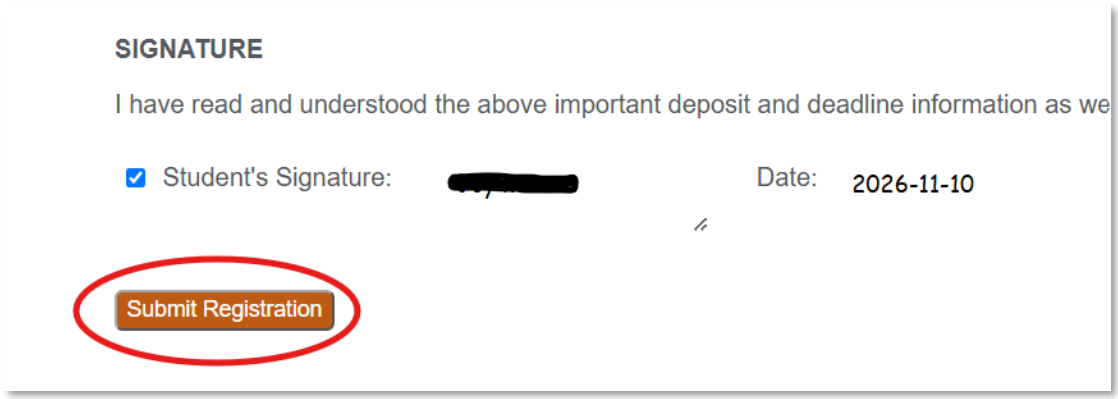


4. Read the contents of the form. Note the **Student Payment Due Date Calendar** as well as the **Important Deposit and Deadline Information** to avoid late fees. Also, pay special attention to the **I understand and agree that:** section.

5. Choose your deposit payment option (if applicable) and check off your **Student's Signature**:

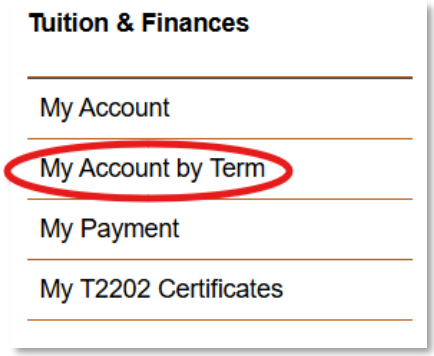


6. Select the **Submit Registration** button and proceed to make your non-refundable deposit:

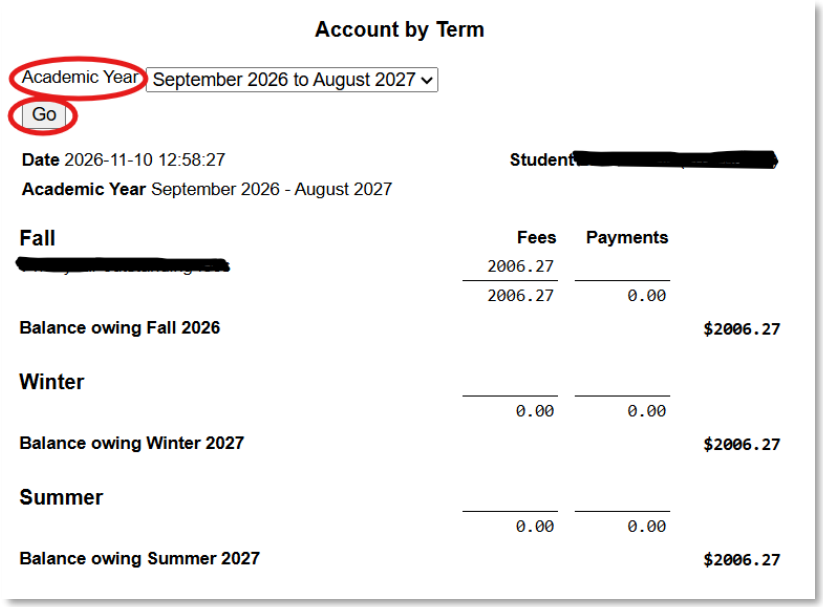


STEP #3 – PAY REMAINING TUITION AND FEES

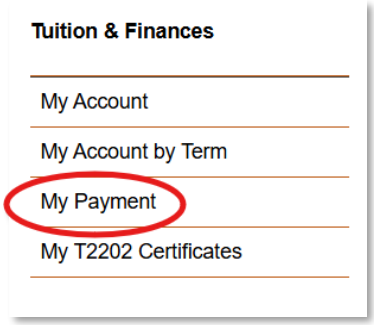
1. Select **My Account by Term**, on the left-hand side menu, under Tuition & Finances:



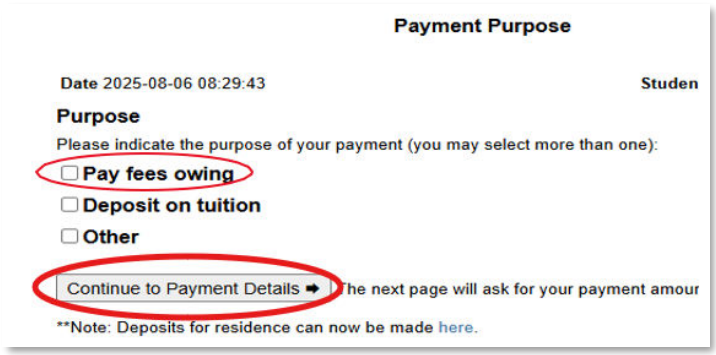
2. Verify your balance owing for the current semester and then select the Go button:



