In order to log into Campus Portal and make a payment on your account please follow these steps:

Begin by navigating to the main webpage for Notre Dame de Namur University: https://www.ndnu.edu

Click the “Resources” link in the upper righthand corner

From the Resources page click the link to “Campus Portal”
Log into your Campus Portal Account here

Once logged in Click the “Student” link at the top of the page
From the “Students” tab click the link for “Student Account Information” link

Now you are viewing information from Business Office.

In order to view your account transactions, click the link for “My Account Balances”
In order to view your account activity, click the link next to “NDNU STUDENTS”

Now you are viewing your account transactions
In order to make a payment click the link “Make a Payment”

On this page key in amount you need to pay in the box “Amount to Pay”... *note – do not use any commas in the dollar amount, only a decimal point between dollars and cents.
On the next page click the “Continue” button

The next page is “Enter Payment Information” where you enter your debit or credit card information.

The required fields are:

- use the drop down to specify Credit Card Type
- Key in your credit card number
- Key in the CVV code from the back or front (Amex) of your debit/credit card
- Use the drop downs to enter the expiration date
- The system defaults to your name for First/Last name. If someone else is making the payment on your behalf please change the First/Last name.
- Enter the Company Name if the card is associated with a company
- Enter Address, City, State and Zip code associated with the card being used for payment
- Change the Country if necessary – it defaults to United States of America
- Enter a phone number for the person making the payment using dashes in the format
- Enter an email for the person making the payment
- Click the “Continue” button
On the next screen verify your information and click "Continue"
Once your payment has been successfully processed you will receive a message on the Payment Submission Results” screen.

The designated email used for the payment will receive an emailed receipt from “Auto-Receipt” titled “Transaction Receipt from Notre Dame de Namur University”.

The Business Office staff receive an email for each payment successfully made online within moments. The payment is immediately visible in your account transactions and you can verify by navigating back to “My Account Info – My Account Balances” and click on the amount due link.

If you encounter any error messages please contact the Business Office for assistance.

Businessoffice@ndnu.edu

Office phone: 650-508-3432

Cell phone: 650-830-2676