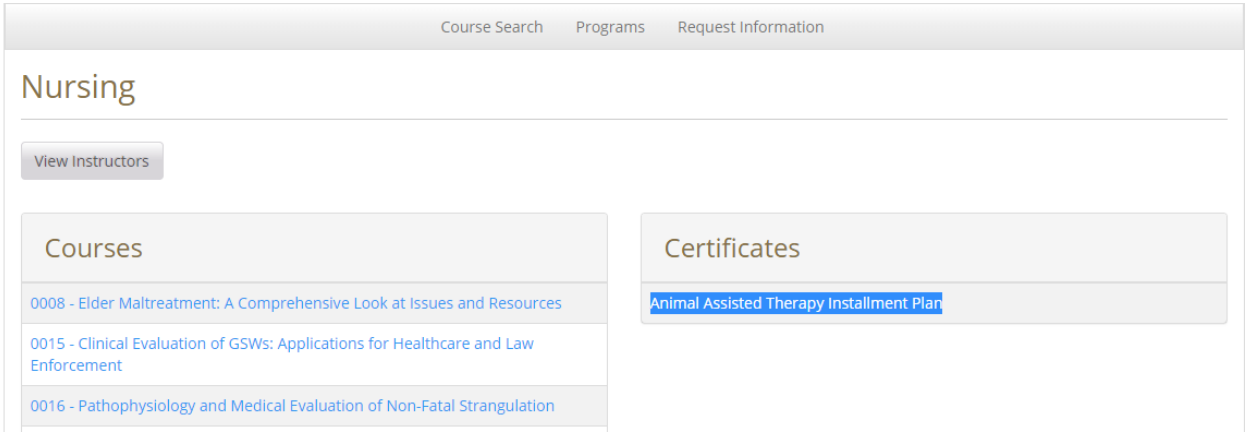
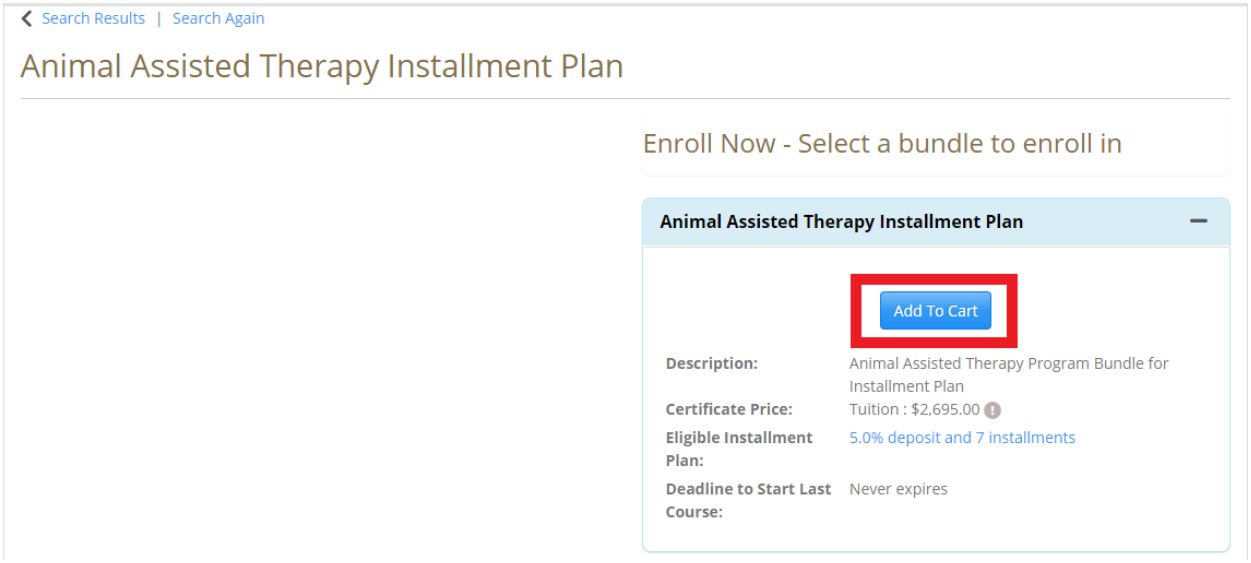
Enrolling in the Animal Assisted Therapy Installment Plan

