



NORTHWESTERN
UNIVERSITY
School of Education & Social Policy

HOW TO PAY TUITION BALANCE ONLINE

SUMMER PROGRAM 2009

617 Dartmouth Place • Evanston, IL 60208 • 847/491.8257
Summer Office: June 15 – August 12, 2009 • 847/467.2990

If you applied to the Summer Program using the online application, you may pay the remaining tuition balance online by credit card. To access the online payment system, please follow the steps below. You can log in using the e-mail and password you created during the application process.

1. Open your web browser and go to: <https://onlineapp.ctd.northwestern.edu/webapp/login.php>
2. Log in through “Already have a CTD Online Registration account? Please sign in.” using the e-mail and password you created during the application process.
3. If you have forgotten your password, please click the “Forget your password?” link which will direct you to another page. Your password will be e-mailed to the primary account we have on file. If you do not remember the email and password you used to apply online, please contact us at 847/491-8257 or by email at: summer@ctd.northwestern.edu.
4. Once you have logged in, please select the student for which you would like to pay the balance of tuition.
5. In the Application Home page, you will see a “Pay Balance” button for each program session your child has been admitted.
6. Please click the “Pay Balance” button, and you will be directed to an online invoice.
7. Once you have confirmed the balance amount, click the “pay” button at the bottom of the page.
8. You will be directed to a page requesting your card type, number, and expiration date.
9. If payment has been successful, you will receive a confirmation message that you may print and keep for your records.
10. If your child has been admitted to more than one session, you will need to go back to the accounts page and pay the balance for the remaining session(s). Please click “here” to pay or work on other application, or click “Home” to return to the accounts page.