

How to Make a Partial Payment in Buff Advisor

Last updated Aug. 13, 2013

1) Access the main website for West Texas A&M University. Open Mozilla Firefox or Microsoft Internet Explorer and go to www.wtamu.edu. Firefox is the preferred browser. See snapshot below of www.wtamu.edu. The images or content may be different due to updating of the site.

2) Click on the “My Buff Portal” button found on the right pane of the website.

The image is a screenshot of a web browser displaying the West Texas A&M University homepage. A green box with the number '1' is positioned over the browser's address bar, which contains the URL 'www.wtamu.edu'. The website header features the university's logo and name, a search bar, and a 'GO' button. Below the header is a large banner with the text 'APPLY NOW' and a background image of a building. A navigation menu is located below the banner, with the 'GIVING' link circled in green. A green arrow points from a box containing the text '2. Click Here' to the 'MY BUFF PORTAL' button, which is also circled in green. Below the navigation menu, there are several promotional tiles, including one for 'LATE REGISTRATION', one for 'NAMED A BEST COLLEGE IN THE WEST' from 'The Princeton Review', and one for the 'SCHOOL OF ENGINEERING'.

3) Enter your login credentials as shown below. Your login will be your first and last name initials followed by your Buff Gold Card number (with no leading zeros).

3


WTAMU Login

WTAMU User Name:
ts989102

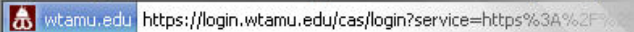
Password:
.....

Warn me before logging me into other sites.

[Forgot Password](#)
[Change Password](#)

 **West Texas A&M**
UNIVERSITY™ **Sign In**

Please Remember

- ▶ Never share your WTAMU passwords with anyone via email, including us! [More about phishing...](#)
- ▶ Always verify that the address bar appears as below before you login.

- ▶ For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!
- ▶ If you are experiencing difficulties please contact the ITSC at (806) 651-4357

NOTE: If you have an issue logging into the My Buff Portal, contact the Information Technology Service Center (ITSC) at 806-651-4357. The ITSC is also known as the Help Desk. You're also welcome to contact the Help Desk by email at itsc@wtamu.edu.

4) Once you successfully log in, **click on the “Buff Advisor” button** found at the top of the My Buff Portal page, as shown below. The Buff Advisor icon resembles a compass.

MyBuff Portal - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://mybuff.wtamu.edu

MyBuff Portal

MY BUFF

WTClass Buff Advisor Student Email CORE Software NBC Learn Buff Gold Card Library WTAMU Home Sign Out

Hi, test [bookmarks](#)

Announcements

Campus

Fall 2013 Classes Begin August 26

Fall 2013 classes begin on Monday, August 26. The last day to make any schedule changes or to enroll for Fall 2013 classes is Thursday, August 29.

[Fall 2013 Registration Continues Until August 29](#)

5) Within the Buff Advisor webpage as shown below, the first name of the student will display as "Welcome" plus his/her name.

Click on the **Students** button to access the Student web forms.

WebAdvisor Main Menu - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://sis.wtamu.edu/WebAdvisor/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=4472872493&SSO=CAS

WebAdvisor Main Menu

Buff Advisor

LOG OUT MAIN MENU WT HO

Welcome to West Texas A&M University

NEW Parent Access to Buff Advisor Info

- [Student Instructions for Granting a Parent/Guardian/Other Access to Your Information](#)

WAITLISTING INFORMATION

- [Q&A Using the Waitlist Feature](#)
- [Waitlisting in Buff Advisor - Student View](#)
- [Waitlisting in Buff Advisor - Faculty View](#)

ALL students need to login to their courses on WTCClass the first class day. If you have difficulty, please call the HELP Desk at (806)651-4357.

- [University Calendar](#)
- [Yearly Academic Calendars and One Page Key Dates for Each Semester](#)
- [Two Year Course Rotation](#)

You can use "Search for Classes" under Prospective Students to see courses being offered each semester. See Key Dates for more details on dates for each semester. Course offerings for Spring and Fall are currently available. Priority registration is open. New Freshmen must attend New Student Orientation in order to register. See Admissions for more information.

REGISTRATION AND CLASS INFORMATION

- [Registration and Class Information - 2013 May Intersession, Summer and Fall](#)

Welcome Test!

5

Students

Continuing Education

6) In the Student web forms as shown below, under the Financial Information Section, **click on “View Account and Make Payments”** form to access billing information. When you click, a separate web page will open for this particular form.

WebAdvisor for Students - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://sis.wtamu.edu/WebAdvisor/WebAdvisor?TOKENIDX=4472872493&type=M&constituency=WBST&pid=CORE-W

WebAdvisor for Students

Buff Advisor LOG OUT MAIN MENU

REGISTRATION AND CLASS INFORMATION

- Registration and Class Information - 2013May Intersession, Summer and Fall

CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU

The following links may display confidential information.

Financial Information

- 6** [View Account and Make Payments](#)
- [View My 1098-T Forms](#)
- [Bank Information \(U.S.\)](#)
- [Bank Information \(Canadian\)](#)
- [Payment by Check](#)

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7) A summary bill screen will display as shown below. **Click on the "Expand All" button** to view the columns labeled as 'Item', 'Payment Group', 'Due Date', Amount Due' and 'Amount to Pay'.

(You can also expand the semester summary line by clicking the gray arrow on the left of each line.)

If you have multiple semester lines, make sure to expand all of them and check the 'Select' box for applicable terms you plan to pay.

