Submitting your housing damage deposit online

Once you have submitted a housing application, the next step is to pay your $200 damage deposit. You are welcome to mail a check to the College or pay in-person (cash or check only) at the Business Office. This document walks you through how to pay your deposit online, via your MyCCInfo account. If you have any specific questions, please contact us at 307-268-2394 or by emailing mschafer@caspercollege.edu.

1. **Visit http://caspercollege.edu.** On the College's website, you will see a button at the top right of the page titled "Login." Click this button.

2. **Log into myCCInfo.** The page that displays has three blue buttons for different software systems you can log into ("goCC," "myCCinfo," and "ClassLink"). Click "myCCinfo," which is the option in the middle of the image below. Your username and password are the same as your log-in for all other Casper College software systems (like eRezLife, Moodle, etc.). For most students, their username is "firstname.lastname" (ex. "terra.hess"). If you're having trouble logging in or need your password reset, you can call the Casper College IT Help Desk at 307-268-3648.

Are you... considering Casper College?

goCC

goCC is your online portal for managing your application to Casper College and event registrations, including daily tours.

goCC >

Are you... a new student?

Reset your temporary password

1. Use the username and temporary password that were emailed to you.
2. Log in to myCCinfo.
3. Reset your password to something you can remember.

Can't find your temp password? Contact the **Help Desk** to get a new one.

myCCinfo >

Are you... a current student or employee?

Classlink Personal Cloud Desktop

ClassLink is your portal to Casper College apps such as Moodle4Me, myCCinfo, student and employee email, and more.

ClassLink >

3. **Click on the following options.** Once you successfully log in, you will see a home screen that looks similar to the image below. To get to the payment section of the website, perform the following clicks:
   a. Click on the "hamburger stack" icon (3 horizontal bars) at the top left of the page
   b. Select "Financial Information"
   c. Select "Student Payments/Payment Plans/Student Refunds"
   d. Click the gray "Proceed to Processor" button. This will open up a new tab.

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myCCinfo | Casper College

Hello, Welcome to myCCinfo!
Choose a category to get started.

Student Finance
Here you can view your latest statement and make a payment online.

Course Catalog
Here you can view and search the course catalog.

4. **Review the online payment system.** The tab that opens in a new window is the Nelnet software, which we use for payments, refunds, and payment plans. It is important for you to be familiar with this software system as a student, as you will use it every term to pay your College bill. We encourage you to spend some time navigating this website. On here you can set up a payment plan (which are required before you can move into the Residence Hall, unless you have a scholarship covering the full cost of your room and board), set up a direct deposit account for refunds (meaning any money from the College goes directly into your bank account instead of waiting for a check to be mailed), and configure your notifications. You can also add an authorized party who can make payments on your account (i.e. parent, significant other, etc.).

Casper College   Nelnet CAMPUS COMMERCE   (es) Español   (i) Customer Service

Home   My Profile   Financial Accounts   🔔1   🔒 Signed in as Michael   ▶

Hello Michael

Payment Activity   View Details
Michael Peacock ID: 0344026

Current Balance
$0.00 Transaction Details

Make a Payment

Refunds
Michael Peacock ID: 0344026

Manage Refunds

Michael Peacock

✉ corey.peacock@caspercollege.edu

📱 Register to receive text services on your mobile phone.

👥 Want to allow a friend or family member to pay toward your balance?
Add an Authorized Party.

Casper College | Student Life

5. **Enter payment information.** From the home screen, click the green "Make a Payment" button. Then, a drop-down menu will appear, asking you which account you would like to pay. From this drop-down menu, select "Housing Damage Deposit." Once this is selected, you will see a screen similar to what is displayed below. Choose the appropriate term (for 2022-2023 housing applications, the correct term would be "Fall 2022") and enter the amount $200 in the payment amount box. Then, click the green "Next - Payment Method" button.

Make A Payment
Michael Peacock ID: 0344026

1 Select A Payment   **2** Payment Method   **3** Receipt

Which account(s) would you like to pay?

Housing Damage Deposit ▾

Please pay your $200.00 deposit payment below.

Want to designate another payer?

Enter Amounts to Pay

ACCOUNT	TERM	PAYMENT AMOUNT
Housing Damage Deposit	Fall 2021	$ Enter Amount
Housing Damage Deposit	Summer 2021	$ Enter Amount
Housing Damage Deposit	Spring 2021	$ Enter Amount
Housing Damage Deposit	Fall 2020	$ Enter Amount

PAYMENT AMOUNT **$0.00**

Cancel   **Next - Payment Method**

6. **Make your payment.** On the screen, enter information about how you wish to pay your deposit. You can do this via a bank account, or via a credit/debit card. When you have finished entering your information, click "Save & Continue."

7. **Save your receipt.** After completing your payment, the system will give you a receipt. We recommend saving this receipt for your records. You're all done!

Remember, if you have any specific questions, please do not hesitate to contact us. We are happy to help you in any way we can!
Casper College Student Life; 307-268-2394; Email: mschafer@caspercollege.edu