SIS CAMPUS SOLUTIONS

STUDENTS' HOW TO GUIDE

PAYMENT PLANS

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TRAINING CONTENT – IMPORTANT NOTIFICATION

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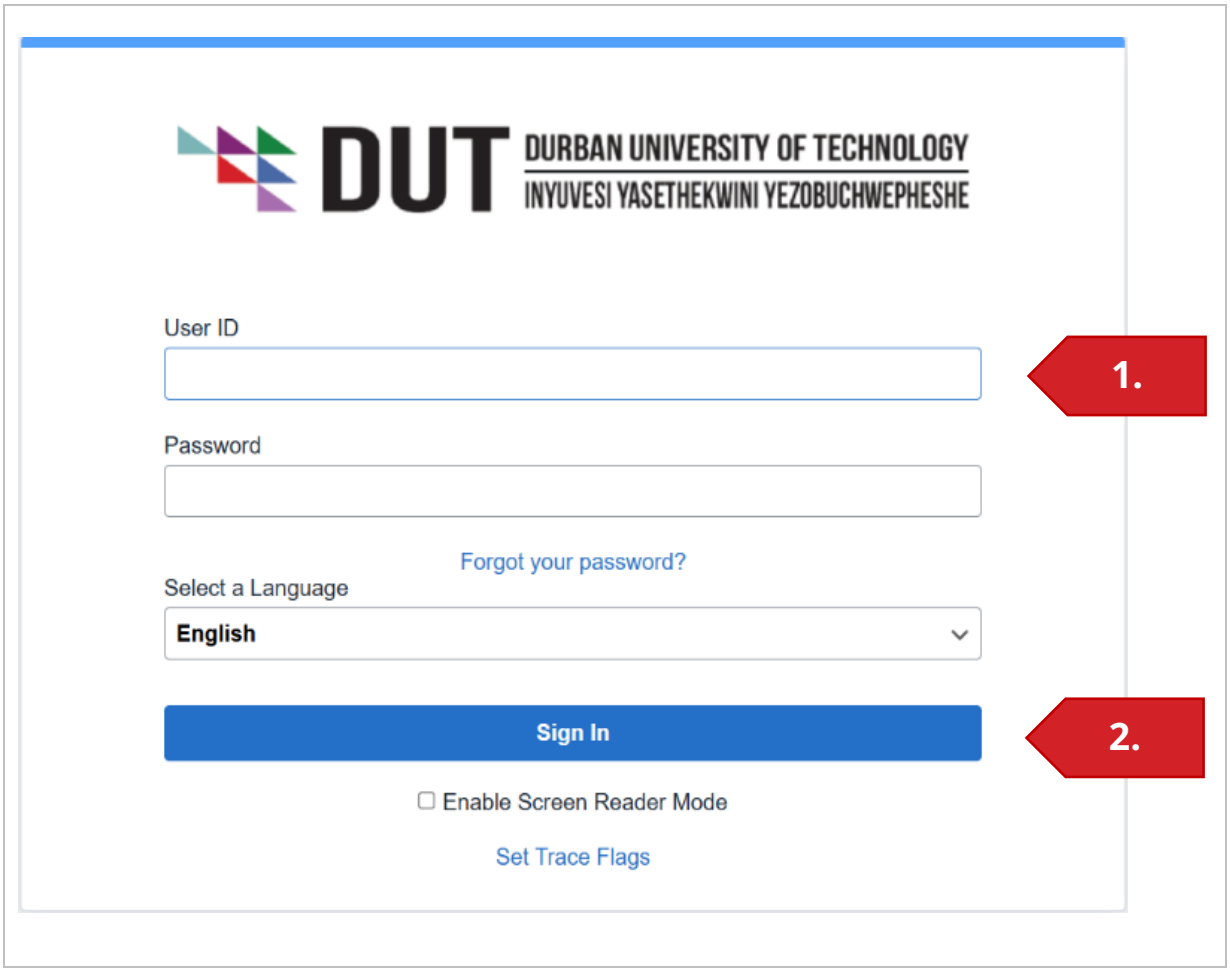
1. INTRODUCTION

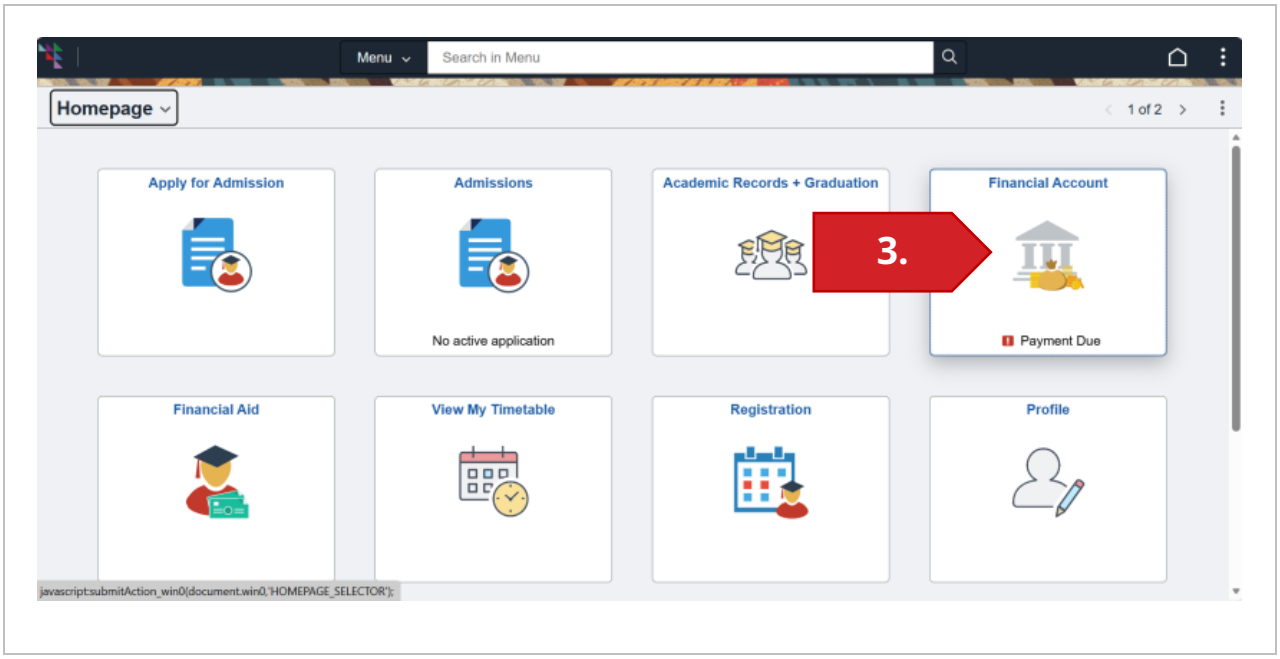
Managing tuition and related fees can feel overwhelming, but payment plans offer flexibility to help you stay on track financially. Using **Oracle PeopleSoft Campus Solutions**, students can easily set up and manage payment plans for both prior year debt and view their instalment plan for the current academic year. This guide provides clear instructions and screenshots to help you navigate each option confidently.

