

## Instructions for Accepting Admission

**Step 1:** Create your password and obtain your user name. If you are a returning user and have already activated your account proceed to step 2.



## SSU Online Services - Obtain UserID

### Information About You

Please enter the following information to look up your account.

Last name:

Zip code:

Last four digits of your SSN:  (if you did not provide an SSN when you applied, leave this blank)

Date of Birth: Month:  Day:

Contact the IT Help Desk if you need help with this page.

Submit

Need Help? [IT Help Desk](#) | [helpdesk@sonoma.edu](mailto:helpdesk@sonoma.edu) | 707-664-4357

Enter last name without spaces, apostrophes or hyphens. (Example: O'Brien-Smith would be entered as obriensmith)

**Note:** If you are a new applicant to SSU, please remember that the information you submit should match that on your admissions application.

**Step 2:** Sign in using your Seawolf ID and Password.



## Online Services

Password

LOGIN

[Username & Password Help](#)

### Don't have an account?

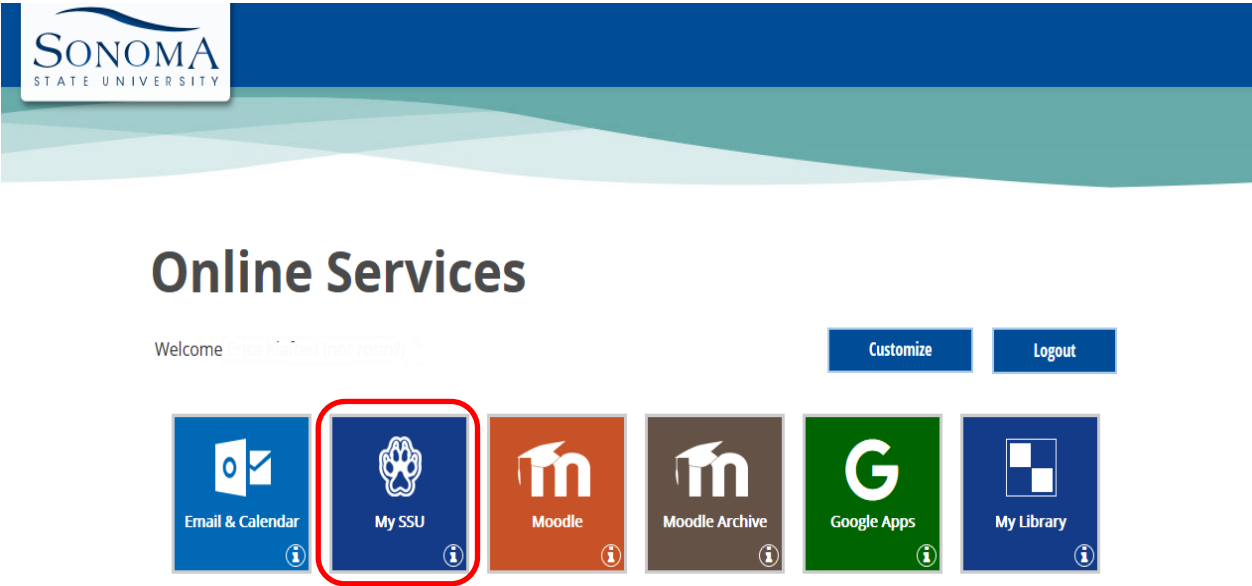
Students can obtain their login information using the 'Username & Password Help' located above. Faculty and Staff must visit the IT Help Desk for their login information.



