



## How to Set Up Your Student Portal (Make payments, access grades, attendance, etc.)

1. Go to <https://studentsupportal.com>
2. Request New UserID.

Student Supportal Login

Enter your User ID

Enter your PIN/Password

\*\*Note: Passwords are case sensitive

Log In

Forgot Password

Request New UserID

3. Enter your Social Security Number (no dashes), email address, and birthdate (mm/dd/yyyy).

**In order to proceed, the information you add in these fields must match exactly with what the school has on file!**

Student Supportal Request a User ID

123456789

youremail@gmail.com

Birth Date:  
01/01/1995

Next

Cancel

4. Enter a User ID (choose your own based on the specified requirements).

- Enter a PIN/Password (choose your own password based on the specified requirements).
- Confirm your PIN/Password.
- Click the drop-down menu where it reads “\*None” and choose a validation question.
- Enter your Validation Answer.

Student Supportal  
Request a User ID

Birth Date:

Enter a User ID

Enter a PIN/Password

Confirm your PIN/Password

\*None

Enter your Validation Answer

Passwords must be at least 8 characters and have at least one number

Create UserId

Cancel

You're now ready to log in! **Make sure to right down your User ID and PIN/Password and keep it in a safe place!**

## To Make a Payment

1. Click on the Menu tab located in the upper right on the page.

Logout The Travel Academy Menu

Welcome: [Redacted]

\* All information is accurate up to 24 hours ago. \*

Most recent school-wide message (others found under MESSAGES in the menu):

Message: \*No Message

Student Information:

Name:	[Redacted]
Billing Address:	(TEST PURPOSES ONLY)
Email:	[Redacted]
Start Date:	03/26/2018
Estimated Grad Date:	00/00/0000
Status:	Enrolled
Program:	Travel and Customer Relations
Account Balance:	.00
Current Program GPA:	.00

2. Click “make a payment” and follow the instructions.