2. HOW TO SUBMIT A PRIOR YEAR PAYMENT PLAN

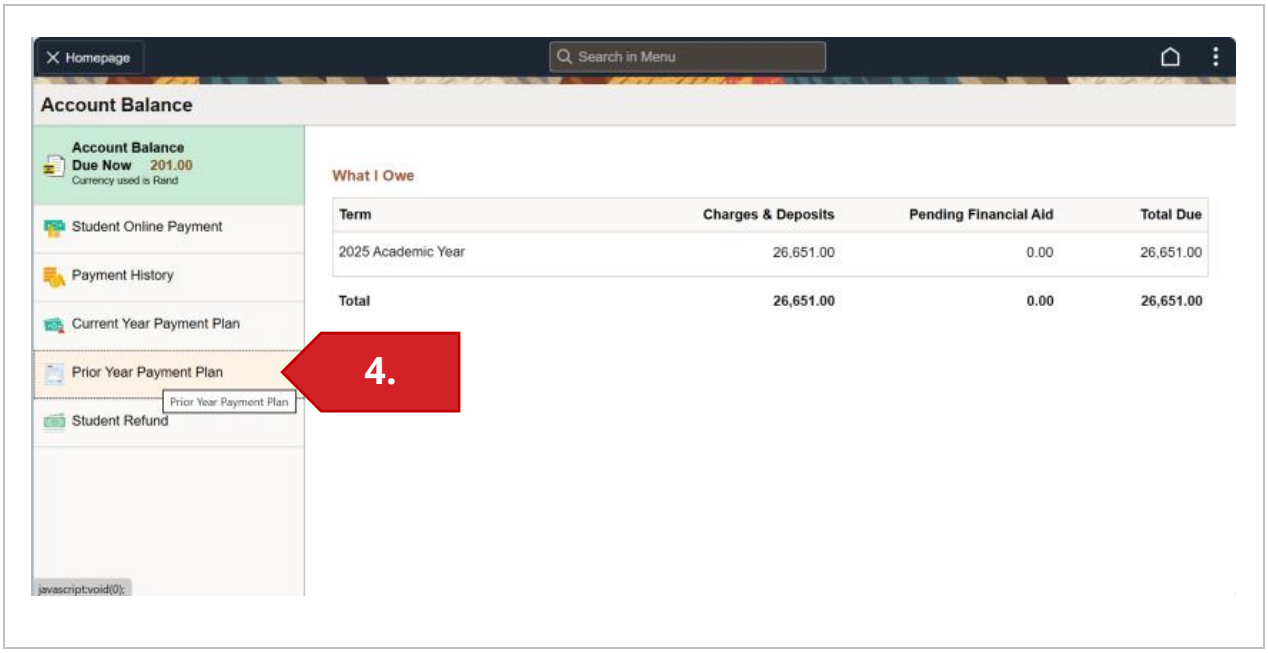
If you have outstanding balances from previous academic years, Oracle PeopleSoft Campus Solutions allows you to create a payment plan to settle these amounts. This section explains how to access the prior year payment plan feature and structure your payments to meet university requirements.



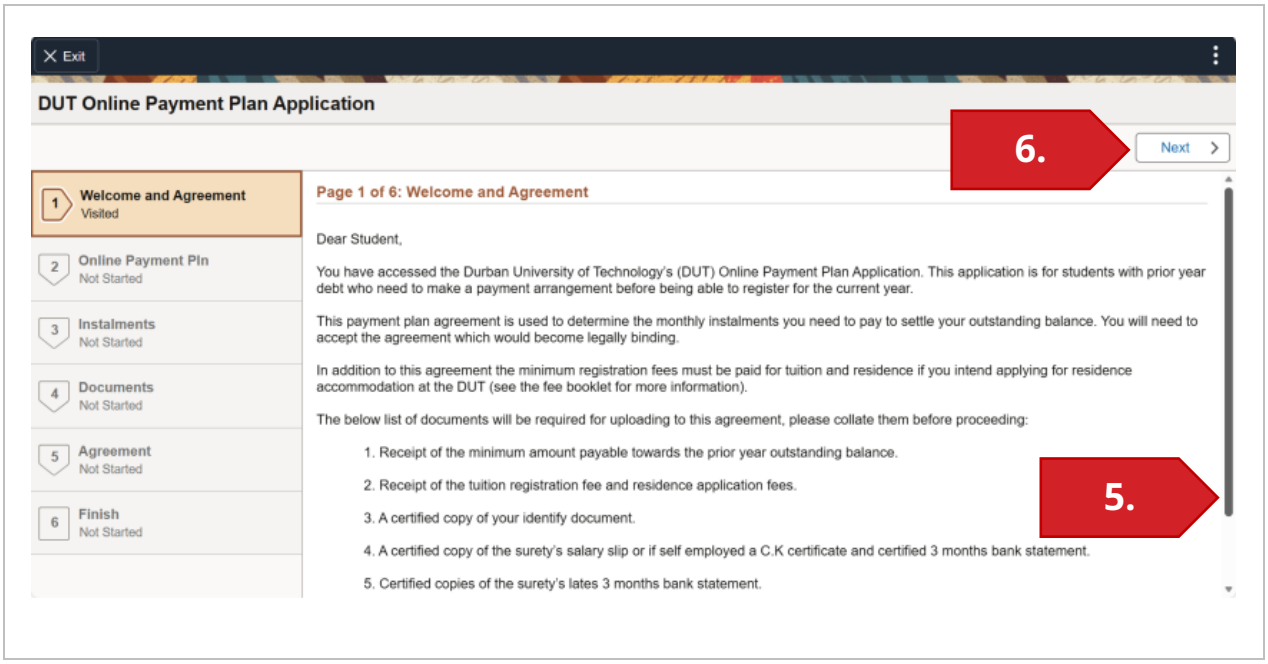
STEP NUMBER	ACTION
1.	**Enter** your **User ID** and **Password**.
2.	Click on the **Sign In** button.



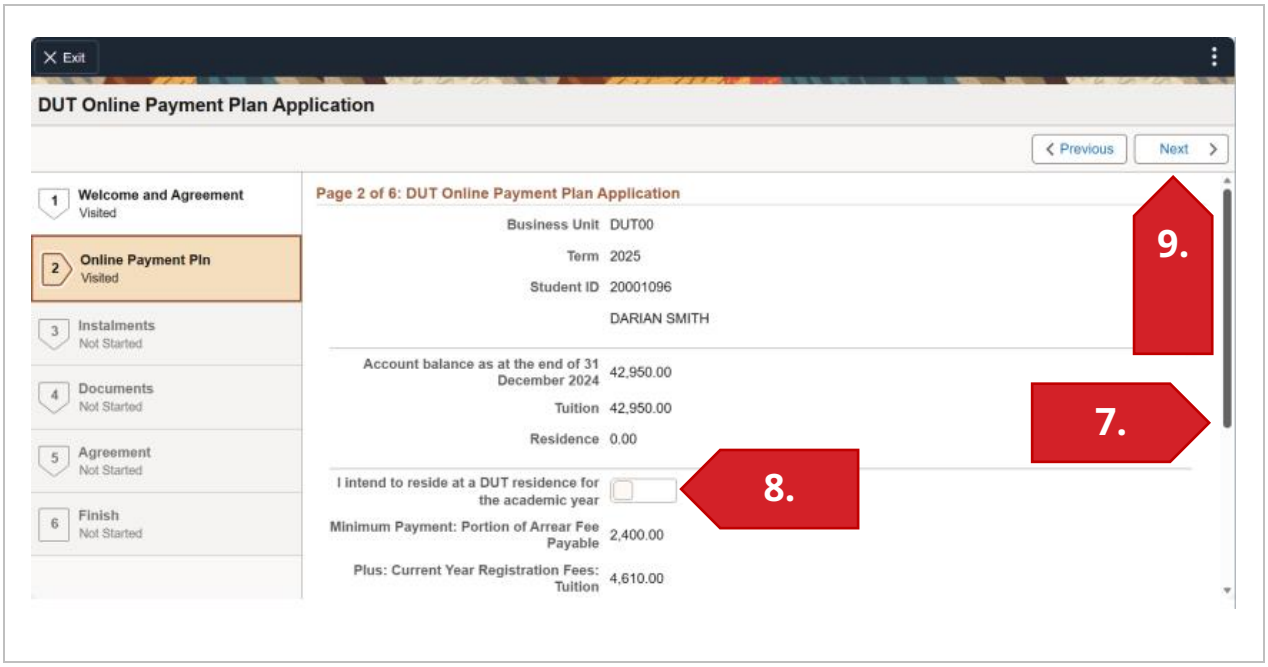
STEP NUMBER	ACTION
	Note: The **Homepage** screen is displayed.
3.	Click on the **Financial Account** tile to access the **Account Balance** page.



