How to View My Account and Make Payments
Step 1: Go to www.octech.edu.
Step 2: Hover over “Student Resources”
Step 3: Click the top link for new students. Current students should click the second link.

*****If you are a current student, skip to step 5.*****
Step 4: Click on the “Connect” logo.
Step 5: Click “Log In”.
Step 6: Enter your User ID and Password.

Tip: Your User ID (in most cases) is your last name, first initial, and middle initial; all lowercase with no spaces.
Step 7: Click “Submit”.
**Step 8:** Click on the “Self Service” option just above the “Students” tab in Blue
Step 9: Click “Student Finance”
This is what a sample account summary looks like.

**Tip:** This information is subject to change each semester. Please note that your account balance may change if you add/drop classes.

- If you have a zero balance on your account, it will say “No Account Balance to Pay”
Step 10: Click “Make a Payment” to make a payment on your account.
Pay special attention to the **Alert box** – this is important information regarding your account and payment deadlines.
If you have a balance due, it will show the balance at the bottom of the screen, and the due date will be displayed in **Red**. Otherwise, you will see the word “Credit” in **Green**.