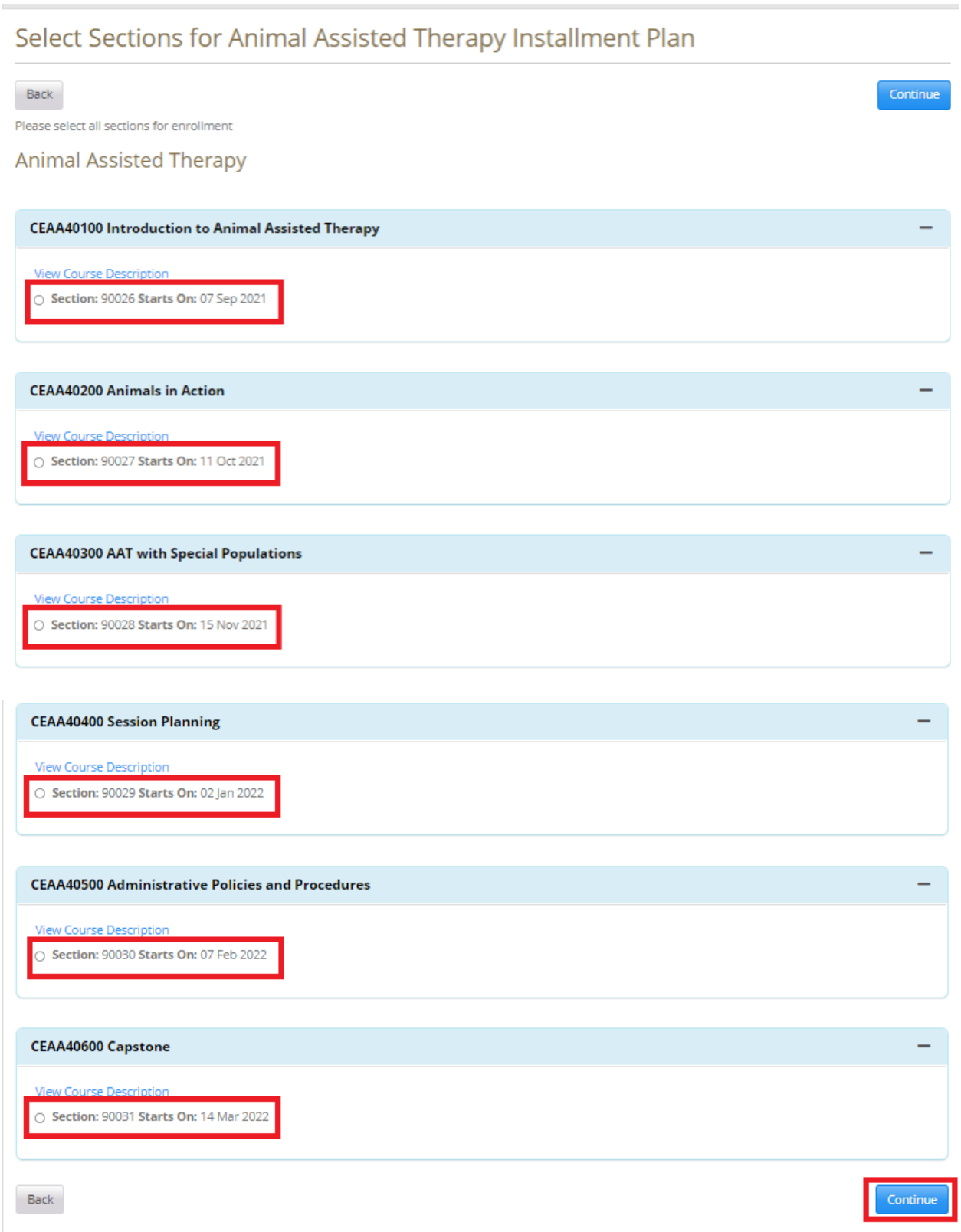
1. Go to pace.oakland.edu
2. Click on “Programs”
3. Click “Nursing”
4. Under “Certificates” click on “Animal Assisted Therapy Installment Plan”