The screenshot shows the West Texas A&M Student Finance portal. At the top left is the university logo. On the right, there are links for 'Test', 'Sign out', 'Help', and 'Notifications'. Below the logo is a 'Student Finance' tab with sub-tabs for 'Make A Payment' and 'Account Activity'. The main heading is 'Make your Payment below'. A yellow alert box states: 'Alert: If you have no balance, click on the Account Activity tab to see all of your activity at WTAMU.' Below this, the 'Total Payment: \$10,210.86' is displayed next to a 'Choose a Payment Method' dropdown and a 'Proceed to Payment' button. A green box with the number '7' is positioned to the left of the 'Expand All' button, which is circled in green. To the right of the 'Expand All' button is a 'Please Note: Amounts Due may include credit amounts.' Below this is a table of semester payments:

▶ 2013 Spring Semester	\$10.86
▶ 2013 Fall Semester	\$10,200.00
▶ 2014 Spring Semester	\$10,200.00

Total Amount Due: \$20,410.86

[Top of page](#)

8) Below is an example of all the summary terms **expanded** to reveal more columns for each semester.

The screenshot shows a web browser window with the URL <https://sss.wtamu.edu/Student/Finance/Payments>. The page title is "Student Finance" and it includes tabs for "WebAdvisor for Students" and "Student Self-Service". Navigation buttons for "Make A Payment" and "Account Activity" are visible. A dark red banner at the top says "Make your Payment below".

A yellow alert box contains the text: "Alert: If you have no balance, click on the Account Activity tab to see all of your activity at WTAMU." Below this, the total payment is shown as "Total Payment: \$10,210.86" with a "Choose a Payment Method" dropdown and a "Proceed to Payment" button.

A "Collapse All" button is on the left, and a "Please Note: Amounts Due may include credit amounts." is on the right. The main content is divided into three sections, each with a table of charges:

- 2013 Spring Semester** (Total: \$10.86):

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	Student Rec-Fund 10	PBW	5/14/2013 (Overdue)	\$10.86	\$ 10.86
- 2013 Fall Semester** (Total: \$10,200.00):

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	Student Rec-Fund 10	PBW	8/12/2013 (Overdue)	\$10,200.00	\$ 10200.00
- 2014 Spring Semester** (Total: \$10,200.00):

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input type="checkbox"/>	Student Rec-Fund 10	PBW	5/13/2014	\$10,200.00	\$

A green callout box on the left side of the page contains the text "Expanded Summary of Charges" with a line pointing to the expanded tables. At the bottom right, the "Total Amount Due: \$20,410.86" is displayed.

9) If you have multiple semester lines, make sure to expand all of them and

- a. Select the semesters you plan to pay by checking the box below it.
- b. Enter the partial amount to pay for each Semester you checked the box for
- c. Select your method of payment. (The example below shows a payment of \$500 with MasterCard.)
- d. Click on the "Proceed to Payment" button to continue the transaction.

The screenshot shows the 'Student Finance' 'Make A Payment' interface. At the top, there is a navigation bar with 'Make A Payment' and 'Account Activity' tabs. Below this is a header section with 'Make your Payment below'. A yellow alert box states: 'Alert: If you have no balance, click on the Account Activity tab to see all of your activity at WTAMU.' The main content area shows a 'Total Payment: \$500.00' and a dropdown menu set to 'Master Card'. A 'Proceed to Payment' button is visible. Below this is a 'Please Note: Amounts Due may include credit amounts.' section. The main table displays three semester lines:

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
2013 Spring Semester \$10.86					
<input type="checkbox"/>	Student Rec-Fund 10	PBW	5/14/2013 (Overdue)	\$10.86	\$ <input type="text"/>
2013 Fall Semester \$10,200.00					
<input checked="" type="checkbox"/>	Student Rec-Fund 10	PBW	8/12/2013 (Overdue)	\$10,200.00	\$ <input type="text" value="500.00"/>
2014 Spring Semester \$10,200.00					
<input type="checkbox"/>	Student Rec-Fund 10	PBW	5/13/2014	\$10,200.00	\$ <input type="text"/>

Annotations on the screenshot:

- 9a.** Points to the 'Select' checkbox for the 2013 Fall Semester line.
- 9b.** Points to the 'Amount to Pay' input field for the 2013 Fall Semester line, which contains '500.00'.
- 9c.** Points to the 'Master Card' dropdown menu.
- 9d.** Points to the 'Proceed to Payment' button.

10) Below is a summary of the transaction to make sure that is what is intended. If so, **click on the “Pay Now” button.**

https://sss.wtamu.edu/Student/Finance

WebAdvisor for Students | Make a Payment - Student Self-Service

West Texas A&M UNIVERSITY™

Student Finance

Make A Payment | Account Activity

Make a Payment

Review Payment Selection

Item	Amount
Student Rec-Fund 10	\$500.00
Total Payment Amount	\$500.00

Payment Method: Master Card

Pay Now

10

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11) Below is a snapshot of the next step. Enter the necessary credit card information to finalize the transaction.

The screenshot shows a web browser window with the URL <https://payflowlink.paypal.com>. The page title is "West Texas A&M University". The main content area is titled "Pay with credit or debit card" and contains the following fields:

- Card Number:
- Expiration Date: mm / yy
- CSC (optional): [What is this ?](#)
- Billing Address:
 - First name (optional):
 - Last name (optional):
 - Country (optional):
 - Billing address (optional):
 - City (optional):
 - State (optional):
 - ZIP (optional):
 - Phone Number (optional):
 - Email Address (optional):

On the right side, there is an "Order summary" box showing "Total (USD): 500.00".

Note: If you have an issue with finalizing the payment, please contact the Information Technology Service Center (the Help Desk) at 806-651-4357. ITSC personnel will open a work order for Information Services to assist you.

Also, if you are using a **Bank Debit card**, sometimes banks have limitations with a maximum daily amount or maximum transaction amount. So, if you are using a debit and are unable to complete the transaction, please check with your bank to see if you have a maximum limit that is blocking your payment.