

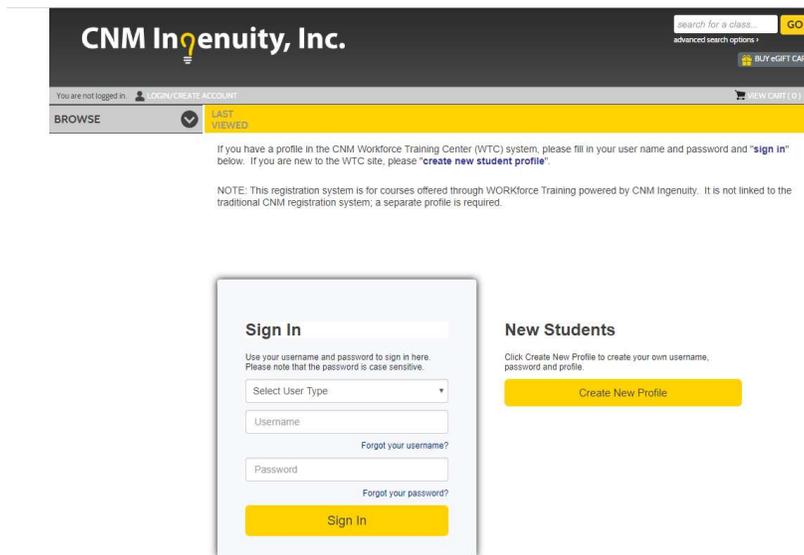
Self-Pay Student Account Online Payment Instructions

This guide provides the steps for accessing your Lumens account to pay your student account balance online.

ACCESSING LUMENS

Please use the link below to access Lumens, our online registration and self-pay platform:

https://cnm.augusoft.net//index.cfm?fuseaction=1995&retURL=/&waitingList=0&addToCart=0&int_class_id=0&int_catalog_id=0&int_category_id=0&int_sub_category_id=0&int_certificate_id=0



Under 'Select User Type', make sure that you select **Student**

Username will be the entire email address you used to register for your program (i.e. johnsmith@gmail.com)

If you do not know your password, select the link labeled 'Forgot your password?' and follow the directions to send you an email with a new password. Be aware that the password reset link may go into your junk folder

If you have issues accessing your Lumens account please contact CNM Ingenuity at 505-224-5206 or workforce@cnm.edu

ONLINE PAYMENT PROCESS

Once you login to your Lumens account, go to 'MENU' and select 'MY TRANSACTIONS'

The screenshot shows the top portion of the website. At the top left is the logo for CNM In?enuity, Inc. To the right is a search bar with the text "search for a class..." and a "GO >" button. Below the search bar are links for "advanced search options >" and "BUY eGIFT CARD". A navigation bar below the header contains "Welcome, Shanna LOGOUT" and "VIEW CART (0)". Below this is a "BROWSE" section with a dropdown arrow and a "LAST VIEWED" section with several course categories: "CDL SKILLS EXAM PRE-PAY", "REAL ESTATE", "DMS/ULTRASOUND", and "DMS/ULTRASOUND". A "MENU" section is on the left with a dropdown arrow, listing various options like "WORKFORCE TRAINING", "TESTING INDUSTRY", "STEMULUS CENTER", "FUSE MAKERSPACE", "SMALL BUSINESS DEVELOPMENT CENTER", "SPACE SOLUTIONS", "CONTACT US", "MY PROFILE", "CURRENT REGISTRATIONS", "MY TRANSCRIPT", "MY TRANSACTIONS" (highlighted in yellow), "MY WAITING LIST", and "LEARNER WELCOME". A welcome message on the right says "Welcome. Feel free to browse this site for exciting and interesting workforce training or community education opportunities. Go to my dashboard".

Your A/R account Balance will be located at the top of the page. For payment go click on 'Pay Now'

This screenshot shows the account balance section of the website. The header and navigation are identical to the previous screenshot. Below the navigation, there is a row of tabs: "my dashboard", "my profile", "current registrations", "my transcript", "my transactions" (highlighted in yellow), and "my waiting list". Below the tabs, the account balance information is displayed: "Current Electronic Voucher Balance: \$0.00" and "A/R Account Balance: \$3,174.20 Pay Now" (the "Pay Now" text is highlighted in yellow).

This will take you to the following page. If you are registered for more than one course, it may show up as two different OE charges.