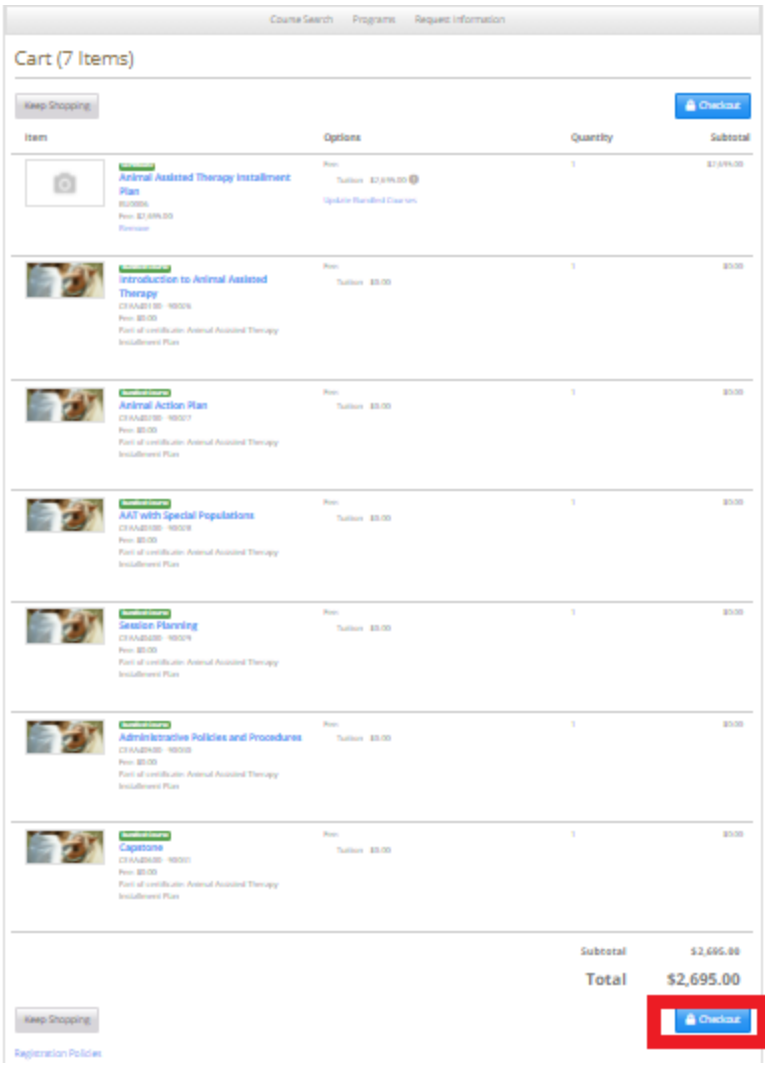
5. Click “Add to Cart”



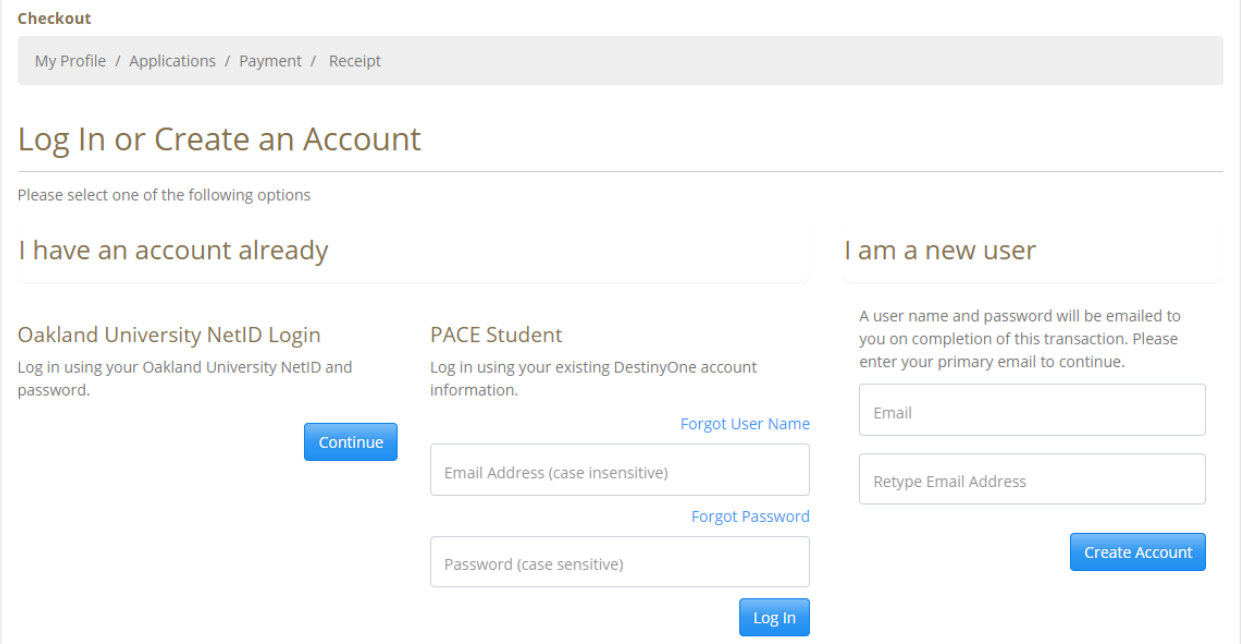
6. Select all course sections by clicking the button next to each course offering *Must Select all 6 courses to continue*



