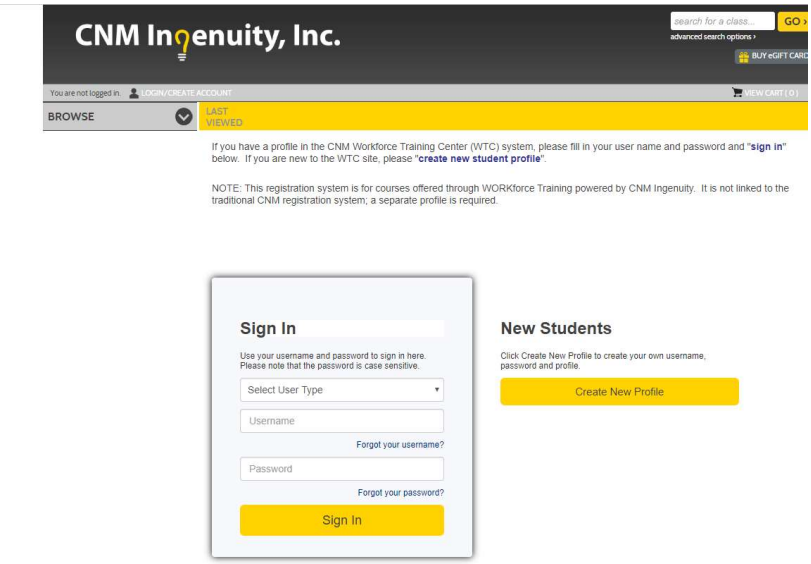
Self-Pay Student Account Online Payment Instructions

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**

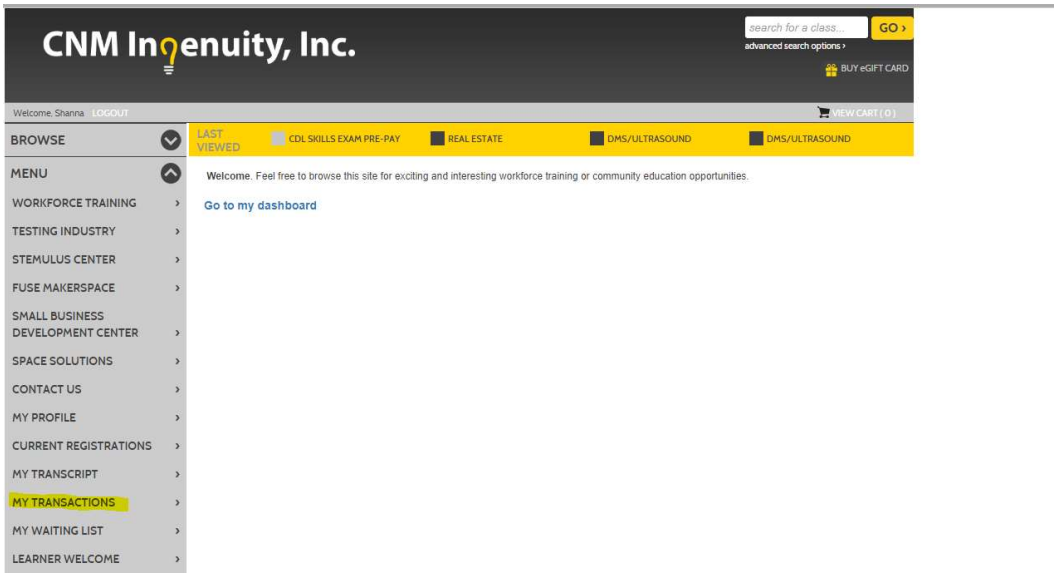
Username will be the entire email address you used to register for your program (i.e johnsmith@gmail.com)

