

SCHOOL OF GRADUATE STUDIES

salemstate.edu/graduate

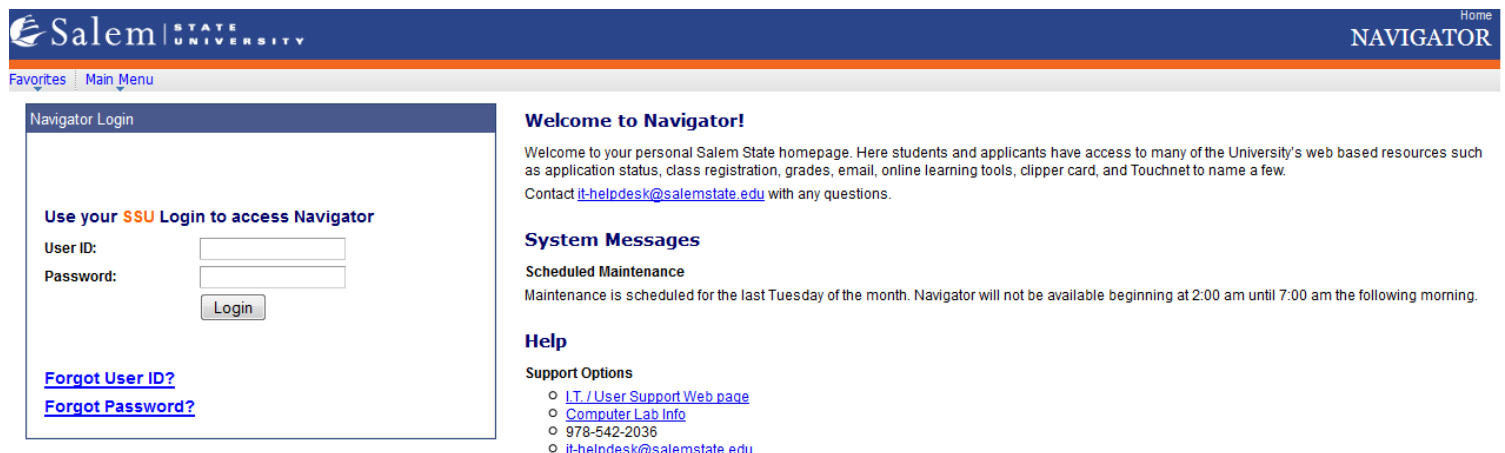
978.542.6200

MASTER OF SOCIAL WORK (MSW) SATURDAY PROGRAM SUBMITTING YOUR SPRING 2019 ENROLLMENT DEPOSIT

Congratulations on your admission to the MSW Saturday program at Salem State! To secure your space in the program, you need to confirm your study plan and submit the \$200 non-refundable enrollment deposit. Graduate admissions will provide the due date of the enrollment deposit, which is typically three weeks from the date of your admission letter.

Here are instructions on submitting your enrollment deposit. Please adhere to the deadline specified by graduate admissions.

1. Logon to your Navigator account at salemstate.edu/navigator.



The screenshot shows the Navigator login page. On the left is a login box with fields for User ID and Password, and a Login button. Below these fields are links for 'Forgot User ID?' and 'Forgot Password?'. On the right, there is a 'Welcome to Navigator!' message, a 'System Messages' section with 'Scheduled Maintenance' information, and a 'Help' section with 'Support Options' including links to the IT support web page, computer lab info, phone number, and email address.

Navigator Login

Use your **SSU** Login to access Navigator

User ID:

Password:

[Forgot User ID?](#)

[Forgot Password?](#)

Welcome to Navigator!

Welcome to your personal Salem State homepage. Here students and applicants have access to many of the University's web based resources such as application status, class registration, grades, email, online learning tools, clipper card, and Touchnet to name a few. Contact it-helpdesk@salemstate.edu with any questions.