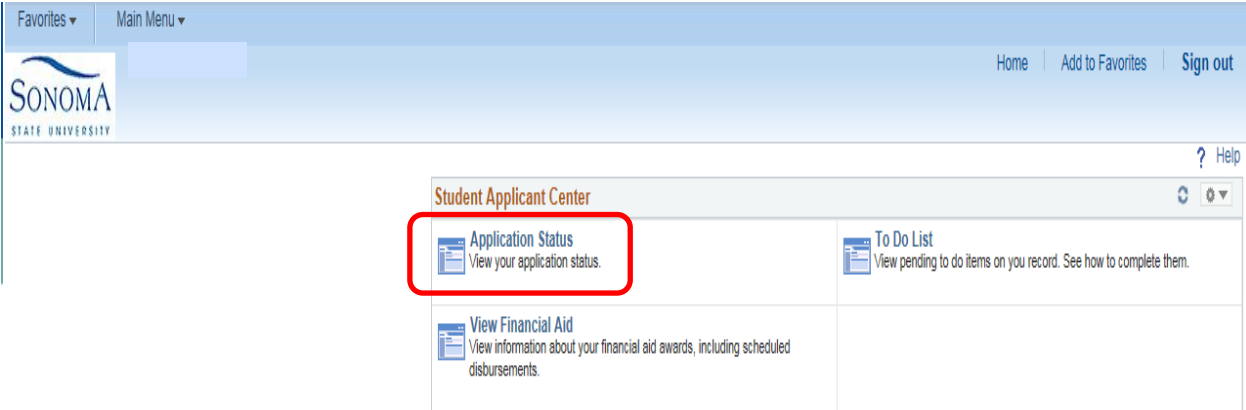
### Security Notice!

Remember to logout and exit your browser when using a public computer.

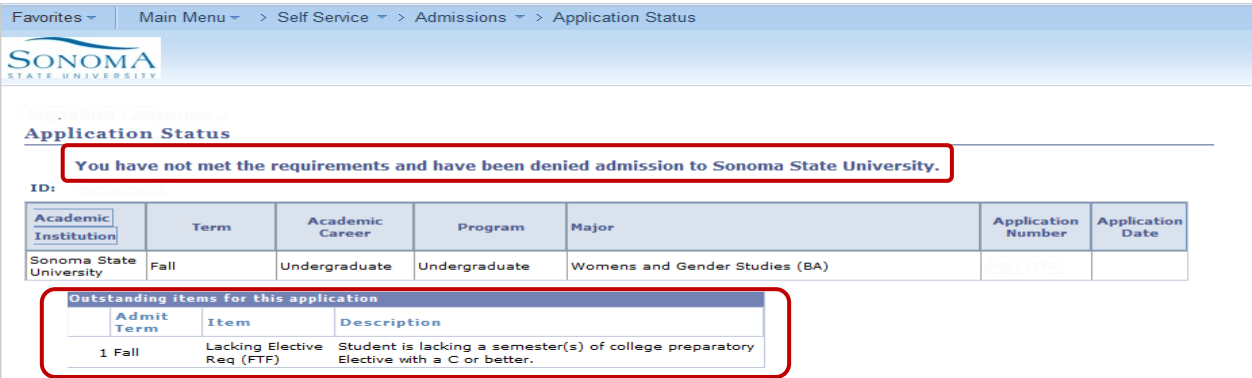
Step 3: Click on “MySSU”



Step 4: Click on “Application Status”



Step 5a: If you have been DENIED admission, the reasons will be listed under the section “Outstanding items for this application”.



**Step 5b:** If you have been ADMITTED, verify that your application is complete and click on the “Stay on Track Accept Admission” link. REMOVE pop-up blockers in order to continue with this section.

Navigation: Favorites ▾ Main Menu ▾ > Self Service ▾ > Campus Personal Information ▾ > To Do List

Home | Add to Favorites | Sign Out

go to ... ▾

### To Do List

The following list is your current To Do items. To sort or filter your To Do items, change the options and select the Go button.

