How to Make a Payment Online

1. Sign into MySouthwest at https://sw.my.vccs.edu and select SIS.

2. Click on My Student Information, then Finances.

3. Click on Make a Payment.

4. You will be redirected to Nelnet, and may be asked to login to MySouthwest again.

   • If you have never made a Nelnet account, it will prompt you to make one.

5. Once you access Nelnet, you will see your Dashboard and can view your current balance.

6. Click on Make a Payment.

   a. Select what you would like to pay - current charges or payment plan.

   b. If multiple terms are available, a drop-down list will allow the correct term to be selected.

   c. Check the box(es) to the left of the payment(s) that will be paid or type the amount in the Payment Amount column for the appropriate payment(s).

7. Select your Payment Method (choose from a stored account on file or enter a new payment source.)

8. Click Authorization. By clicking "Pay $ Now", the student is accepting the terms listed.

9. Once you click on Pay $ now, you will receive a receipt that can be printed at that moment. Or if the receipt is not printed at that time, the confirmation will appear in the student's notification center.

10. Students will receive a confirmation email after their payment is processed.

You may also call 276-964-7367 for assistance.