Securing Your Seat at LIU
How-to Instruction Guide for Online Tuition Deposits
Activate your MyLIU Account

To take advantage of LIU’s online portal, you must create a MyLIU account. Go online at my.liu.edu and click the “Activate My Account” button at the top right of the screen. Students only need to activate their MyLIU account once.

Please skip to page 5 if you have already activated.

If you have any questions or experience issues with creating your account, please feel free to contact the Center For Student Information (CSI) at http://csi.liu.edu/Support. Additional Tutorials and User Guides can be viewed at: csi.liu.edu/MyLIU/

Physical CSI Locations:
LIU Brooklyn CSI - Library Learning Center, Room 301, 9AM-5PM, M-F
LIU Post CSI - Hillwood Commons, 9AM-6PM, M-TH, 9AM-5PM F
Activate your MyLIU Account

You will need to enter your social security number or student ID number, your date of birth, and the displayed security code to activate your MyLIU account.

Activate My Account

All Long Island University students are provided with a My LIU account and an e-mail address. A single username and password allows you access to both of these accounts. To activate your account for the first time, use the form below.

Enter your LIUID (your student ID) or your Social Security Number (SSN) and your birthday in the MMDDYYYY (Month + Day + Year) format. Then, click the Activate My Account button. This activates your account and confirms your username and password, providing access to both My LIU and to your My LIU e-mail.

For example: If your LIUID is 123456789 or your SSN is 123-45-6789 and your birthday is 03/25/1979 (March 25th, 1979), please type in:

- 123456789
- 03251979

Please be sure to remove dashes, slashes and spaces.

Social Security Number or Student ID:

Date of Birth (MMDDYYYY format):

Enter the code shown:

Activate My Account  Cancel
Activate your MyLIU Account

You have now been assigned a MyLIU user name and email address. Congratulations! Now enter a password and then confirm it for security purposes. Once your password is confirmed, click “Go back to my.liu.edu” to begin the online Tuition Deposit process.

Your UserID and UserName is \texttt{firstname.lastname}; your student email account is \texttt{firstname.lastname@my.liu.edu}. If your name has already been taken by another student, a number will be assigned after your last name.

![Set New Password](image-url)

- User Name: \texttt{firstname.lastname}
- Email Address: \texttt{firstname.lastname@my.liu.edu}
- New Password: \_\_\_\_\_\_
- Confirm New Password: \_\_\_\_\_\_
Your MyLIU Account

Your MyLIU account main landing page contains a variety of Self Service options that appear in menu form on the left and as key icons on the right. You can visit the Center for Student Information at csi.liu.edu for additional guidance. Be sure to click on the “Mail” icon often to keep up to date with important emails sent to you by the University.

Click here to access your MyLIU Email

Click here to make your Tuition Deposit online
MyLIU Payment Gateway

The MyLIU Payment Gateway is the place where you securely make credit card or check payments for deposits and charges billed to you. If a family member, guardian, or other individual will be making payments on your behalf, you can set them up as an Authorized User. These individuals will not have access to your MyLIU account - they are only able to make payments on your behalf. You can add or delete authorized users at any time.

Authorized Users are required to enter their email address and password.

To log into the MyLIU Payment Gateway, simply enter your MyLIU user ID and password.
Making Your Tuition Deposit Online

To make your Tuition Deposit online, select the “eDeposit” item from the top menu bar. If you want to set up an Authorized User to make a Tuition Deposit on your behalf, select the “Authorized Users” item under the My Account menu bar.

Click here to make a deposit

Click here to add, delete or manage your Authorized Users
Setting Up An Authorized User (Optional)

If someone else is going to make a Tuition Deposit on your behalf, enter their email address in the field shown above. You have the option to hide payment history from each Authorized User you create. Once again, this individual will not have access to your MyLIU account – they can only log into the Payment Gateway. Click continue when you have completed the selections.
Setting Up An Authorized User (Optional)

To add an Authorized User, you must agree to the terms and conditions displayed on the page below. You can print a copy of this agreement for your records. Click “Continue” to add the Authorized User. An email will be sent to your Authorized User at the email you entered with specific login instructions.

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**Agreement to Add Authorized User**

I hereby authorize Long Island University to grant partial access to my accounts, including ability to view my payment history and/or make payments accordingly. My payment methods, billing statements, and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated Wednesday, July 10, 2012.

For fraud detection purposes, your internet address has been logged:

167.206.223.210 at 7/10/12 1:50:00 PM CDT

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

Please check the box below to agree to the terms and continue.

- [ ] I Agree

[Print Agreement] [Continue] [Cancel]
Setting Up An Authorized User (Optional)

From this page, you can manage your Authorized Users, change email addresses, add or delete individuals, etc.
Making Your Tuition Deposit Online

For a student or authorized user to make a Tuition Deposit online, select the term you are making a Tuition Deposit for (e.g., Fall 2012) and then select the “LIU Tuition E-Deposit” item below. The Tuition Deposit amount will appear with the term below. Click “Continue” to make a check or credit card payment online.

Select Term Here

Select Your Deposit Type Here
Making Your Tuition Deposit Online

To process your Tuition Deposit, select your payment method. LIU accepts electronic checks and all major credit cards.
Making Your Tuition Deposit Online

To make a secure electronic check payment online, you will need your bank routing number and account number, along with your billing information. For assistance with finding the routing number, click “view example.” Click “Save this Payment for Future Use” and provide a description if you plan to use this payment method again. Remember, if someone else is paying your deposit on your behalf, you can set them up as an Authorized User – you do not have to store their payment information in your student profile.
Making Your Tuition Deposit Online

To make a secure credit card payment online, you will need to enter your credit card information, including the CVV (click “View Example” to find this on your card if necessary) and your billing information. Click “Save This Payment for Future Use” and provide a description if you plan to use this payment method again.
Making Your Tuition Deposit Online

To finalize your online payment via electronic check or credit card, review the transaction details and click “Submit Payment” to process the transaction. If paying by electronic check, you will need to check that you agree to the terms and conditions illustrated on the page below. If you need to change any of the information, select “Previous Step” and make the necessary adjustments.
Registering Online for Classes

Once your online Tuition Deposit is processed, the Admissions Office will finalize your record and the Registrar will matriculate your account for the upcoming term. This process generally takes 24-48 hours; you will receive confirmation in your MyLIU email account once this step is complete. Go to the Center for Student Information at csi.liu.edu for detailed instructions on using our Self Service features. Once matriculated, you can use many of the Self Service features available in your MyLIU account, including the ability to pay your tuition bill online.

Check here for notification that you can register online

Click here to register online