**View your To Do Items by**

Due Date    
 Institution   
 Function

**Item List**

To Do Item	Due Date	Status	Institution	Administrative Function
Permission to Apply FA	10/16/2017	Initiated	Sonoma State University	General
Enroll In Direct Deposit	01/01/2050	Initiated	Sonoma State University	General

**Task List**

Task	Due Date	Status	Institution	Context Information
Contact Verification	09/01/2020	In Progress	Sonoma State University	Student ID: 005516373 Term: 2207
Sonoma Financial Responsibility Agreement	09/15/2020	In Progress	Sonoma State University	Career: UGRD Student ID: 005516373 Career Number: 0 Term: 2207
<b>Stay on Track: Accept Admission</b>	<b>11/01/2020</b>	<b>In Progress</b>	<b>Sonoma State University</b>	<b>Career: UGRD Admit Term: 2175 Student ID: 005516373</b>

**Step 6:** Begin completing the each of the tasks that are part of the “Stay on Track Activity Guide”.

Navigation: Favorites ▾ Main Menu ▾

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Student Task WorkCenter

**Stay on Track: Activity Guide**

Student ID

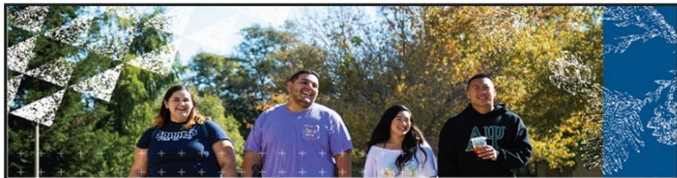
Task Progress 0 12

- \* Introduction
- \* Student Charges/Fees, Semester Registration Dates, and Financial Aid Information
- \* Accept Admission
- \* Address
- \* Phone
- \* Emergency Contacts
- \* All-Student Immunization Agreement
- \* Consent for Treatment of Minors
- \* CAASE Center
- \* Housing
- \* Orientation
- \* Complete Task

Stay on Track: Accept Admission

◀ Previous Next ▶ Mark As Read Exit

## Congratulations on your admission to Sonoma State University!



The following “Stay on Track” pages are designed to assist and inform you of important dates and deadlines as you make your plans to attend Sonoma State. Please refer to it throughout the following weeks to stay on track!

Read through every item of the Stay on Track Guide thoroughly, and pay close attention to due dates and deadlines. Each item addresses important information regarding fees, deposits, emergency contacts, updating your contact information, campus housing, immunization requirements, and orientation.

Use the “Mark As Read” and “Next” buttons on the top of each page to

Favorites ▾

Main Menu ▾

[Home](#)
[Add to Favorites](#)
[Sign Out](#)

Student Task WorkCenter

Stay on Track: Activity Guide

Legend

Student ID:

Task Progress 0 12

- \* Introduction
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Stay on Track: Accept Admission

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Mark As Read

Exit

The following "Stay on Track" pages are designed to assist and inform you of important dates and deadlines as you make your plans to attend Sonoma State. Please refer to it throughout the following weeks to stay on track!

Read through every item of the Stay on Track Guide thoroughly, and pay close attention to due dates and deadlines. Each item addresses important information regarding fees, deposits, emergency contacts, updating your contact information, campus housing, immunization requirements, and orientation.

Use the "Mark As Read" and "Next" buttons on the top of each page to progress through the guide.

Please also make sure to visit the following websites:

- [Experience SSU](#) – For information on upcoming events for future students
- [Scholarships](#)
- [Financial Aid](#)

We look forward to your becoming part of Noma Nation and can't wait to see you during your first semester!

**Step 7:** If you are ready to pay your Enrollment Reservation Deposit click on “Accept/Decline”. Then complete each section as you progress through the process.

Favorites ▾

Main Menu ▾

[Home](#)
[Add to Favorites](#)
[Sign Out](#)

Student Task WorkCenter

Stay on Track: Activity Guide

Legend

Student ID:

Task Progress 0 2 12

- \* Introduction
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Stay on Track: Accept Admission

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Exit

Accept Admission

ID  
 Congratulations! Sonoma State University is pleased to offer you admission for the term listed below. Your offer of admission is contingent upon verification of official documents including transcripts and test scores. Sonoma State reserves the right to rescind this offer of admission if it is determined after final verification that you no longer meet admission eligibility. To accept this offer of admission click on the ACCEPT/DECLINE link.

