

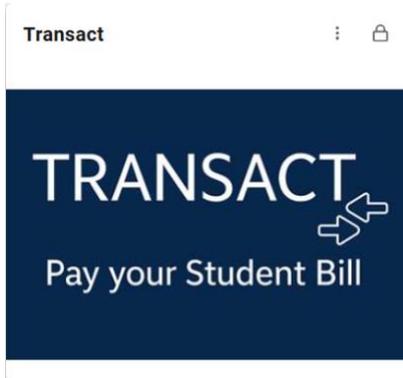
# Student Guide: Using Transact for Tuition Payments

Transact is Carl Sandburg College's secure online payment system for managing tuition payments, payment plans, and authorized payers. This guide will walk you through how to access Transact, make payments, enroll in a payment plan, and add someone else to your account.

**Tuition for the Summer 2026 term is due by May 5, 2026 and Tuition for Fall 2026 term is due by August 11, 2026**

## How to Access Transact

1. Log in to MySandburg.
2. Click on the TRANSACT Tile to open the payment portal. (Below is a photo of the tile)



3. Login to your Microsoft account. (Use your student.sandburg email)

## Student Profile View

**SANDBURG** Overview 🔔

My Account **Jane Doe** Carl Sandburg College Balance \$1,131

Overview JD

Activity Details

Payment Plans

Make a Payment

Transactions

Tax Forms

Help

Sign Out

### Summary

(Fall 2025)	\$1,131.00
<b>Balance</b>	<b>\$1,131.00</b>

[View activity details](#)

### Payment plans

[View](#)

**Need to enroll in a payment plan?**  
Enrolling in a payment plan takes just a few minutes and can help you spread out payments on your education expenses.

[Make a payment](#)

## How to Make a Payment

1. Log in to MySandburg.
2. Click on the TRANSACT tile. It will bring you to your profile.
3. Click “Make a Payment.”



4. Choose your payment method:
  - ACH (electronic check) (no fee)
  - Debit or credit card (a service fee will apply)
  - Apple Pay (a service fee will apply)
5. Follow the prompts to complete your payment.

## How to Enroll in a Payment Plan

1. Log in to MySandburg.
2. Click on the TRANSACT tile. It will bring you to your profile.
3. Click “Payment Plan.”



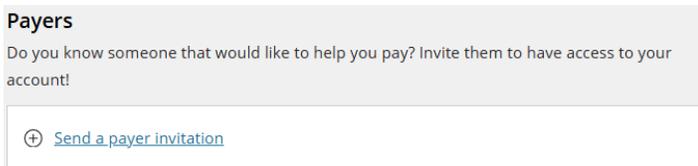
4. Choose from available plans (**a \$37.00 non-refundable enrollment fee applies**).
5. Select your payment method and complete enrollment.
6. An additional **\$30.00 fee** will apply for **NSF (non-sufficient funds)** payments

## How to Add an Authorized Payer

1. Log in to MySandburg and access TRANSACT.
2. In the Transact portal, go to “My Account”



3. Under “Payers” click, “Send a payer invitation”



4. Enter the payer’s name and email address.
5. The authorized payer will receive an email with instructions to set up their account and make payments on your behalf.

Note: Authorized payers can view your balance and make payments, but they cannot access your full student account. They do not have to complete the multifactor authentication process with their separate login.