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

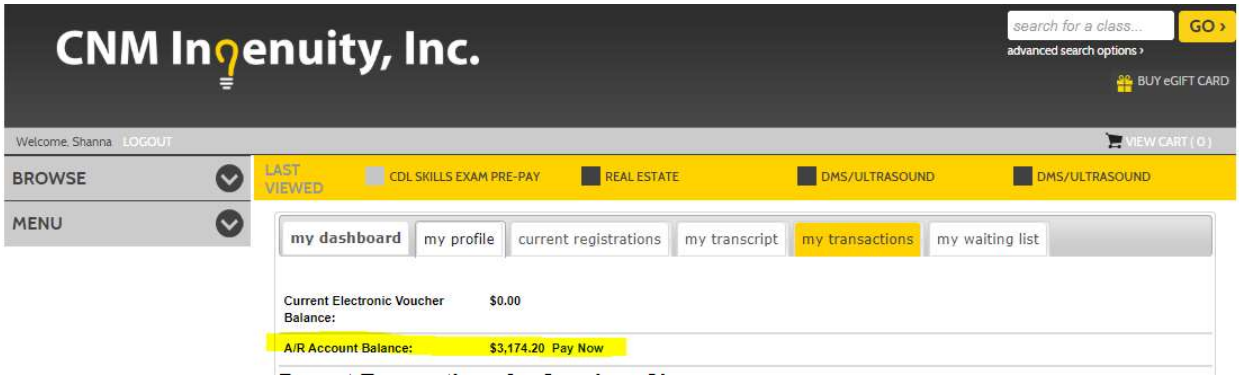
If you have issues accessing your Lumens account please contact CNM Ingenuity at 505-224-5206 or workforce@cnm.edu

ONLINE PAYMENT PROCESS

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



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



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			
80620	12/06/2019	OE Charges	$2,069.10	$2,019.10	UNASSIGNED	
80619	12/06/2019	Payment	$50.00			
80618	12/06/2019	OE Charges	$1,205.10	$1,155.10	UNASSIGNED	

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

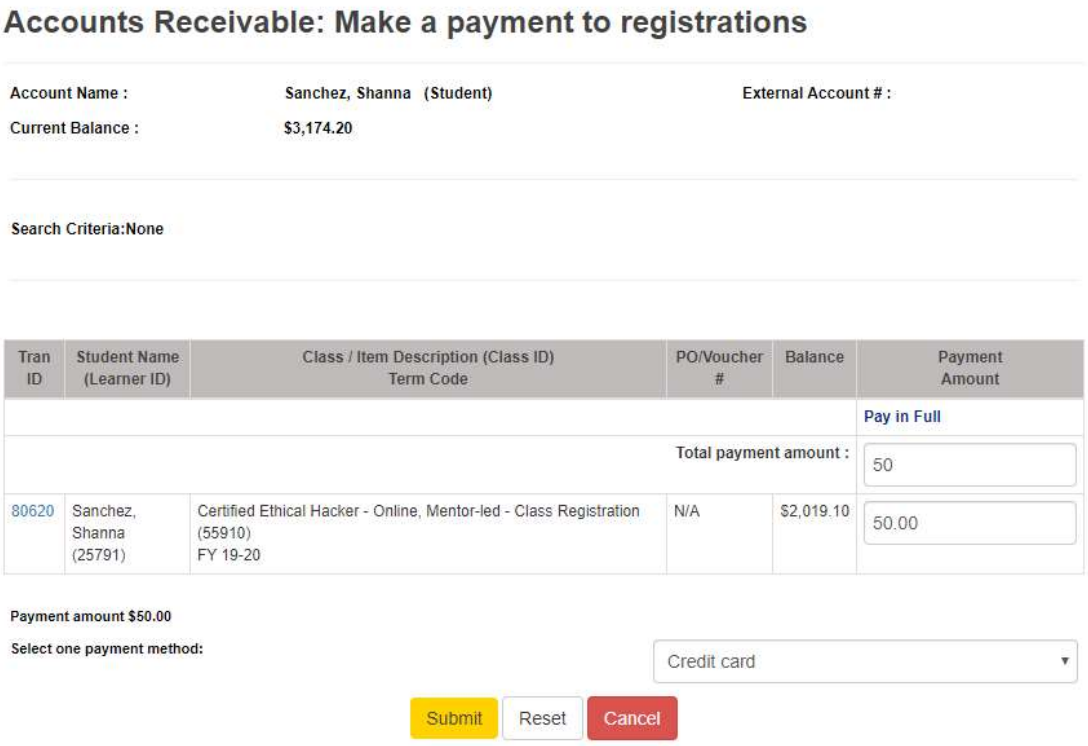
Registration ID / Course/Class Number / Student Name (ID)	Class Name/Date(s)/Time/Item	Amount
Registration ID: 128094 4610020 /55910 Sanchez, Shanna (25791)	Certified Ethical Hacker - Online, Mentor-led ; View Schedule Details Class Cost CNM Employee Discount Discount	 $2,599.00 ($529.90)
Transaction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

