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Financial Registration Guide – Payment by Credit or Debit Card

This guide is for students that wish to pay their Financial Registration Balance by Credit or Debit Card.

Contents

Entering Registration

Upon logging in, if you have outstanding Registration you should land on the Welcome to Registration Grid. Click on the Financial Registration button

If you don't land on the Welcome to Registration grid, you can still access your Registration by clicking on the Registration tile.

Step 1. Introduction

In Financial Registration you will see the Activity Guide on the left which keeps track of your progress.

Please read the information on screen. You can expand any sections that are relevant. Then Press Confirm.

Pressing Confirm will mark the step as Complete on the Activity Guide. The Next button will then be available. Click Next.

Step 2. My Academics

Read the information provided. If the information listed is not accurate, you can use the My Adviser of Studies button to contact your adviser.

If the information is correct, move the I accept these details slider to Yes. The Confirm button will then be available. Click Confirm. The Next button will then be available. Click Next.

Step 3. Financial Registration Balance

Read the information displayed. If you have any questions about your Financial Registration Balance, you should raise an IT helpdesk request.

Further information is available by clicking on the small i-bubbles. Click x to close the i-bubble.

Press Confirm.

The Next button will then be available. Click Next.

Step 4. Payment Options

Read the information provided. Then press Confirm.

The Next button will then be available. Click Next.

Step 5. Payment by SAAS

Leave the *Would you like to select this payment option* slider at No and click Confirm.

The Next button will then be available. Click Next.

Step 6. Payment by SLC

Leave the *Would you like to select this Payment Option* slider at No and click Confirm.

The Next button will then be available. Click Next.

Step 7. Sponsorship

Leave the *Would you like to select this Payment Option* slider at No. Then press Confirm.

The Next button will then be available. Click Next.

Step 8. Payment by Card

Update the *Would you like to select this Payment Option* slider at Yes and then click Select alongside *Payment by Debit Card or Credit Card*.

A pop up will appear confirming futher information about making a payment. To continue press Yes.

You will then be taken to the Specify Payment Amount screen where you can enter the amount you wish to pay to reduce your Financial Registration Balance. The amount auto populated may be more than required to satisfy the balance, so you should adjust this amount accordingly. Then press Confirm.

The Confirm Payment screen will display. Press Submit.

On the Payment Details Screen, input your card holder details. Please note that the Country code field can only contain digits, so please don't enter a + sign. In the Registered Card Holder Address section, you can either type an address in or us the Address Type lookup to find an existing adress held for you. You can then update the *Select Student Address* slider to Yes. This will then populate the card holder address.

Then click Confirm Cardholder Details.

Then enter your card details and click Pay Now.

You will then see the Processing Payment screen. Please be patient while your payment is processed.

If your payment is successful, you will see this message. The press Welcome to Registration to return to Registration.

You will land back on your Welcome to Registration Grid. Click Financial Registration.

Completing Registration

Only once your payment has been applied and your Financial Registration Balance is 0, will you be taken directly to step 12 to Complete Registration. Click the Complete Registration button.

You will see a message confirming that Financial Registration is complete. Press OK to clear this message.
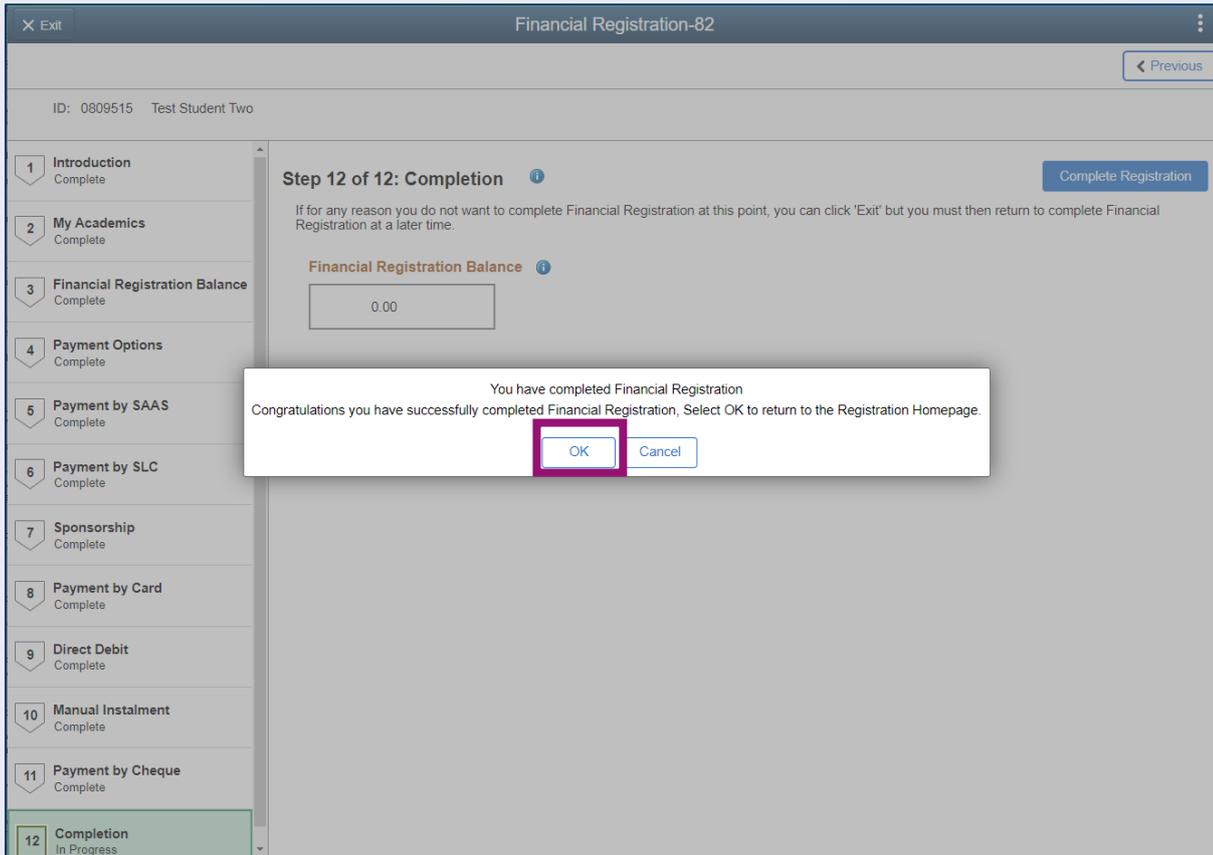
Once your Registration is complete, you will be taken to the Welcome to Registration Grid where your status will be updated. If you want to return to your Student Homepage, press the Home icon.