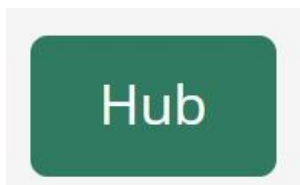# CBTS Hub
Student Payment Instructions

Welcome to CBTS Hub

CBTS Hub is our new student payment portal. You can use it to pay semester fees, enroll in courses, and handle other school-related charges. This guide walks you through the steps to successfully navigate and use the system.

Step 1: Access CBTS Hub

Log into Pathway. Click on your name in the top-right corner to view your profile.
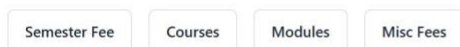Click on the Hub button on the bottom-right corner.

Step 2: Choose a Category

You'll see different categories for various types of purchases such as semester fees, courses, etc.
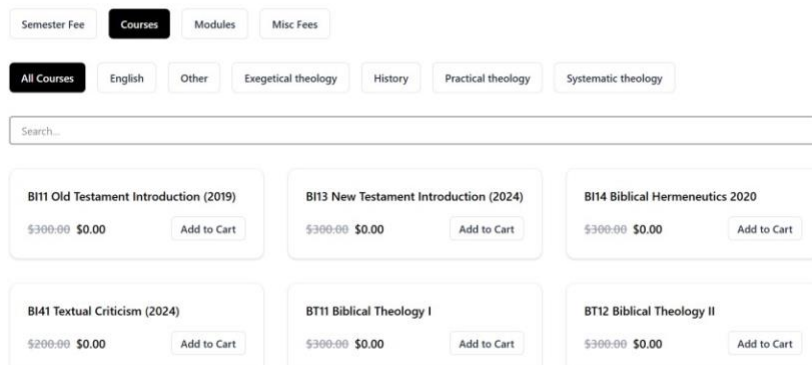Click a category to view available items.

Step 3: Add Items to Your Cart

After browsing the category (e.g., Courses), click 'Add to Cart' for any item you wish to purchase. You can filter courses by category for easier navigation.

Step 4: Review Your Cart

Click on the 'Cart' link at the top of the page or the cart icon.
You can remove individual items or clear the entire cart.

Your Cart

Clear Cart

Degree Change Request	$25.00
Remove	
Inactive Status Request	$25.00
Remove	

Total: $50.00

Proceed to Checkout

Step 5: Proceed to Checkout

Click 'Proceed to Checkout.' Choose to pay in full or in installments, enter your card information, and complete
the transaction.

Checkout

Payment Option
- ⦿ Pay in full
- ○ Pay in 5 monthly installments

Order Summary

Degree Change Request	$25.00
Inactive Status Request	$25.00
Total	**$50.00**

Card number   Autofill link

Pay Now ($50.00)

Back to Cart

Step 6: View Past Orders

To review your past orders, click on your profile icon and select 'Orders.'

CBTS Hub   Home   Cart

Your Orders

No orders yet. Go shopping →

sullivan@cbtseminary.org
Profile
Orders
Logout

Frequently Asked Questions (FAQ)

- Q: Can I pay in installments?

A: Yes, CBTS Hub allows you to choose between paying in full or in installments during checkout.

- Q: What if I accidentally purchase the wrong item?

A: Before payment, you can remove items from your cart. After payment, please contact support@cbtseminary.org for assistance, or use the Support tab within Pathway.

- Q: How do I know my payment was successful?

A: You'll receive a confirmation screen and can view all completed orders in your profile under 'Orders'.

- Q: Who do I contact for technical help?

A: Please reach out to support@cbtseminary.org or use the Support tab within Pathway.