



# How To Access Your Student Workday Account To Pay Tuition

## What is MyECC?

As a SUNY Erie Advanced Studies student, you now have a MyECC student account, the link is at the top of SUNY Erie's homepage at [www.ecc.edu](http://www.ecc.edu). The account will give you access to Workday, email, important SUNY Erie notifications, and the use of the library online databases. You can also view your grades, pay your tuition, and request transcripts.

Your MyECC account is not the same as the account used to create your online application.

1. Open Browser and go to <https://myusername.ecc.edu>

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**Use this form to verify your SUNY Erie Student network account username and initial password**

Faculty and Staff, please contact the ITS Help Desk

|  |                      |
|--|----------------------|
| Last Name                                | <input type="text"/> |
| 7 Digit Student ID                       | <input type="text"/> |
| Last 6 Digits of SSN                     | <input type="text"/> |
| <input type="button" value="Check Now"/> |                      |

2. Type in your last name and last 6 of Social Security number or Student ID# and Click **CHECK NOW**

If you did not provide your SSN on your SUNY Erie application, you will need your 7-digit student ID- call the Advanced Studies (716-851-1270) department to receive.

3. Go to <https://myecc.ecc.edu>
4. Enter email (contains name@ecc.edu) as Username – click NEXT
5. Enter password
6. You will receive a “More Information Required” page. You will be required to create a new password. This could take up to 10 minutes. It is best to use a computer, not a phone.
7. Click **NEXT**
8. Enter your 10-digit phone number and a code will be sent to your phone
9. Enter the code from your phone and you will be on the student HOME PAGE
10. On the student homepage search for Workday account. You will need to create a Workday account before clicking on **MAKE A PAYMENT**.

For assistance with technical issues contact the Help Desk at 716-851-1835.

## How Do I Pay My Tuition Bill?

Tuition will be available in a student's Workday account. A bill can be paid online using a debit or credit card. A 2.85% fee is charged by Nelnet when paid online. If preferred a check for the full amount can be made out to SUNY Erie and mailed to Erie Community College Bursar Office 6205 Main Street Williamsville, NY 14221. Make sure to include the student's id#. Checks need to be postmarked by the due date. A late fee will be added once a bill is past due. For questions and additional payment options, please contact the Bursar Office at 716-851-1888. Information can also be found on the SUNY Erie website at <https://www.ecc.edu/admissions-and-aid/tuition-fees.html>.