

## Tuition Payment Options

**All payments must be made using the MyACE Portal and the ACE mobile app.** Exceptions to this policy include third-party payers (employers, school districts, scholarships, and gifts from relatives) who

## MyACE Portal

1. Sign in to MyACE Portal, <https://myace.ace.edu/>

Use the 'Forgot Username/Password' prompt if you don't remember your login credentials. Enter the email address you provided when you applied for admission to ACE. You will receive your MyACE username in an email along with a link to reset your password. Check your email spam folder if you do not receive your portal credentials.

**NOTE: Please clear your cache and cookies prior to making a payment online. For more information on how to clear your cache and cookies, [consult this guide.](#)**

2. Select **My Finances** and then select **Make Payment Online** (Figure 1).

**NOTE:** When accessing the MyACE Portal using a mobile device, menu items (located along the left-hand side) may appear to be hidden or inaccessible. To access the "hidden" MyACE Portal menu, scroll down and click *Site Index*. (Figure 1a).

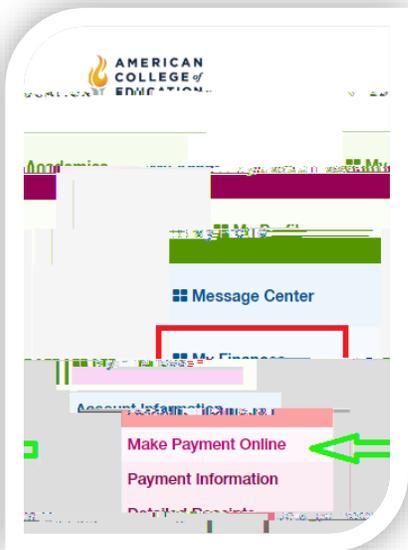


Figure 1



Figure 1a

3. Review your current balance and select make a payment (Figure 3):

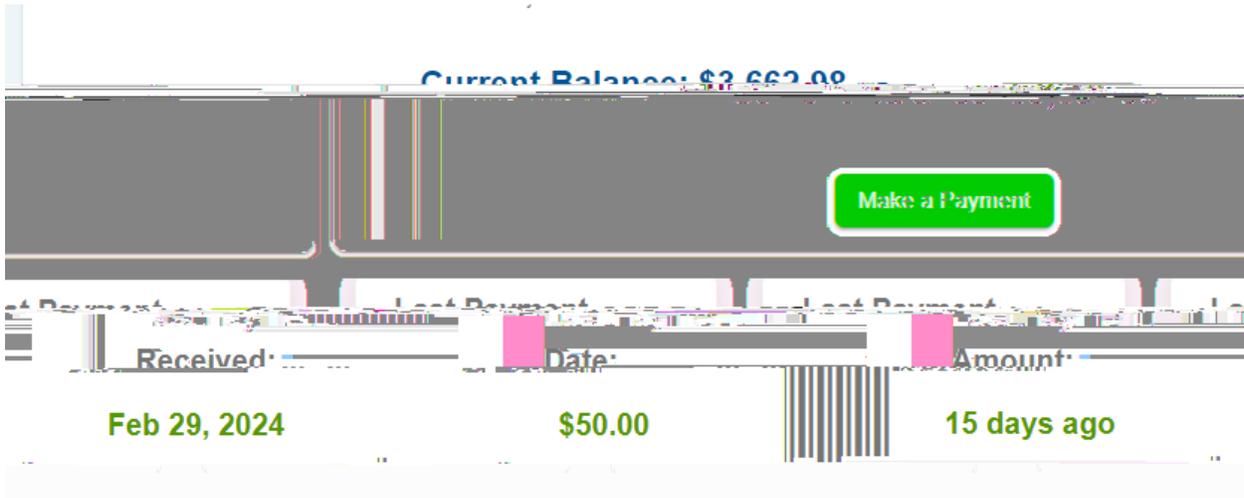


Figure 3

You now have two options- Pay Now or Pay Later through PayPal (Figure 4):