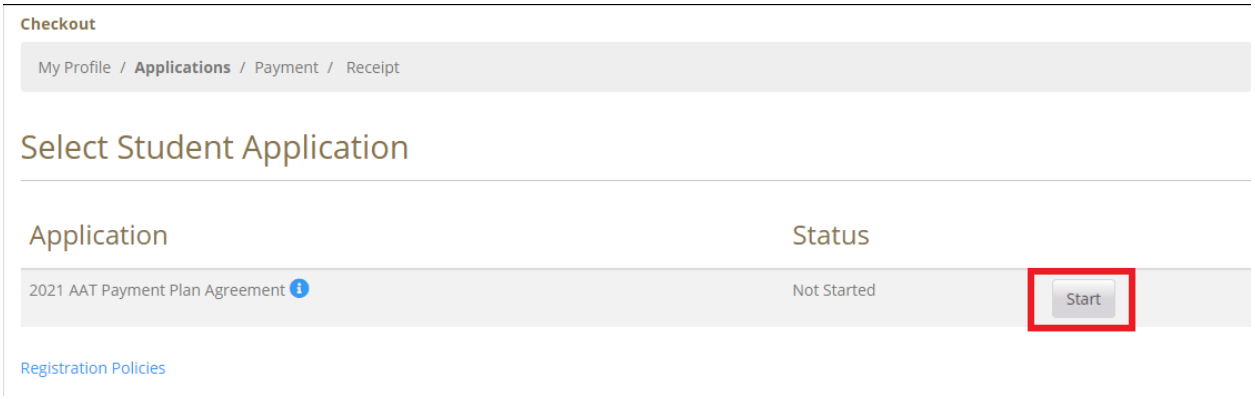
7. Click “Continue”
8. Review cart and Click “Checkout”



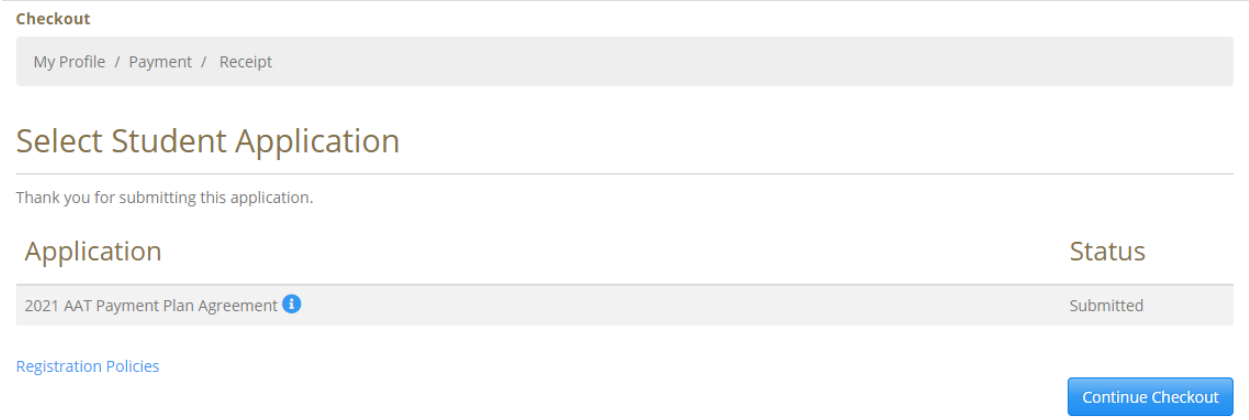
9. Login using existing “NetID”, “PACE Student Account” or create a new account under “I am a new user”