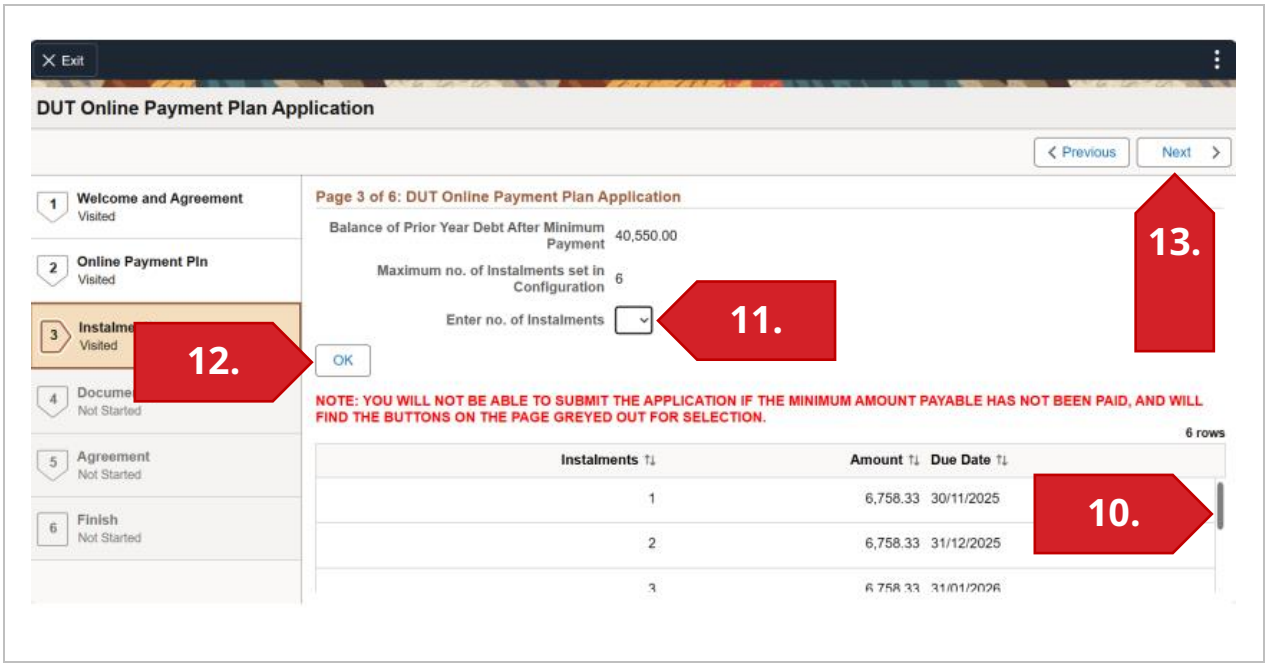
STEP NUMBER	ACTION
	Note: The **Account Balance** screen is displayed.
4.	Click on the **Prior Year Payment Plan** tab to access the **DUT Online Payment Application** page.



STEP NUMBER	ACTION
	Note: The **Page 1 of 6: Welcome and Agreement** screen is displayed. Review this page carefully, it contains a list of documents required for uploading as part of the agreement. Ensure you have collected all these documents before proceeding with the application.
5.	Click and drag the **vertical scroll bar down** to navigate through the page.
6.	Click on the **Next** button to navigate to the **Online Payment Plan Application** step.

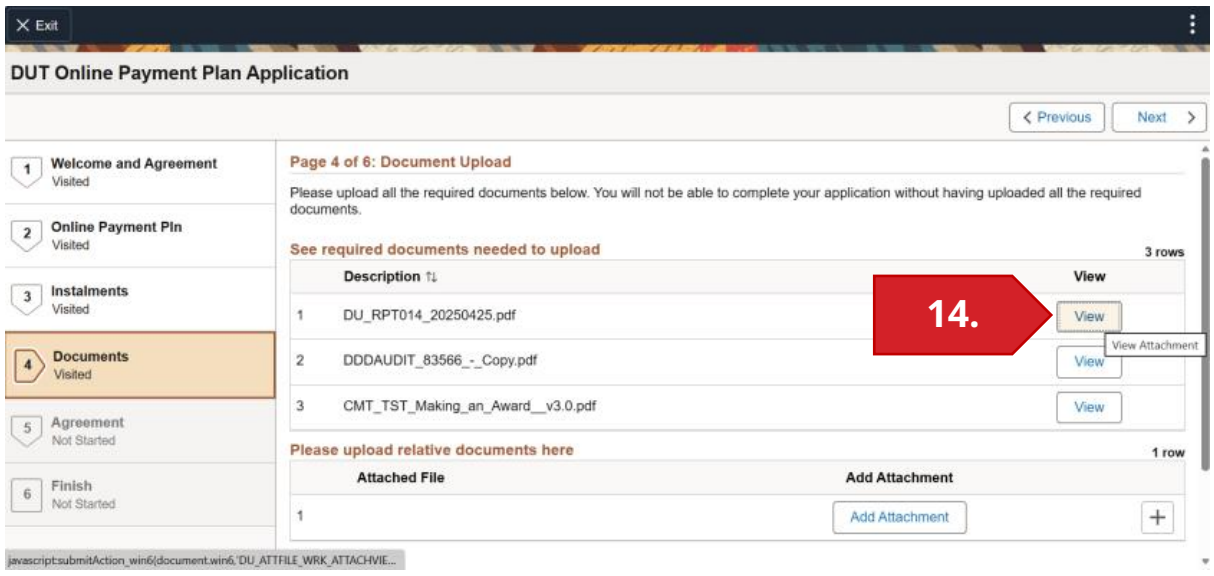


STEP NUMBER	ACTION
	Note: The **Page 2 of 6: DUT Online Payment Plan Application** screen is displayed. This page provides an overview of your financial details related to registration. It shows the Account Balance, Minimum Payment: Portion of arrear fees payable, Current Year Registration Fees for tuition and residence, as well as the Total Due on Registration and Total Payments Outstanding.
7.	Click and drag the **vertical scroll bar down** to navigate through the page.
8.	Click the **'I intend to reside at a DUT residence for the academic year'** toggle switch to change its status from **'No'** to **'Yes'**.
9.	Click on the **Next** button to navigate to the **Instalments** step.