System Messages

Scheduled Maintenance

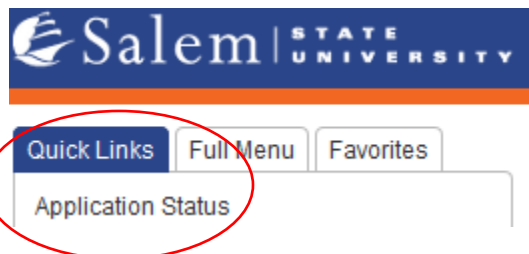
Maintenance is scheduled for the last Tuesday of the month. Navigator will not be available beginning at 2:00 am until 7:00 am the following morning.

Help

Support Options

- [I.T. / User Support Web page](#)
- [Computer Lab Info](#)
- 978-542-2036
- it-helpdesk@salemstate.edu

2. Click Application Status under Quick Links.



3. Click Pay Enrollment and/or Housing Deposit.

Application Status

Term	Academic Career	Program	Application Number	Application Date
	Graduate	Master of Social Work		

Congratulations! You have been admitted to the Master of Social Work program at Salem State University. Your acceptance is a tribute to your credentials and potential for success, and we hope you join our dynamic learning community.

Please note your next steps:

1. Secure your place by formally enrolling (matriculating).
An email notifying you of your acceptance will be sent. Please keep a copy of the email for your records, as letters are no longer being sent via regular mail. To secure your space in the program and formally enroll (matriculate), please submit your admissions deposit.
2. Review the information in your acceptance email.
Your program coordinator will be provided in your acceptance email. Please also visit the link to our admitted student page, saalemstate.edu/graduate/admit.

[View your transferred courses](#)

[Pay Enrollment and/or Housing Deposit](#)

If you have any questions about your application for admission to Salem State please contact Admissions at (978)542-6200 or email us at gradadmissions@saalemstate.edu.

4. Click Make Payment(s) Now

Pay Enrollment and/or Housing Deposit

Welcome to the Salem State University community! Your payment will ensure and activate your enrollment for the semester to which you have been admitted. Additional information will be mailed to you.

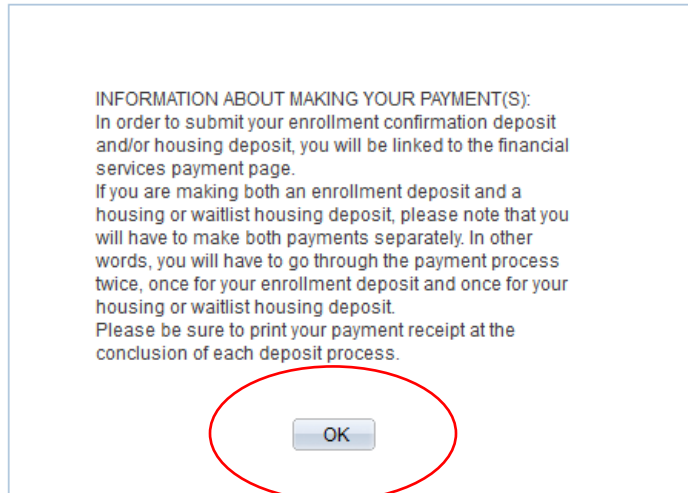
- Pay Enrollment Deposit* \$

[Make Payment\(s\) Now](#)