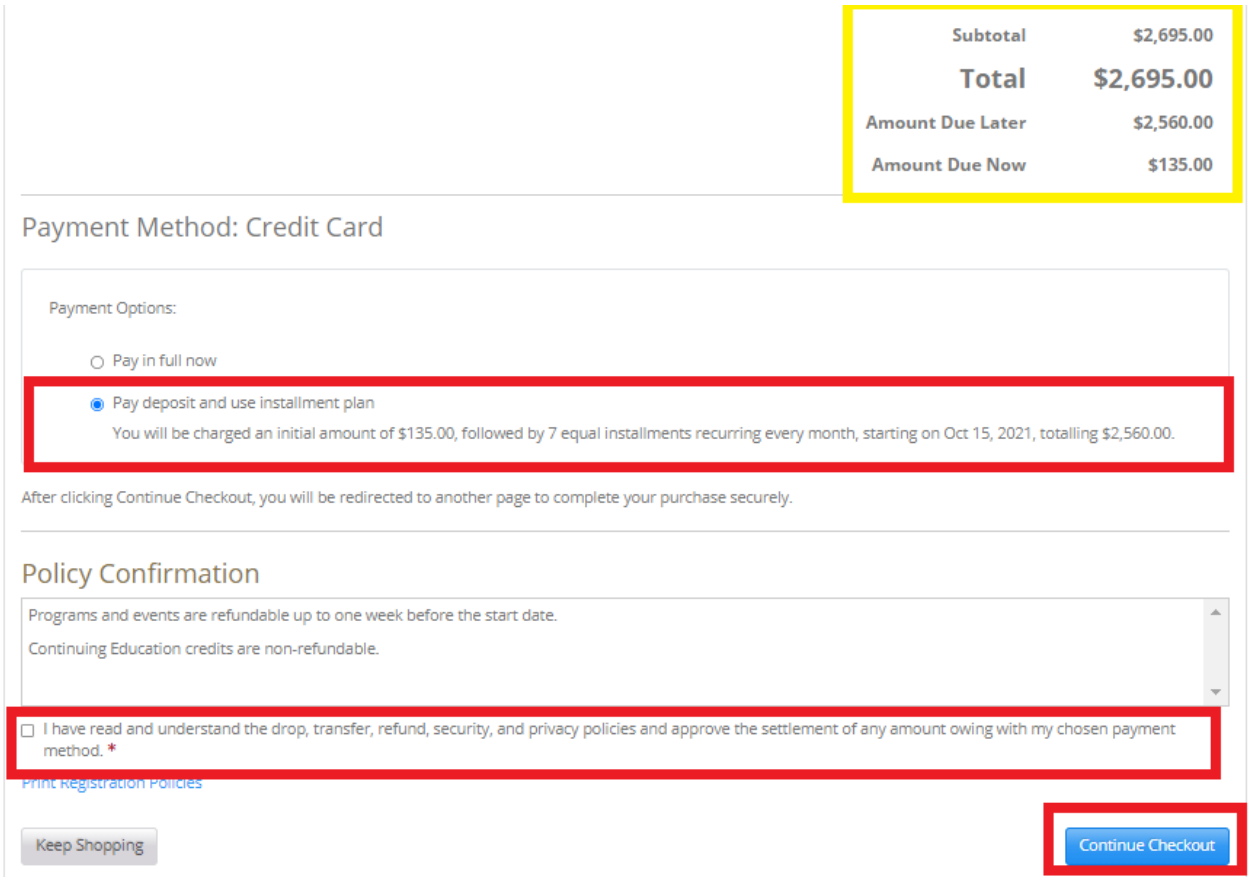
10. Creating an account under “I am a new user”
    a. Enter email address in both lines and click “Create Account”
    b. Enter all required information and click “Continue Checkout”
11. Logging in using “Oakland University NetID”
    a. Enter NetID (ie oupace)
    b. Enter password and login
    c. Review personal information and click “Continue Checkout”
12. Logging in as a “PACE Student”
    a. Enter username (ie email used to create account)
    b. Enter password created after initial login * if you do not know this please emai oupace*
    c. Review personal information and click “Continue Checkout”
13. Start Payment Plan Agreement by clicking “Start”