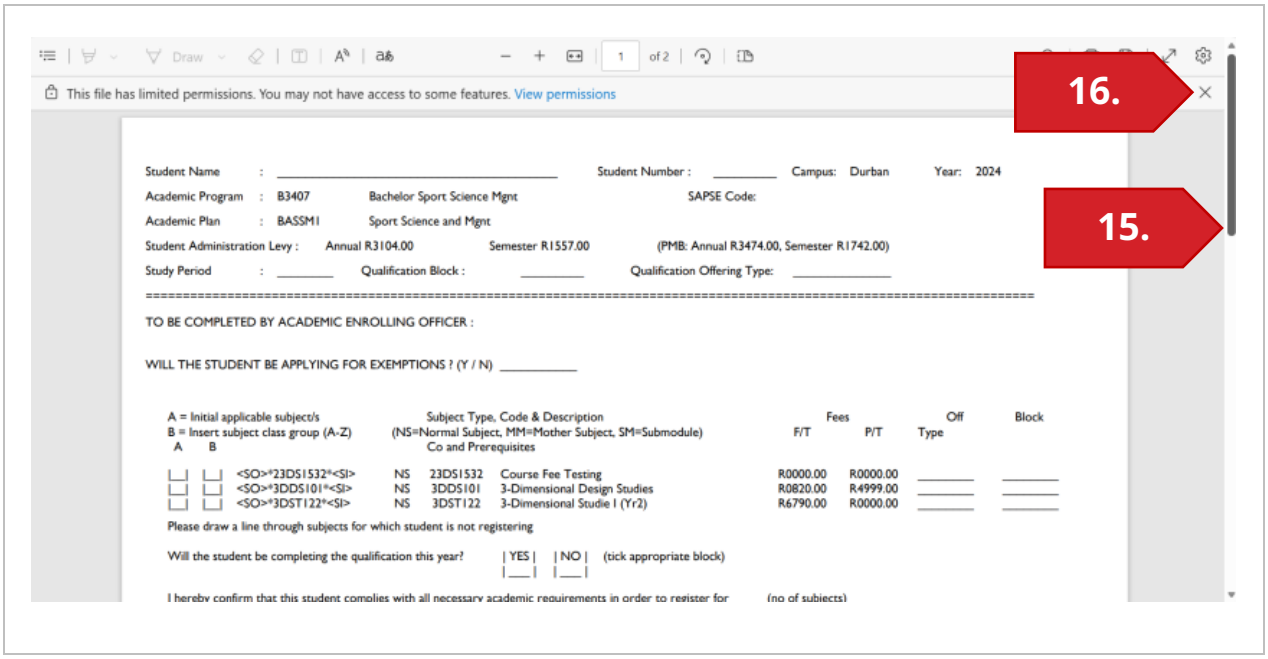


STEP NUMBER	ACTION
	Note: The **Page 3 of 6: DUT Online Payment Plan Application** screen is displayed. You can select and enter the number of instalments you prefer for your payment plan. Please note that the application cannot be submitted unless the minimum payable amount has been settled. If this requirement is not met, the action buttons on the page will remain disabled and cannot be selected.
10.	Click and drag the **vertical scroll bar down** to navigate through the page.
11.	Click on the **Enter no. of Instalments drop-down list** button and select the **relevant Instalment number.**
	Note: You can enter directly the number of instalments you prefer in the input field.
12.	Click the **OK** button to proceed.

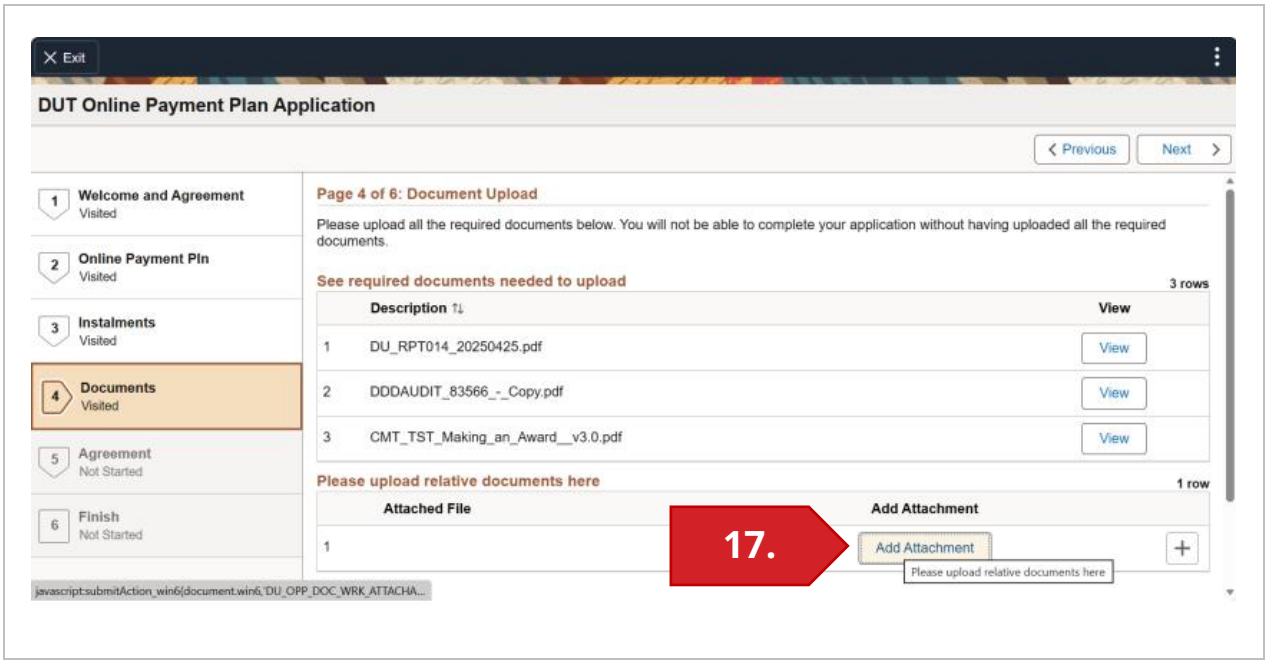
13.	Click on the **Next** button to navigate to the **Documents** step.