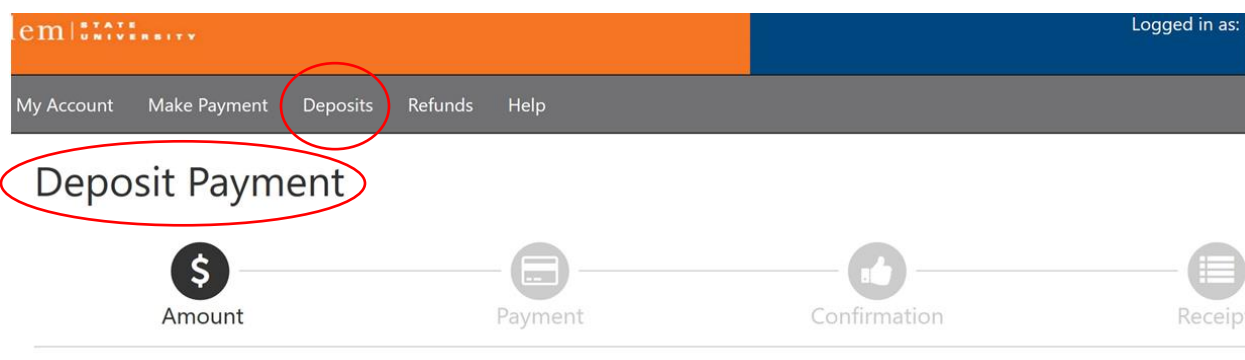
* Deposits are non-refundable

5. **Click OK.**

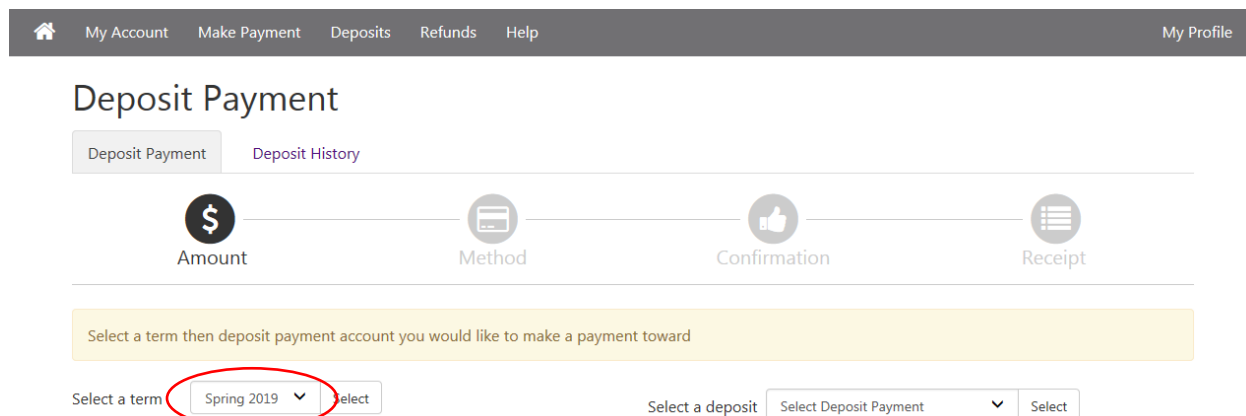
Please note: The system you are about to use accepts enrollment deposits and housing deposits for undergraduate students, as well as enrollment deposits for graduate students for two programs, for various terms. You are only submitting one payment, for your one enrollment deposit to the MSW program. As you are moving forward, please be sure you are submitting the correct deposit for the correct term as outlined in the instructions below.



6. **Double-check the page you have been directed to. You should be on the “Deposits” page. If not or you are not sure, click Deposits (NOT Make Payment) in the top navigation.**



7. **Select the Spring 2019 term in the “Select Term” dropdown.**



8. **IMPORTANT:** Be sure you're paying the MSW deposit. Other choices in the dropdown are for other groups of students.

Choose *one* of the following: Saturday MSW-CC if you are paying by credit card or Saturday MSW-eCheck if you're paying by eCheck.

https://secure.touchnet.com/C21326_tsa/web/make_payment.jsp

TouchNet Information Systems Inc [US]

Application... Make P... x

ADM Communications 20... Suggested Sites

Salem STATE UNIVERSITY

Logged in as: Testadminops Testadminops | Logout

My Account Make Payment Deposits Refunds Help My Profile

Deposit Payment

Deposit Payment Deposit History

Amount Method Confirmation Receipt

Select a term then deposit payment account you would like to make a payment toward

Select a term Spring 2019 Select

Select a deposit

- Select Deposit Payment
- Dep. UG Accep Fee CC Spring
- Dep. UG Accep Fee eCheck Spring
- Housing Deposit CC Spring
- Housing Deposit eCheck Spring
- Saturday MSW-CC
- Saturday MSW-eCheck

9. Accept the fee, select your payment method, enter your financial information, and submit your payment.
10. Keep the transaction summary for your records.
11. Graduate admissions will continue to track your enrollment deposit. When we have confirmed receipt of your enrollment deposit, your Navigator account will update to show you as an enrolled/matriculated student.
12. Once you are an enrolled/matriculated student, your admissions process is completed and you will begin to receive orientation information from the School of Social Work. Please visit saalemstate.edu/graduate/admit for additional information and next steps.