

To Enroll in an Installment Plan

1. Go to my.UTTyler.edu in a web browser
2. Enter your Patriot username and password (same as your student email)
3. Go to the Student Financials tile
4. Select Manage My Finances on the left side of the page.
 - a. Note: You may need to click this a second time if it does not load correctly.
5. In the new pagelet, go to Payment Plans in the top menu
6. Go to Enroll Now
7. Select the Term you wish to enroll into an Installment Plan and then go to Select
8. If more than one payment plan is available, select the payment plan you want and go to Continue
9. Go to Display Schedule and review the schedule
10. At the bottom of the screen answer yes or no to the question if you would like to set up payments to be made automatically on the dates shown above and go to Continue
11. Select either Electronic Check or Credit/Debit Card
12. Enter either your personal checking or saving account information or your credit/debit card information
13. Go to Continue
14. Read your Promissory Note, check the box next to I Agree and go to Continue
15. Review your Payment Receipt screen
16. Go to Logout in the top right-hand corner and close your browser
17. A receipt will be emailed to you