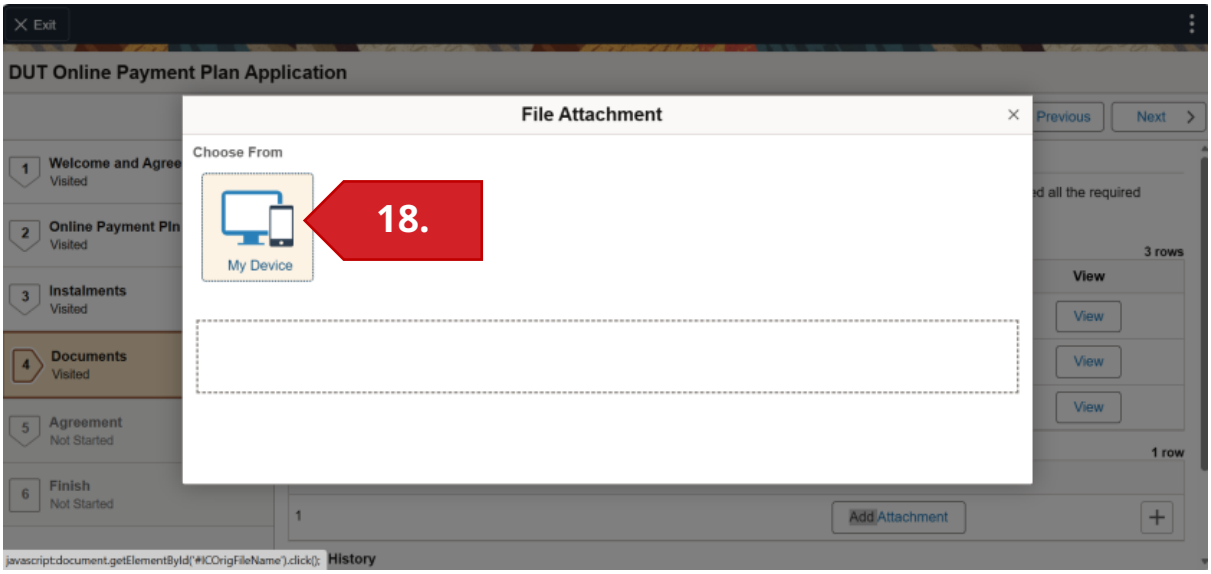
STEP NUMBER	ACTION
	Note: The **Page 4 of 6: Document Upload** screen is displayed. In this step, you are required to download, complete and upload all the necessary documents. The application cannot be completed until all required documents have been successfully uploaded.
14.	Click on the **View** button on the **relevant attachment** to download the document to be completed.



STEP NUMBER	ACTION
	Note: This step will open a new window where you can review the attachment. Afterward, you can navigate back to the previous screen to proceed.
15.	Click and drag the **vertical scroll bar down** to navigate through the page.
16.	Click on the **Close** button to return to the previous screen.

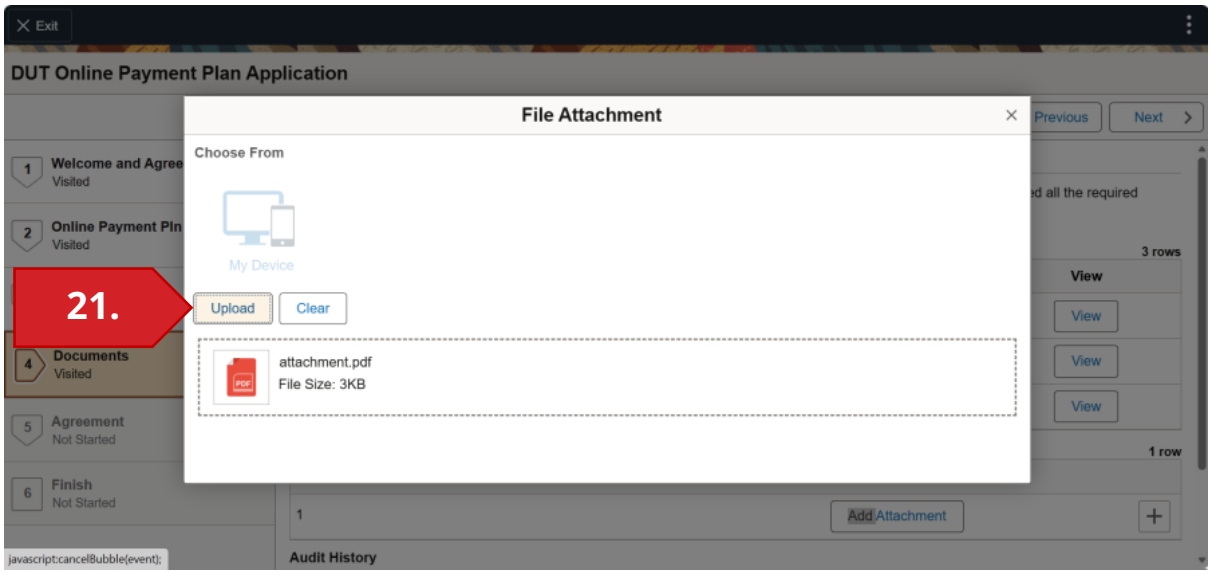


STEP NUMBER	ACTION
17.	Click on the **Add Attachment** button to upload additional/relative documents.

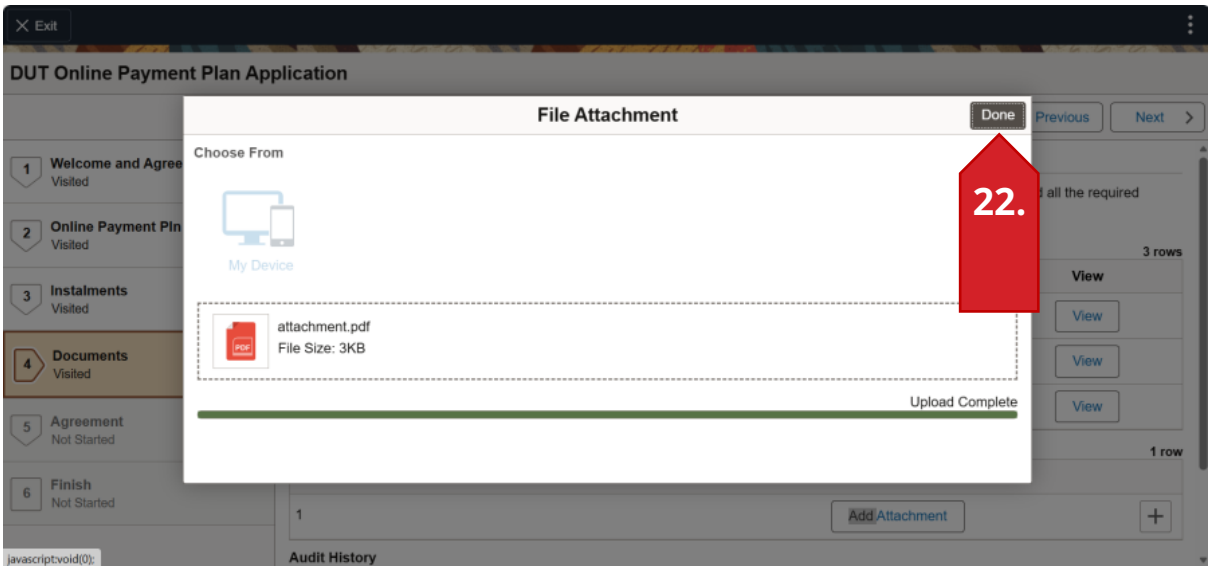


STEP NUMBER	ACTION
	Note: The File Attachment window will appear.
18.	Click on the **My Device** button to access and upload files stored on your personal device.