If you did not navigate to this page through your Stay on Track Guide, please click on Home and then the To-Do List in your Student Applicant Center. Select the Stay on Track Accept Admission item. The activity guide is designed to assist and inform you of important dates and deadlines as you make your plans to attend Sonoma State.

Academic Institution	Term	Academic Career	Program	Major	Application Number	ACCEPT/DECLINE
Sonoma State University	Summer 2017	Undergraduate	Undergrad Extended Education	Early Start Prog - Destination	00310235	<a href="#">ACCEPT/DECLINE</a>

## Step 8: Read this information carefully. Click on Pay Deposit when you are ready to proceed.

Student Task WorkCenter

Stay on Track: Activity Guide

Student ID: [ ]

Task Progress: 0 2 12

- Introduction
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Stay on Track: Accept Admission

Accept Admission

ID:

Institution	Sonoma State University	Career	Undergraduate
Admit Term	Spring 2021	Program	Undergrad
Application Number			

If you did not navigate to this page through your Stay on Track Guide, please click on Home and then the To-Do List in your Student Applicant Center. Select the Stay on Track Accept Admission item. The activity guide is designed to assist and inform you of important dates and deadlines as you make your plans to attend Sonoma State.

STEP 1. Click on the "PAY DEPOSIT" button to accept your admission by selecting your package option specific to your class level and term of admissions and paying the required fees.  
\*\* Please make sure to select the package option that corresponds to your admit term.

STEP 2. A new window will open, be sure to have any pop-up blockers disabled. Leave this screen open as you will have to return to it after you submit your payment.

STEP 3. After you finish selecting your package option and successfully checked out you will then be prompted to accept your admission. (you might experience a slight delay).

STEP 4. After your admissions is accepted you will be prompted to sign up for your orientation session.

\*\* Orientation is only available for first-time first-year student and transfer students.

STEP 5. If you choose to decline this offer please click the "I DECLINE ADMISSION" button.

**Pay Deposit**

I Accept Admission I Decline Admission

Previous

**IMPORTANT: If you Decline Admission, this action is final and you will no longer have the option to accept your admission.**

## Step 9: Begin the deposit payment process. Please read the notification.

**Sonoma State University**

### Overview

**Summary**

Your account does not currently have any outstanding charges.

**Available items**

**Notifications**

**Helpful Links:**

- [Stay on Track](#)
- [How to Make a Payment](#)
- [Payment FAQ](#)
- [Housing Rate Schedule](#)
- [Student Charges/Fees](#)
- [Culinary Services](#)
- [Academic Calendar](#)

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after fees are initially charged or initial fee payments are made, to increase or modify any listed fees. All listed fees, other than mandatory systemwide fees, are subject to change without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees, the Chancellor, or the Presidents, as appropriate. Changes in mandatory systemwide fees will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66028 - 66028.6 of the

Select the appropriate category.

