

# A GUIDE TO PAYING COLLEGE MUSIC FEES ONLINE

The following guide helps you make payment for Music tuition fees using the College Community Portal (the “**Portal**”).

## Accessing the Portal

The Portal can be accessed using a Chrome browser via <https://mcsynportal.marcellin.vic.edu.au/>

## Logging on To the Portal and Choosing Your Payment Preferences

Once you have navigated to the Portal, you will be prompted to type in your username and password.

**New families** will have received their username/s and password/s via an email from the College Registrar.

**Existing families** have already been issued with passwords and may even have changed them since receiving them.

## Portal Menu Options

Once logged into the Portal, you will see a menu at the top of the screen.



Click on the Finance tab.

The Finance tab contains all the functions you need to peruse your transaction history, read tax invoices and statements, enter credit card and bank account details and to nominate your tuition fee payment preferences.

## Making a Music Fee Payment

- Make sure you have clicked on the Music ledger and not the Fees Ledger (this should be a drop down to change a ledger)
- Once you have clicked on the Music Ledger , it will display the total owing amount.
- Click on ‘Make a Payment’
- Click on ‘Next’
- You will be required enter credit card details
- Click on Pay Now

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