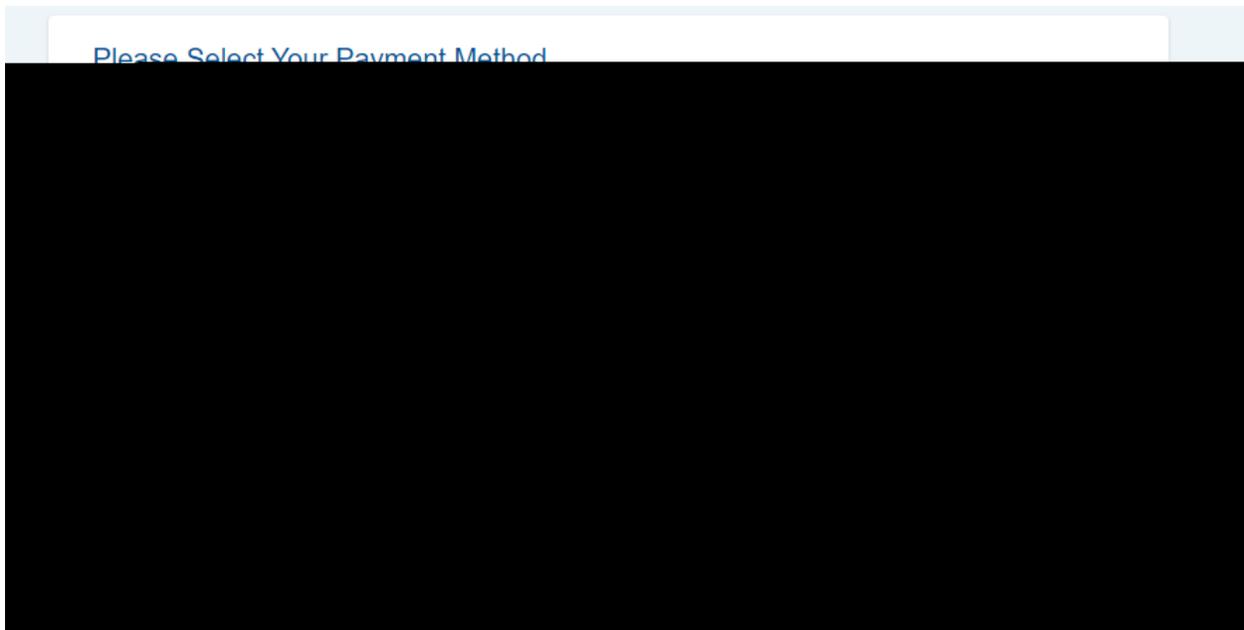


Figure 4

Both options you need to check the box acknowledging the Refund Policy to continue. If you select Pay now, you will be routed to your available payment methods (Figure 5) where you can use a card on file or add additional cards. Once you select your payment method you will be able to click the pay now button (Figure 5a)