Accounts Receivable: View Account Activity

Search for Account(s) using the search fields below:

Account Name Sanchez, Shanna (Student)

External account #

Current Balance \$3,174.20

View

Activity On or After

Activity On or Before

Invoice #

Transaction ID

Search

Go To

Excel Print Show 20 entries

TranID/ Contract #	Tran Date	Activity Type	Original Amount	Current Balance	Invoice #	Action
80621	12/06/2019	Payment	\$50.00			<input type="text"/>
80620	12/06/2019	OE Charges	\$2,069.10	\$2,019.10	UNASSIGNED	<input type="text"/>
80619	12/06/2019	Payment	\$50.00			<input type="text"/>
80618	12/06/2019	OE Charges	\$1,205.10	\$1,155.10	UNASSIGNED	<input type="text"/>

When you click on the box under **Action** for OE charges you it will show two options: View Tran Details and Make a Payment.

If you select **View Tran Details** it will show you the Transaction Receipt of your registration on student account that was process by CNM Ingenuity staff.

Transaction Receipt CNM Ingenuity, Inc.

PO Box 4586, Albuquerque, NM 87196

Transaction Date 12/06/2019
Transaction ID 80620

Registration ID Course/Class Number Student Name (ID)	Class Name/Date(s)/Time/Item	Amount
Registration ID: 128094 4610020 /55910 Sanchez, Shanna (25791)	Certified Ethical Hacker - Online, Mentor-led ; View Schedule Details Class Cost CNM Employee Discount Discount	\$2,599.00 (\$529.90)
Transaction Amount		\$2,069.10
Payment Method	Student Account	\$2,069.10

To process a payment, you will select **Make a Payment** which will take you to the following screen. You will then enter in the amount that you will be paying or if you are paying the full amount you can select **Pay in Full**. The only option available for payment method will be credit card.

If you need to pay by check, you can do so by either visiting the Cashier's Office in the first floor of the Student Services Center on Main Campus (900 University Blvd SE) or by mailing it to:

CNM Attn: Cashiers
PO Box 4586
Albuquerque NM 87196

If you mail a check, be sure to include your name, five-digit Lumens ID, and specify that it is for an Ingenuity account.

Accounts Receivable: Make a payment to registrations

Account Name : Sanchez, Shanna (Student) External Account # :
Current Balance : \$3,174.20

Search Criteria:None

Tran ID	Student Name (Learner ID)	Class / Item Description (Class ID) Term Code	PO/Voucher #	Balance	Payment Amount
					Pay in Full
Total payment amount :					50
80620	Sanchez, Shanna (25791)	Certified Ethical Hacker - Online, Mentor-led - Class Registration (55910) FY 19-20	N/A	\$2,019.10	50.00

Payment amount \$50.00

Select one payment method:

Credit card

Submit

Reset

Cancel

Once you click on **Submit**, it will take you a page to enter in credit card information. Once you have completed this information click on **Process Payment** to finalize your payment.

Order Summary

Order Date	12/11/19
Order Amount	\$50.00
Order Number	702017
Customer IP	198.133.178.18
Description	a/r balance payment for ██████████

Credit Card Information

Card Type	Visa
Name as on Card	<input type="text"/>
Card Billing Address	<input type="text"/>
Card Billing Zipcode	<input type="text"/>
Card Number	<input type="text"/>
Card Expiration Date	<input type="text"/>
	MMYY
Card ID (CVV2/CID) Number	<input type="text"/>
	What is the Card ID?

Once your payment has been processed, you will receive the following message. You have the option to view and print your receipt.

Home:Accounts Receivable:Payment Process

Your transaction has been processed successfully.

Update your site by replacing this text with your own message.

[Display printable receipt](#)

[Back to Accounts Receivable screen](#)

If at a later date, you require a copy of your receipt you can go back to **MY TRANSACTIONS** by clicking on **Action** and selecting **Print View**.

my dashboard my profile current registrations my transcript my transactions my waiting list

Current Electronic Voucher Balance: \$0.00

A/R Account Balance: \$3,124.20 Pay Now

Recent Transactions for Sanchez, Shanna

Select	Transaction Date	Transaction Type (ID)	Payment Method	Payer	Transaction Amount
Action	12/11/19	Payment from Account Receivable (80623)	Credit card	[REDACTED] (Student)	\$50.00
Print View		Registration (80622)	Check	[REDACTED] (Student)	\$143.10

On your Accounts Receivable screen, which you access by clicking 'Pay Now' it will also reflect your payment history.

If you have issues processing payment, please contact CNM Ingenuity at 505-224-5206 or workforce@cnm.edu.