**Make a Payment**

### Available items

Newly Admitted Students

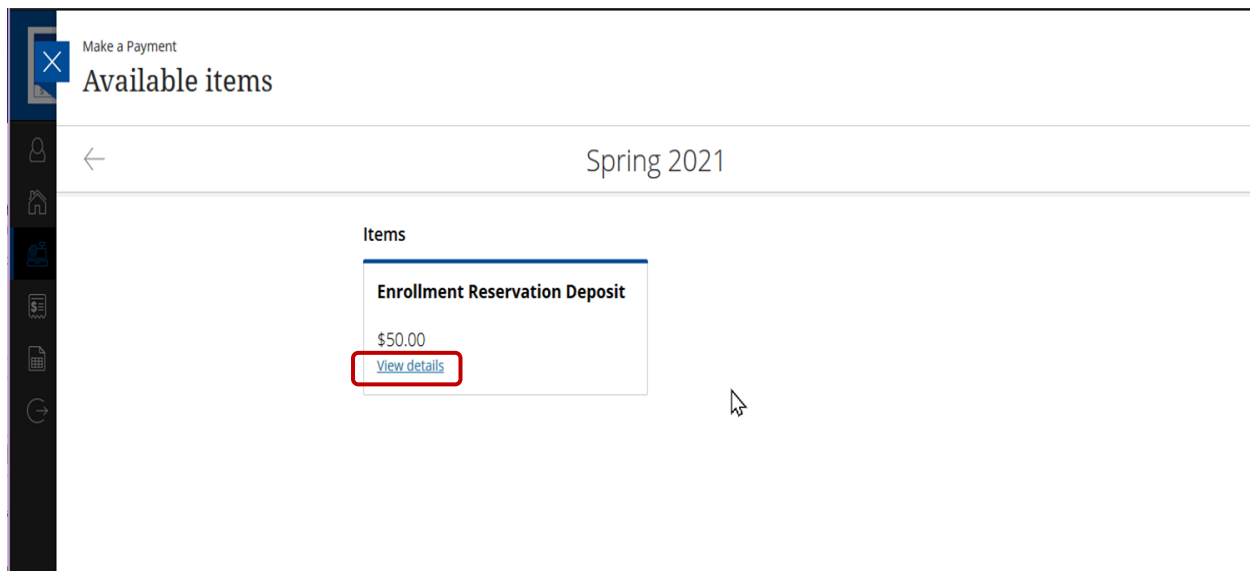
Fall 2020 and Spring 2021

**Categories**

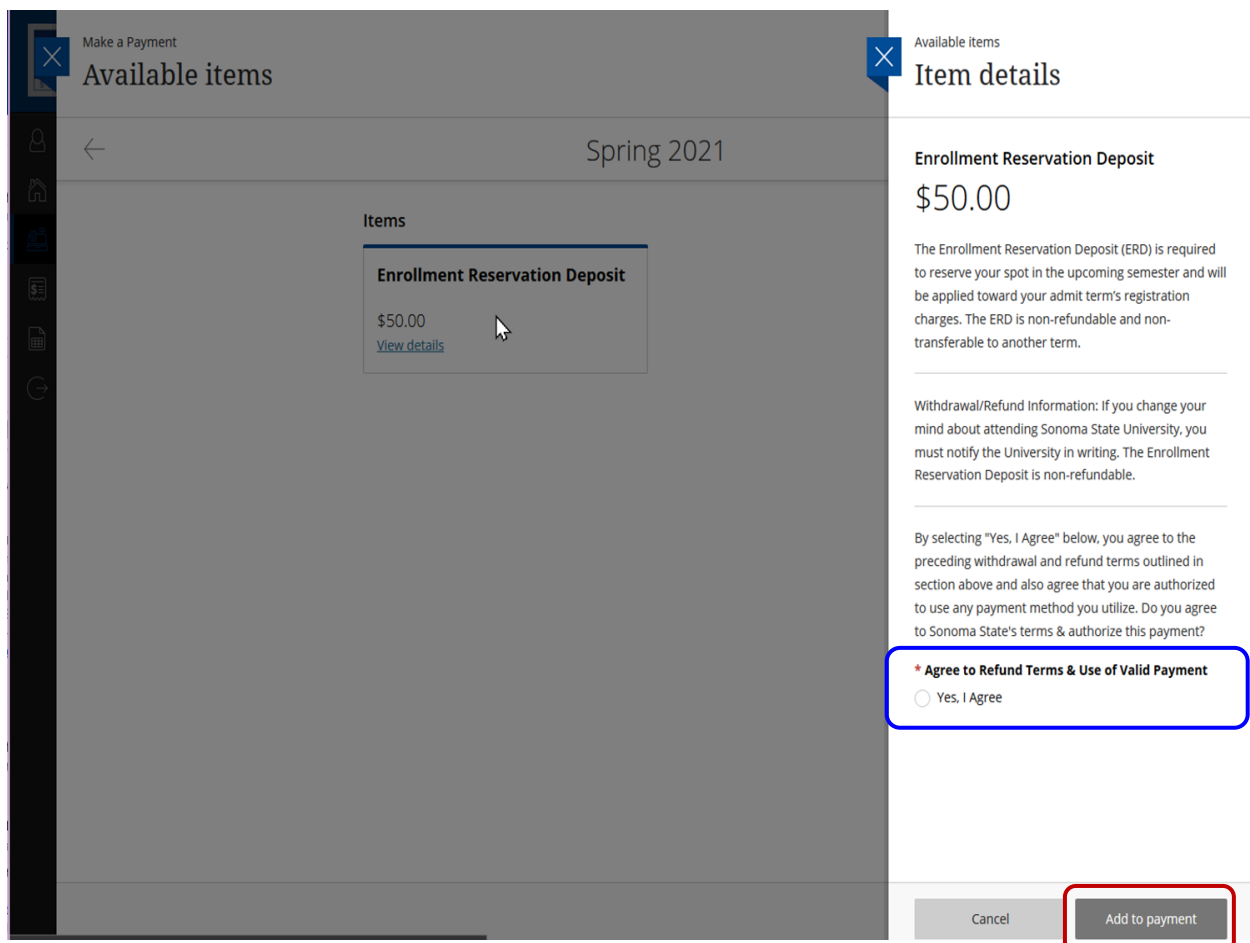
- Fall 2020**  
[View category](#)
- Spring 2021**  
[View category](#)



