

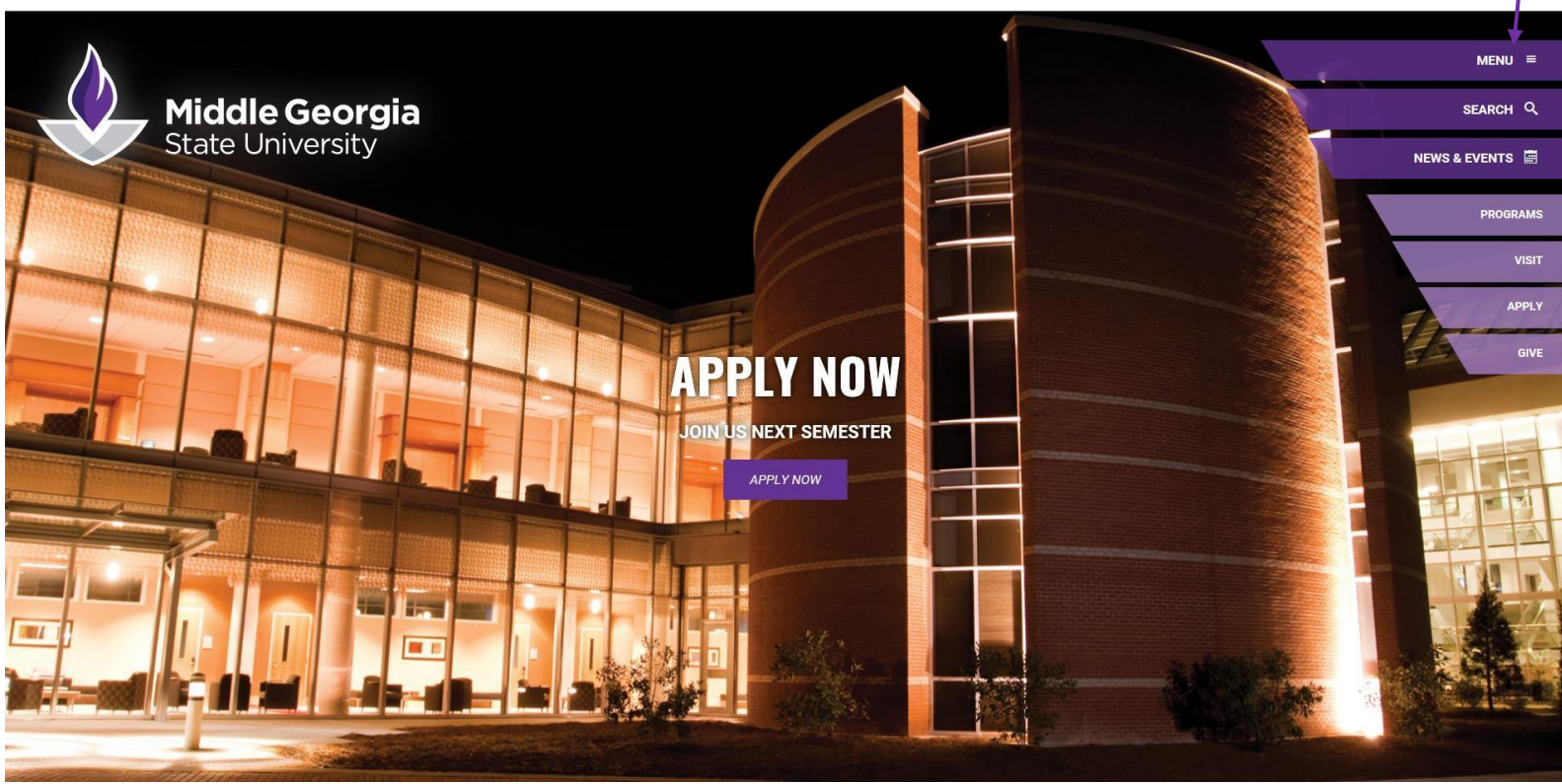
# Middle Georgia State University

## 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.*

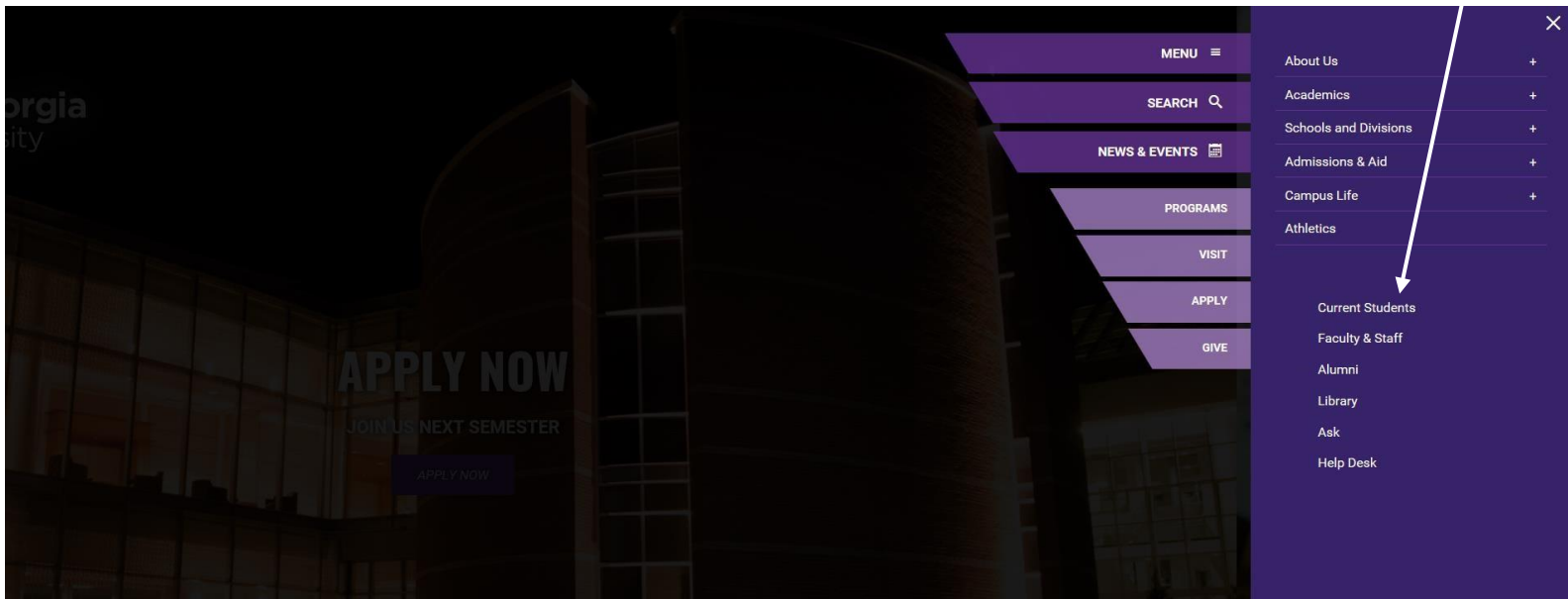
1. Navigate to the Middle Georgia State University homepage:  
[www.mga.edu](http://www.mga.edu)

Click on "Menu"



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

Click on "Current Students"



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



Click on "BANNER/SWORDS"



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

Update your contact info

EMAIL	🔒
BANNER/SWORDS	🔒
BRIGHTSPACE/D2L	🔒

LIBRARY
KNIGHTLY NEWS
ACADEMIC CALENDAR

COURSE SCHEDULE
INSIDE MGA
UNDERGRAD CATALOG

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

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(\$folderTitle.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.

**Personal Information** **Student** **Financial Aid** **Faculty Services**

Search   [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"

**Personal Information** **Student** **Financial Aid** **Faculty Services**

Search

## 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**

**Pay Now** [Click on 'Pay Now'](#)

Make a payment online except for parking; For parking fees, click [here](#).

**StarRez Housing Portal**  
Housing/M 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.



# Overview

Ana Evans

Overview

Activity Details

Make a Payment

Transactions

Statements

Sign Out



Middle Georgia State College

## 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**

Click Continue after selecting a method and follow the prompts.

You will receive an email confirmation of your payment.