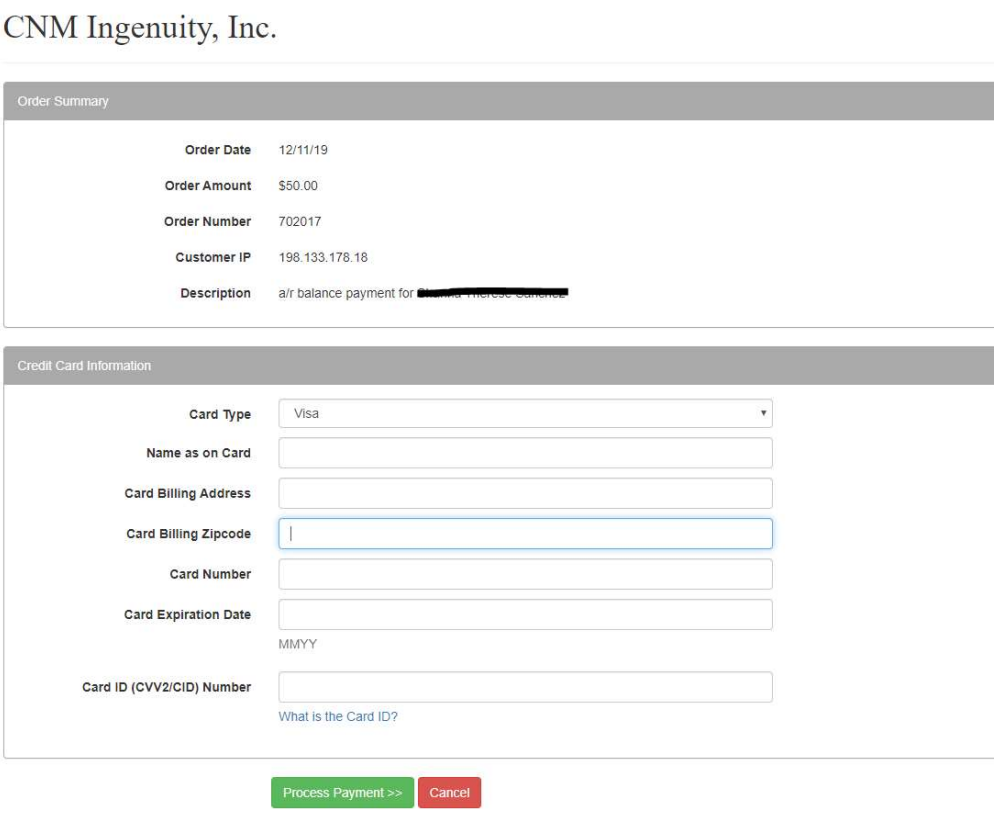
If you need to pay by check, you can do so by either visiting the Cashier's Office in the first floor of the Student Services Center on Main Campus (900 University Blvd SE) or by mailing it to:

CNM Attn: Cashiers
PO Box 4586
Albuquerque NM 87196

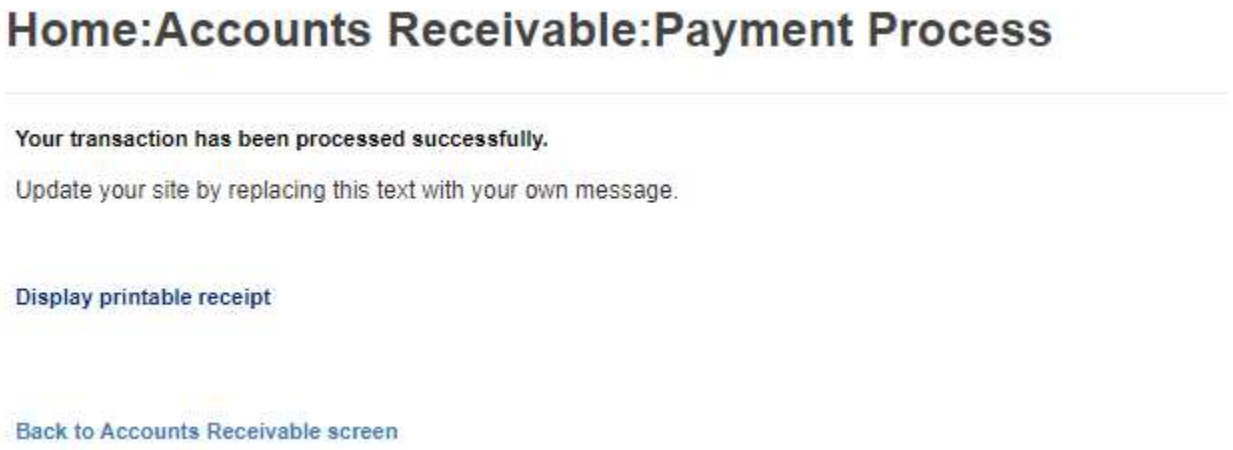
If you mail a check, be sure to include your name, five-digit Lumens ID, and specify that it is for an Ingenuity account.



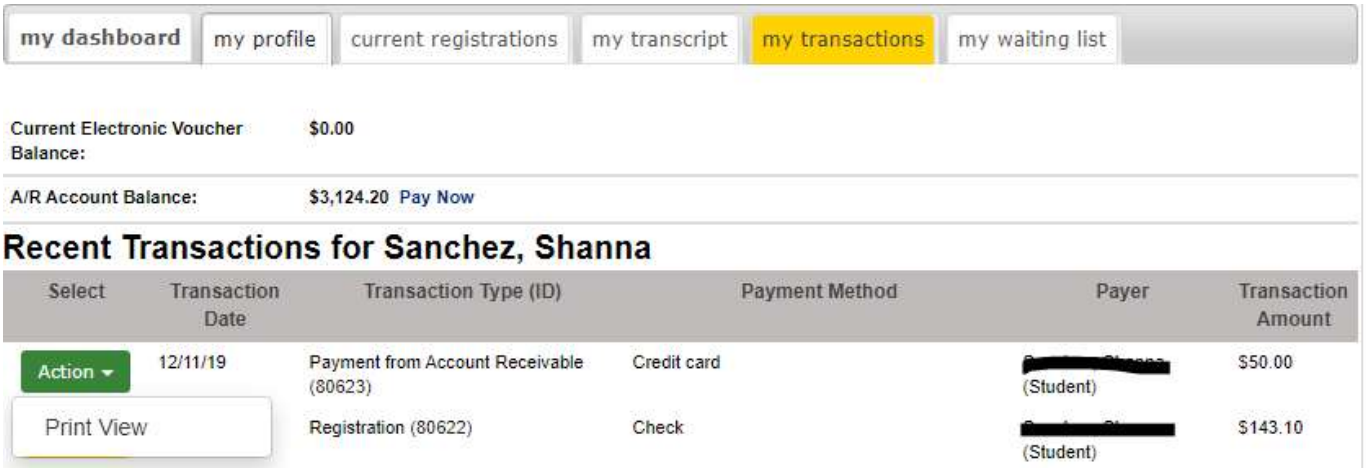
Once you click on **Submit,** it will take you a page to enter in credit card information. Once you have completed this information click on **Process Payment** to finalize your payment.



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



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**.



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.