Figure 5

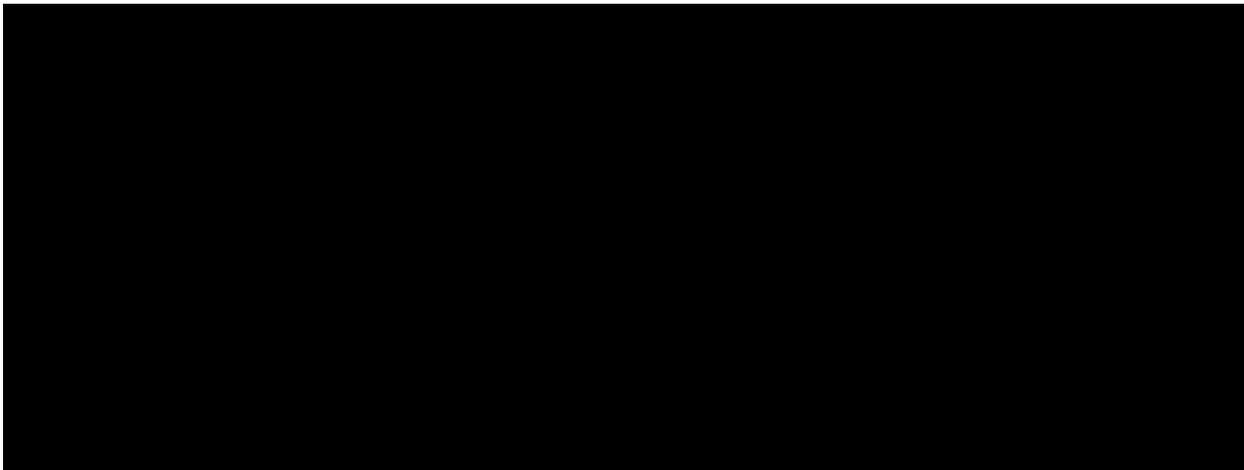


Figure 5a

4. Upon paying now, you will see a Payment Successful Screen and be able to go back to the dashboard. (Figure 6)

*Figure 6*

Figure 7

**When you click next, you will see a window and click the yellow banner to log into your PayPal account (Figure 7a):**

Figure 7a

**Upon login, you will have two options (Figure 8):**

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Pay in 4 is an interest-free installment loan from PayPal that lets students split their course costs into four repayments, with the down payment due at the time of purchase. The total cost of the course is \$11.30. The first payment is \$2.82, and the remaining three payments are \$2.82 each.

**NOTE:** To pay via MyACE, your browser popup blockers must be temporarily disabled. Do not click Refresh on the next page to avoid duplicate charges on your account. If the payment has been applied successfully, it will appear as Applied. You can confirm your payment is reflected on your account in MyACE Portal by clicking **My Finances**, and then clicking **Account Information**.

*Contact your credit card or debit provider if your payment cannot be processed because your payment method did not authenticate. If you need additional support, contact Student Services at 1-800-280-0307 Option 1.*

## **ACE Mobile App**

To download the ACE mobile app, visit your mobile app store and search for 'American College of Education'.

1. Sign in to the ACE mobile app using your MyACE username and password. Use the '*Forgot Username/Password*' prompt if you don't remember your login credentials. Enter the email address you provided when you applied for admission to ACE. You will receive your MyACE username in an email along with a link to reset your password. Check your email spam folder if you do not receive your portal credentials.
2. Select **User Profile** ( ) and then select **Student Accounts** (Figure 9). Locate the term for your payment, review the

3. Confirm the **Total Amount** of your payment and click **Pay**. You will then enter your credit/debit card information. Enter your **Credit/Debit Card Details** and **Billing Information**, and then click **Pay Now** (Figure 10).

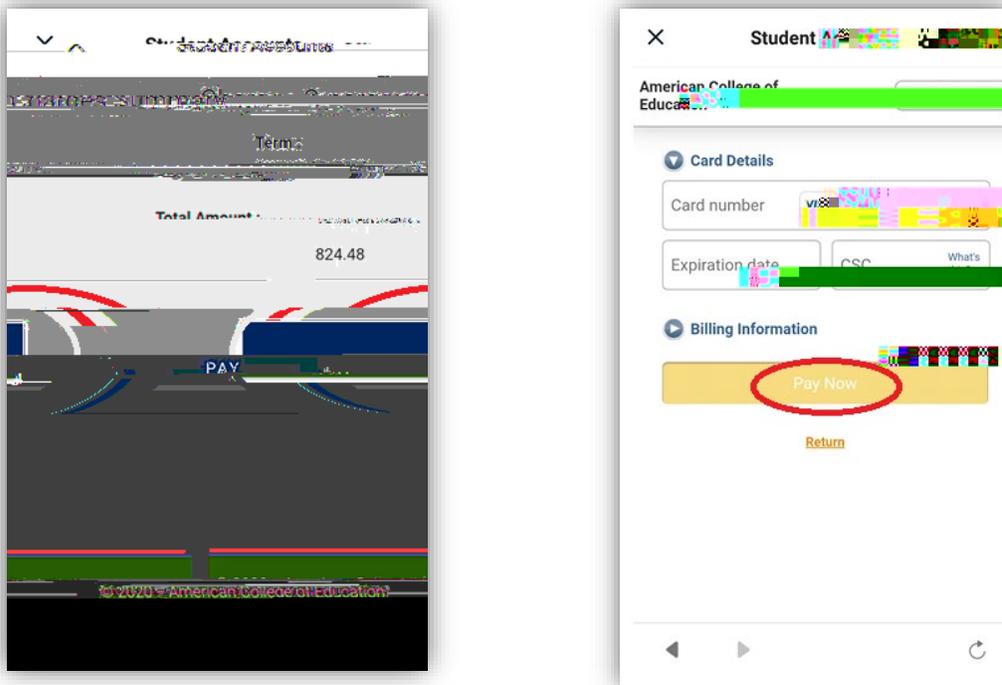


Figure 10