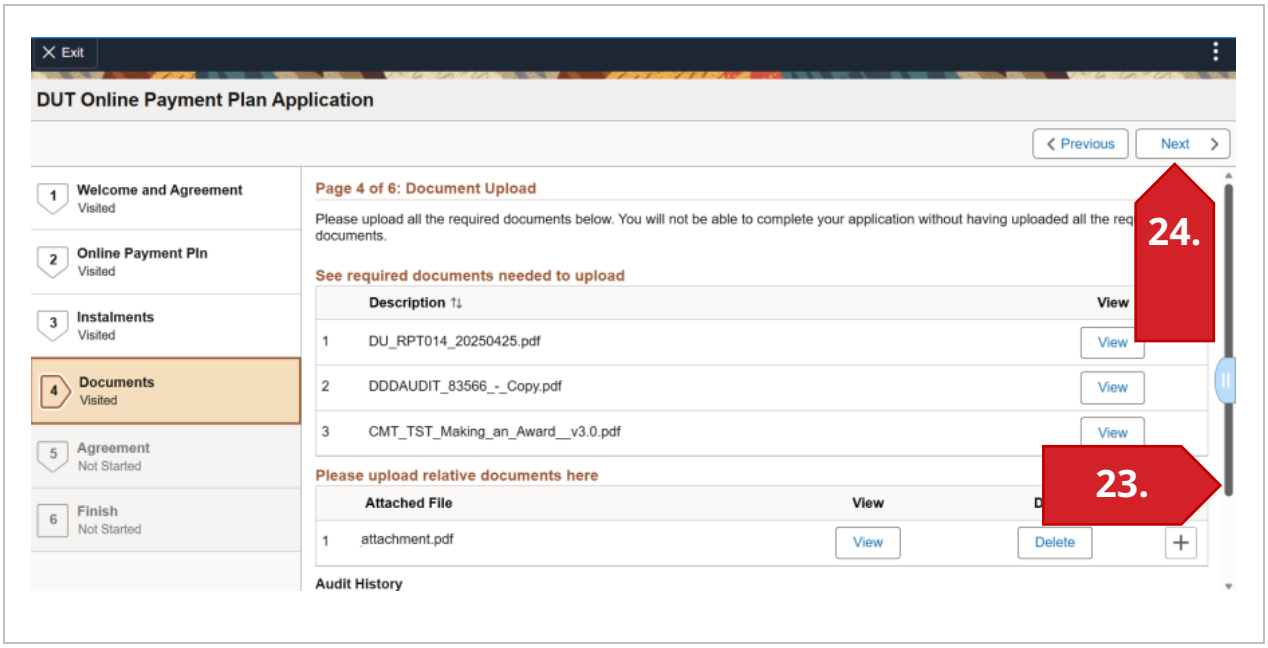
STEP NUMBER	ACTION
	Note: Navigate to the designated folder containing the required file, then select and upload the relevant file.
19.	Click on the **relevant file** to select it.
20.	Click on the **Open** button to attach the relevant file.



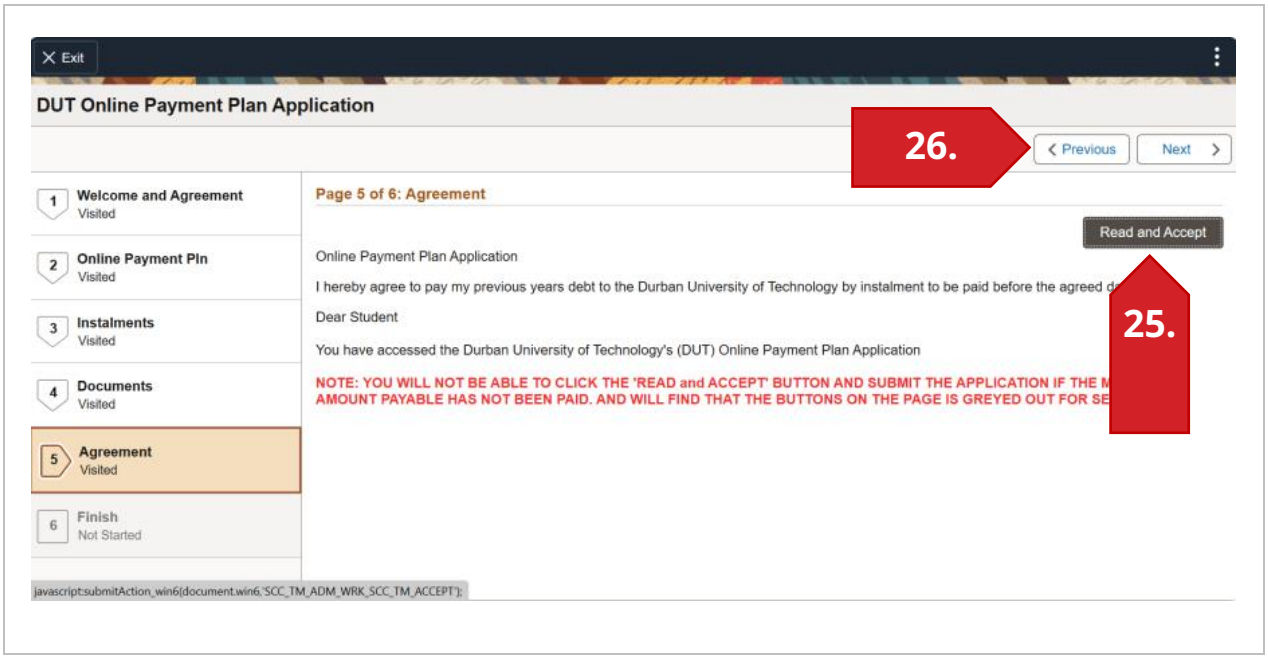
STEP NUMBER	ACTION
21.	Click on the **Upload** button to upload the **relevant file** in the system.



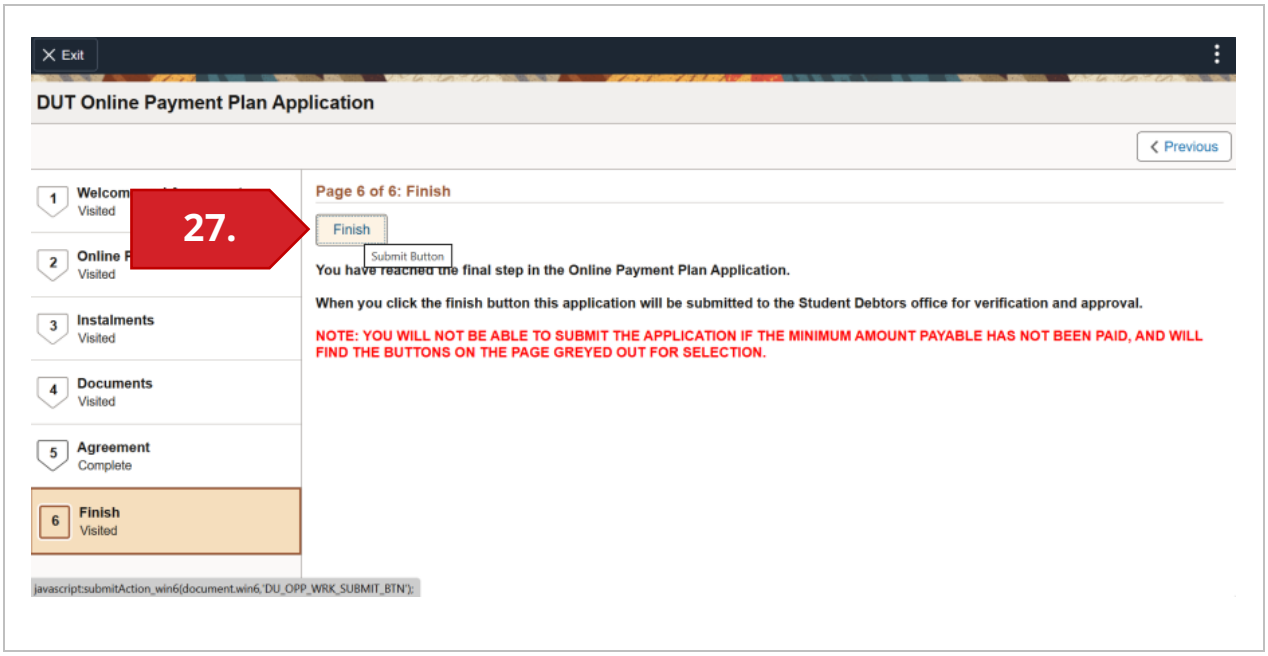
STEP NUMBER	ACTION
	Note: Once the attached file has finished uploading, the **Done** button will be enabled and allowing you to proceed to the next step.
22.	Click on the **Done** button to proceed.