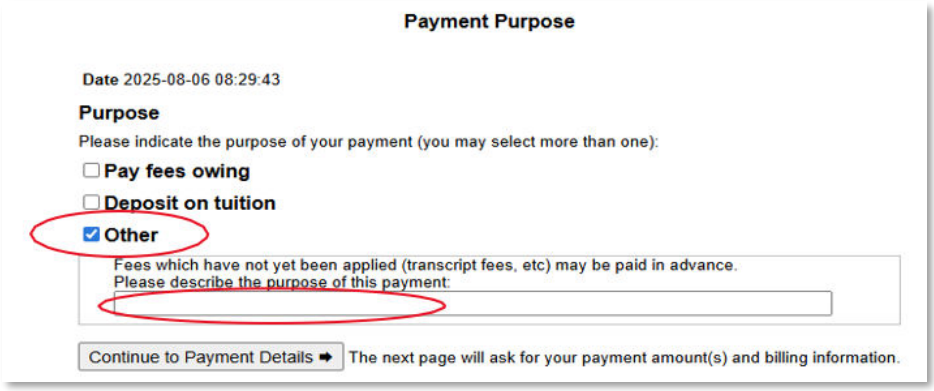
3. Once you know how much you owe then select **My Payment**, on the left-hand side menu, under Tuition & Finances:



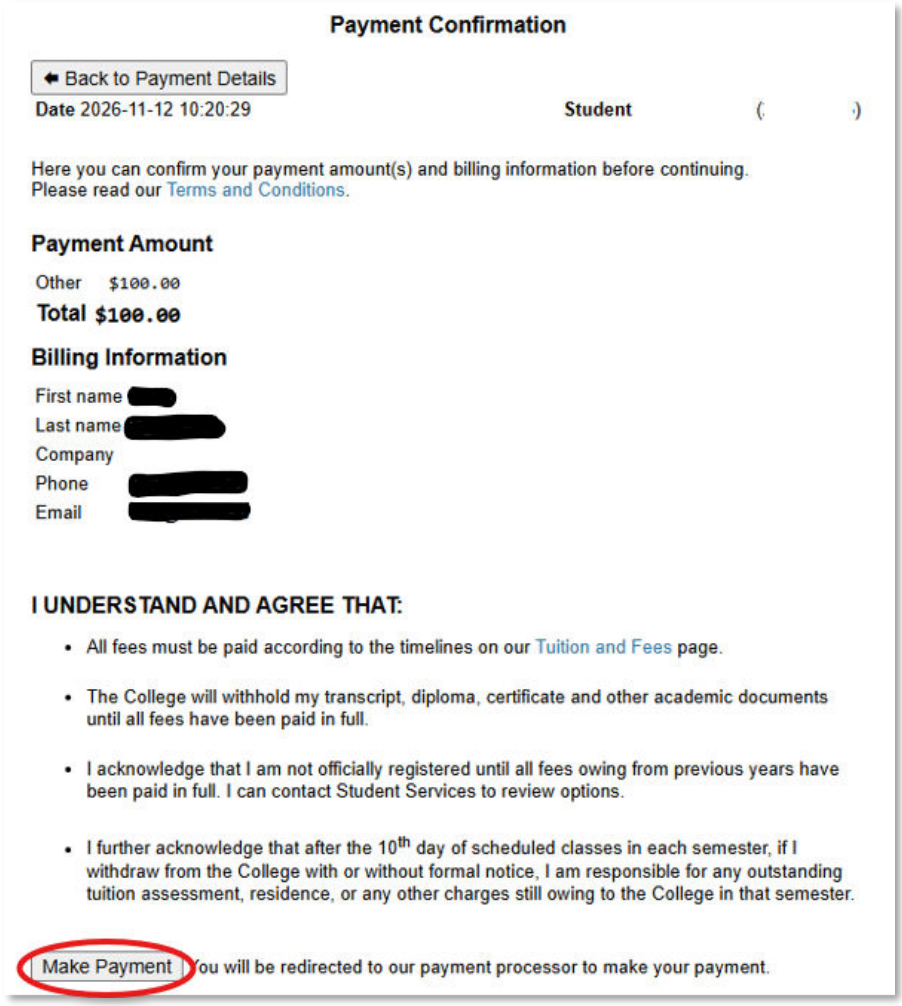
4. Select **Pay fees owing** and then select the **Continue to Payment Details** button:



Please note: To pay for Transfer Credits, Course Outlines or Part-Time Fees select **Other** with the reason for your payment:



4. Review details to make sure they are correct, then select **Make Payment**:

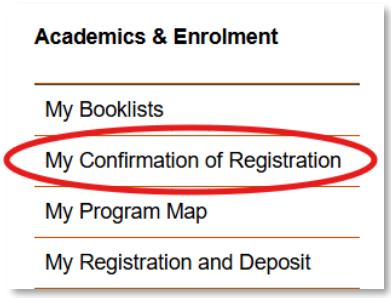


Provide your bank/credit card information and select **Process Transaction**.

How to Make a Deposit and Payments in the Student Portal

CONGRATULATIONS, YOU'RE DONE!

Once your payment has been processed you will receive a **Confirmation of Registration** email providing you with proof of your deposit or payment. You can also find this in the Student Portal by selecting **My Confirmation of Registration** in the left-hand side menu under Academics & Enrolment:



If you have any questions about your account and payments, contact us:

Timmins Campus: tcstudentservices@northern.on.ca
Haileybury Campus: hlstudentservices@northern.on.ca
Kirkland Lake Campus: klstudentservices@northern.on.ca
Ontario Learn Campus: ontariolearn@northern.on.ca