

How to access your account and pay for your graduation fee, official transcripts, certificates and replacement diplomas online:

Visit www.mycapitol.capttechu.edu and log in. **IF YOU NEED HELP LOGGING IN, PLEASE REFER TO LAST PAGE.**

- Click on the “**Student**” tab along the top of the page and then “**Student Finances**” on the left side if you are an undergraduate or master’s student. If you are a doctoral student, click on the “**Doctoral Student**” tab along the top of the page and then “**Finances**” on the left side.

The screenshot shows the MyCAPITOL website interface. At the top, there is a navigation bar with tabs: Home, Admissions, Candidates, Residence Life, and Student. A red arrow points to the Student tab. Below the navigation bar, the breadcrumb trail reads "You are here: Students > Student Finances". On the left side, there is a sidebar menu with options: Student, Home, Financial Aid, Student Finances (highlighted with a red arrow), Advising, Online Registration, and Student Employment. The main content area is titled "Student Finances" and contains two sections: "MY 1098-T Info" with a link "Go to My 1098-T Info", and "My Account Info" with a link "My Account Balances" (highlighted with a red arrow).

The screenshot shows the MyCAPITOL website interface for a doctoral student. At the top, there is a navigation bar with tabs: Home, Admissions, Residence Life, Student, Online Learning, and Doctoral Student. A red arrow points to the Doctoral Student tab. Below the navigation bar, the breadcrumb trail reads "You are here: Doctoral Student > Finances". On the left side, there is a sidebar menu with options: Doctoral Student, Home, Financial Aid, and Finances (highlighted with a red arrow). The main content area is titled "Finances" and contains two sections: "My Account Info" and "My Account Balances" (highlighted with a red arrow).

- To pay, select “**My Account Balances**” and “**Make a Payment.**”

The screenshot shows the MyCAPITOL website interface for the "My Account Balances" page. At the top, there is a navigation bar with tabs: Home, Admissions, Candidates, Residence Life, and Student. A red arrow points to the Student tab. Below the navigation bar, the breadcrumb trail reads "You are here: Student > Student Finances > My Account Info". On the left side, there is a sidebar menu with options: Student, Home, Financial Aid, Student Finances (highlighted with a red arrow), Advising, Online Registration, Student Employment, Quick Links, My Pages, Net Price Calculator, and New Student Registration. The main content area is titled "Student Finances" and contains a section "My Account Info - My Account Balances" with a table of account balances:

Account Type	Amount Due
AVR-UNDERGRADUATE	\$0.00 Due
\$200 ENROLLMENT DEPOSIT	\$0.00 Due
AVR-MASTERS	\$0.00 Due
\$150 HOUSING APPLICATION FEE	\$0.00 Due
\$250 DOCTORATE DEPOSIT	\$0.00 Due
AVR-PROFESSIONAL DEVELOPMENT	\$0.00 Due

Below the table, there are two links: "Make a Payment" (highlighted with a red arrow) and "Course and Fee Statement".

- Enter the appropriate payment amount in the “**Amount to Pay**” field beside “**A/R-UNDERGRADUATE Balance**”, **A/R-MASTERS Balance** or **A/R-DOCTORATE Balance** (the option you see available will be based on your degree level), click “**Submit**” and follow payment prompts on the next screen. You can reference the table below for payment amounts.

Student Finances

My Account Info - Pay on My Account

A/R-UNDERGRADUATE Balance: \$0.00 ←

Finances

My Account Info - Pay on My Account

A/R-MASTERS Balance: \$0.00 ←

A/R-DOCTORATE Balance: \$0.00 ←

Product	Fee
Official Transcript	\$10 each
Replacement Diploma	\$75 each
Graduation Fee	\$150 (\$75 for Associate's/for second Bachelor's)
Certificates	\$25 each

- Please note that these steps apply whether you have an account balance or not. If you wish to let the Business Office know the type of payment you are making so it will be designated for a particular purpose, you can email a representative at businessoffice@captechu.edu upon making your payment.

Quick Guide to Logging into the MyCapitol Portal

You should still be able to access MyCapitol as long as you have access to your Capitol email. Use the following directions to access MyCapitol as well as your email.

To access MyCapitol, navigate to <https://mycapitol.capttechu.edu/ics/>. The password is random so if you haven't received it, type the first part of your capitol email address (everything before the @) into the "User Name" box. Then click on "I forgot my password", which will take you to another page. Once you are there click the "Send New Password" button and a new password will be sent to your Capitol email address.

To access your Capitol email, navigate to <https://outlook.office.com/>. Once there, your username is your first initial, last name @capttechu.edu. No spaces and no commas. Click next and it will ask you for your password. Unless you have changed your password it should be C@p+your id number or C@p+your id number+the last 4 of your social. Again no spaces, commas or + signs.

To change your password, navigate to <https://account.capttechu.edu/home.html?0> and click on "Change Password". Your username is the first part of your capitol email address (everything before the @) and your password is your email password. Follow the prompts and it will have you change your password and set up account recovery. Should you ever forget your password, you can go back to <https://account.capttechu.edu/home.html?0> and click "Forgot Password".