## Step 10a: Select View details and read the Item details.



## Step 10b: You will be asked to agree to the Refund Terms and Use of Valid Payment before you can select "Add to payment".



# Step 11: Enter your payment information then click the continue button.

**SONOMA STATE UNIVERSITY**

## Make a Payment

Pay amount

Payment method

How would you like to pay?

Payment amount  
\$50

\* Payment method  
New credit or debit card

AMERICAN EXPRESS DISCOVER JCB MasterCard VISA

Enter credit card information

\* Card number

\* Expiration date

\* Security code ⓘ

\* Zip/Postal code

☐ Save card for future use

Secure encrypted payment

Cancel Continue

Note the service charge information. Then click the continue button.

**SONOMA STATE UNIVERSITY**

## Service charge

\$1.38


This site is owned and operated by Transact Campus, Inc. If you choose to make a payment with a credit or debit card using Transact Campus SmartPay, you will be charged a service charge of **\$1.38**, so your total amount is \$51.38. This charge is assessed by Transact Campus, Inc. Service charges are included in your transaction and are paid directly to Transact Campus, Inc. Service charges are non-refundable.

☒ I acknowledge that I have read and accept the [terms and conditions](#) of the Transact Campus, Inc. user agreement and I understand that my transaction includes a non-refundable service charge of **\$1.38** for the use of Transact Campus SmartPay.







Continue



## Step 12: Complete the payment process.



### Make a Payment



Payment method

Review

Last step! Let's make sure we have your correct information.

\* Email address

Your receipt will be emailed to the address you enter here.

#### Summary

[Change](#)


Enrollment Reservation Deposit	\$50.00
Agree to Refund Terms & Use of Valid Payment: Yes, I Agree	
Service charge	\$1.38
<b>Total</b>	<b>\$51.38</b>

#### Payment details

[Change](#)


Card number	VISA
Expiration date	
Zip/Postal code	

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.







 Secure encrypted payment


Cancel

Pay \$51.38



### Make a Payment





## \$51.38

Thank you for your payment

You have a remaining balance of \$0

The payment receipt #884582 was sent to:  
pettiti@sonoma.edu

Go to overview

# Step 13:

Click on the Confirm Acceptance button then continue to complete all of the remaining tasks on your activity guide.

Navigation: Favorites ▾ Main Menu ▾ > Accept Admission

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Student Task WorkCenter

Stay on Track: Activity Guide

Student ID: \_\_\_\_\_ Legend

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Stay on Track: Accept Admission

Accept Admission

Institution	Sonoma State University	Career	Undergraduate
Admit Term	Spring 2021	Program	Undergrad
Application Number			

**Confirm Acceptance**

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