STEP NUMBER	ACTION
23.	Click and drag the **vertical scroll bar down** to navigate through the page.
24.	Click on the **Next** button to navigate to the **Agreement** step.



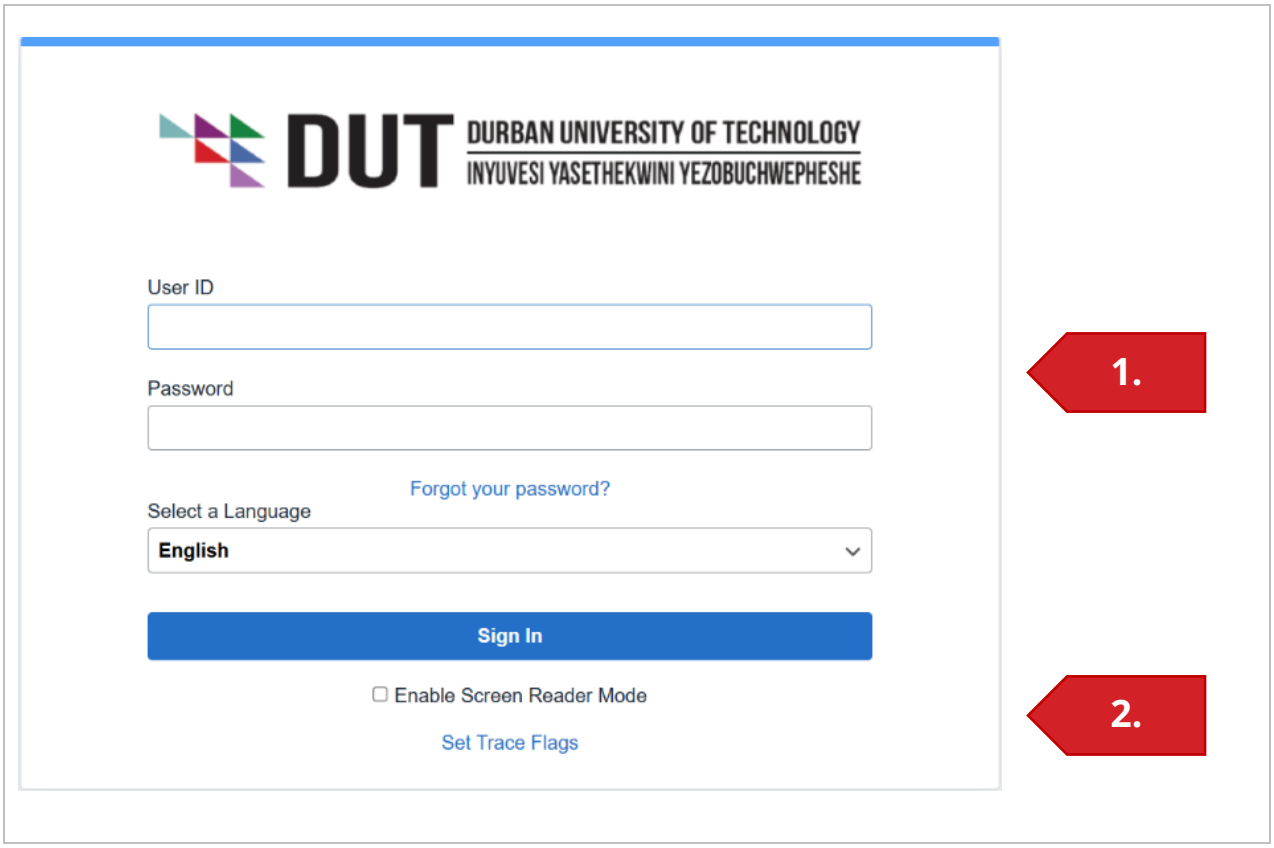
STEP NUMBER	ACTION
	Note: The **Page 5 of 6: Agreement** screen is displayed, showing the terms and conditions related to your application. Ensure that you understand and accept the terms before proceeding.
25.	Click on the **Read and Accept** button to acknowledge the agreement.
26.	Click on the **Next** button to navigate to the **Finish** step.



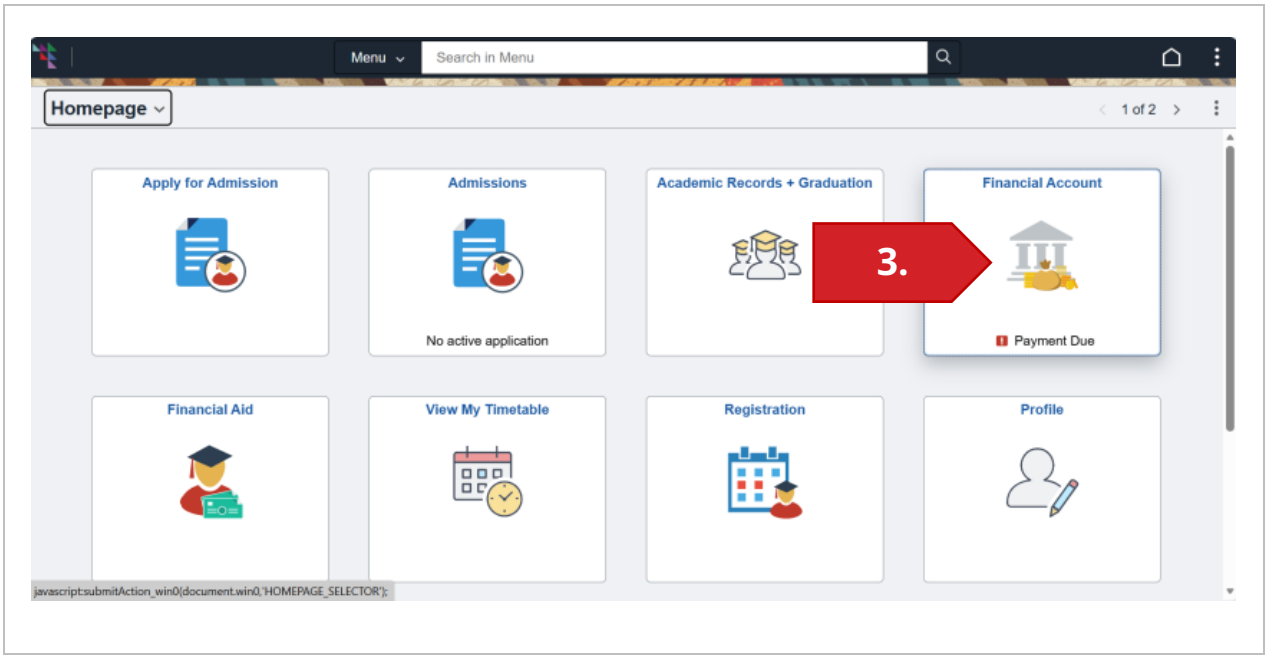
STEP NUMBER	ACTION
	Note: The **Page 6 of 6: Finish** screen appears, indicating the last step and the application is now ready to be submitted for verification and approval.
27.	Click on the **Finish** button to submit the application.
	Note: Once you click the Finish button, you will be directed to the Homepage.