14. Complete all questions, agree to terms and click “Submit Application”
15. Click “Continue Checkout”

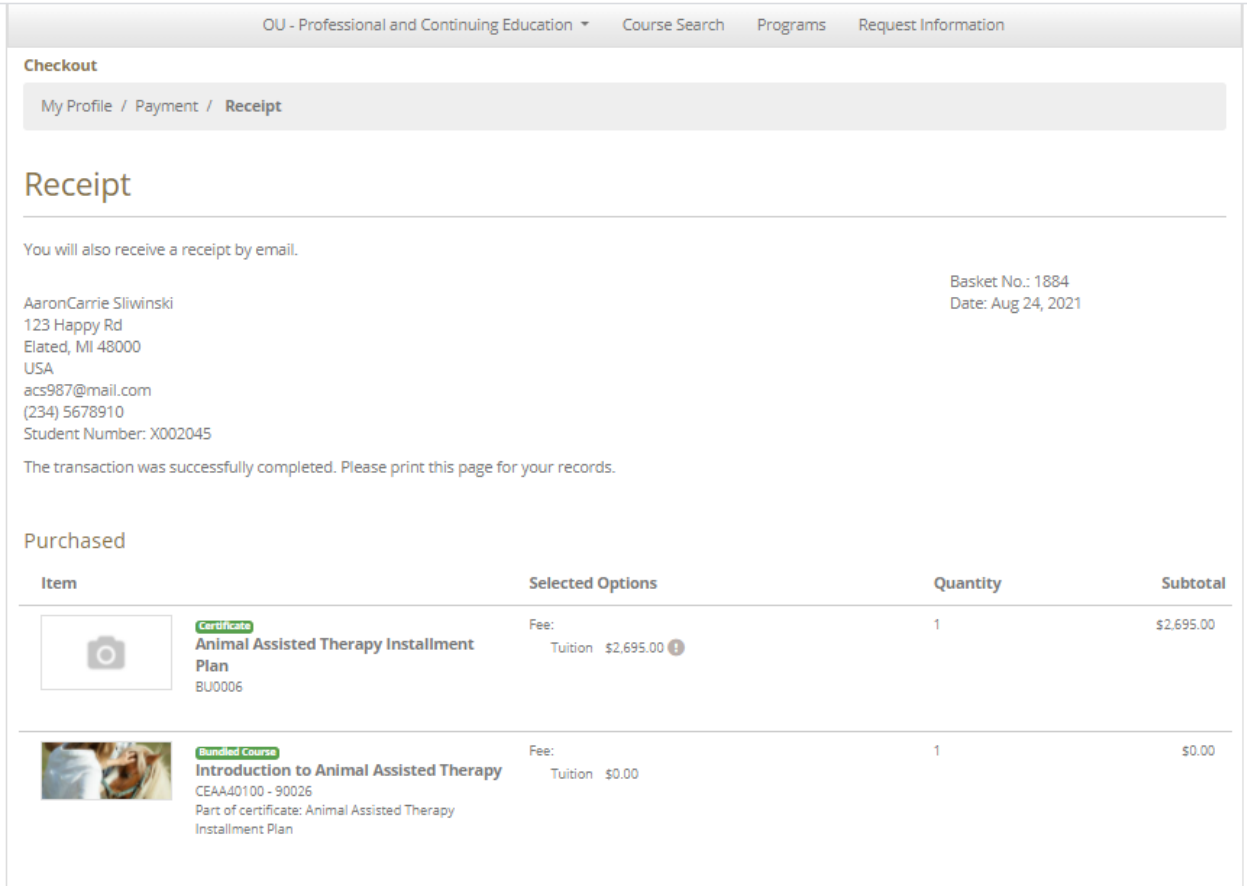


16. Review Cart
17. Select “Payment Method” by Clicking the radio button next to “Pay deposit and use installment plan”
    a. *Note “Amount Due Later” will populate under the total and “Amount Due Now” will update to the 5% deposit
18. Check the box under “Policy Confirmation”
19. Click “Continue Checkout”



20. You will be redirected to the Payment Processor Follow the prompts to complete payment.

21. Once payment is completed you will be taken back to the registration page to view your receipt *this will also be emailed*



22. Invoice due reminders will be sent 7 days before the due date monthly beginning on October 15th
23. To pay invoices go to pace.oakland.edu
24. Click “Login” “Student Login” in the upper right hand corner
25. Login using username and password
26. Click on “My Invoices”
27. Select the Invoice to pay and click “Pay selected invoices”
28. Continue through payment process.

Email OUPACE@oakland.edu if you need assistance with registration, payment or have questions regarding invoices.