3. HOW TO VIEW YOUR CURRENT YEAR PAYMENT PLAN

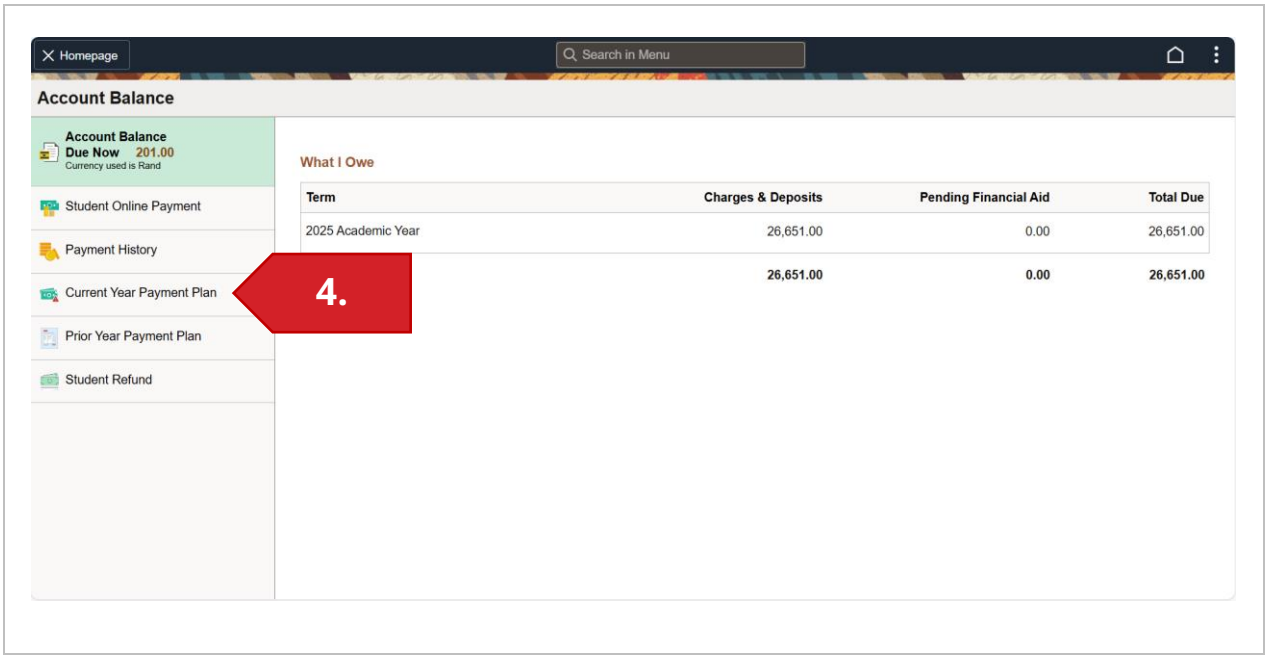
Planning for your current academic year fees is essential for financial stability. Oracle PeopleSoft Campus Solutions makes it simple for you to view your current year instalments that aligns with the universities deadlines. This section will guide you through the process of viewing your current year payment plan.



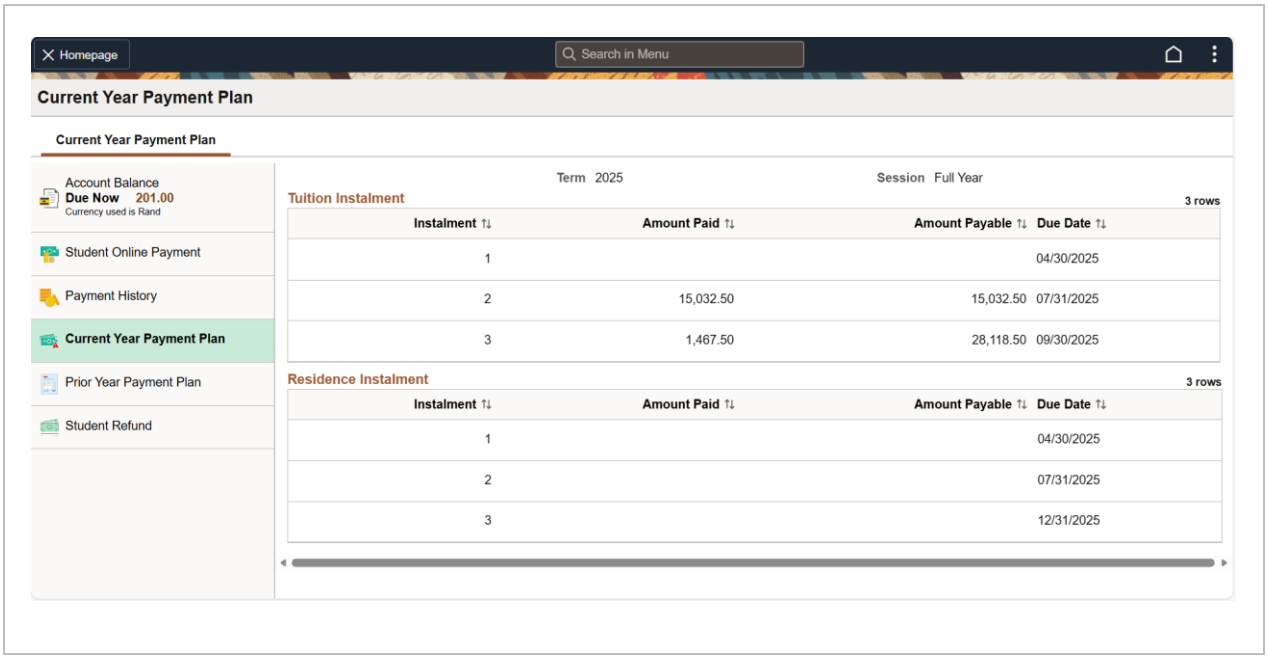
STEP NUMBER	ACTION
1.	**Enter** your **User ID** and **Password**.
2.	Click on the **Sign In** button.



STEP NUMBER	ACTION
	Note: The **Homepage** screen is displayed.
3.	Click on the **Financial Account** tile to access the **Account Balance** page.



STEP NUMBER	ACTION
	Note: The **Account Balance** screen is displayed.
4.	Click on the **Current Year Payment Plan** to view detailed information about your payment options for the current academic year.



TEP NUMBER	ACTION
	Note: The Current Year Payment Plan screen displays your financial obligations for the academic year, including tuition and residence instalments. It shows total amounts due, payment schedules, and outstanding balances. Review each section to understand your responsibilities and deadlines.