



# **SIS CAMPUS SOLUTIONS**

## **STUDENTS' HOW TO GUIDE**

### **STUDENT ACCOUNTS**

# 1. INTRODUCTION

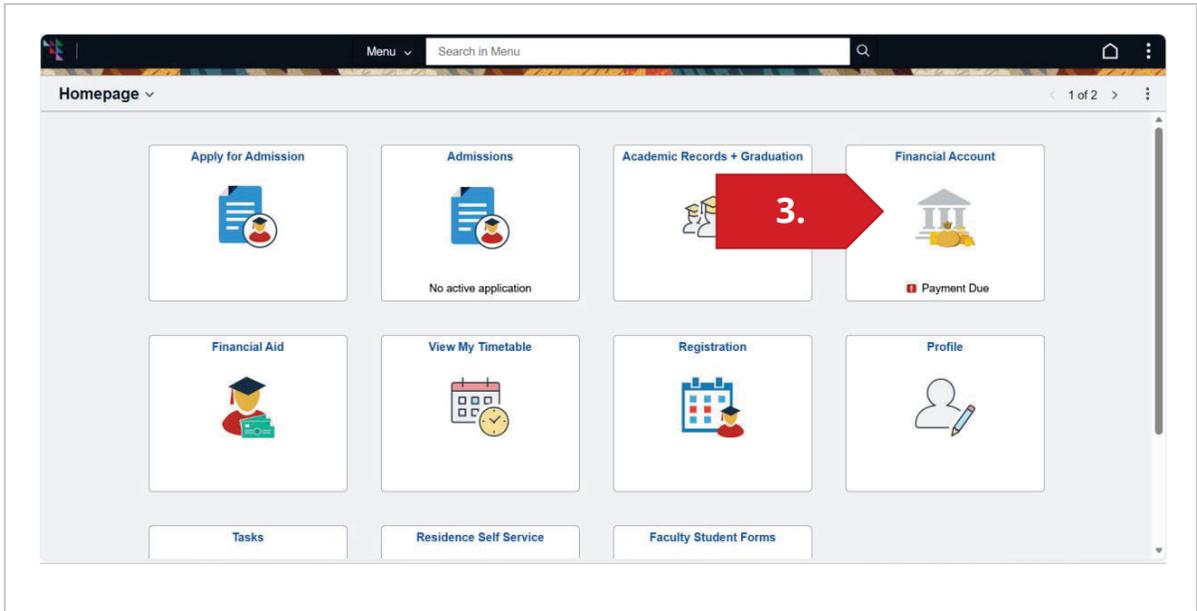
Effective management of financial accounts is crucial for maintaining awareness of financial responsibilities while pursuing education. The system offers essential tools to view account balances and make payments seamlessly. Regularly checking account balances provides insight into financial standing, aiding in planning for upcoming payments and avoiding potential issues. Additionally, the payment feature facilitates timely transactions, ensuring that financial obligations are met with ease.

Understanding and utilising these features empower students to take control of their financial situations and support academic success.

# HOW TO MAKE A PAYMENT

The screenshot shows the login interface for Durban University of Technology (DUT). At the top left is the DUT logo, which consists of four overlapping triangles in teal, purple, green, and red, followed by the text 'DUT DURBAN UNIVERSITY OF TECHNOLOGY' and 'INYUVESI YASETHEKWINI YEZOBUCHWEPHESHE'. Below the logo are two input fields: 'User ID' and 'Password'. A red arrow with the number '1.' points to the User ID field. Below the Password field is a link that says 'Forgot your password?'. Underneath is a language selection dropdown menu with 'English' selected and a downward arrow. A blue 'Sign In' button is positioned below the dropdown, with a red arrow and the number '2.' pointing to it. At the bottom of the form, there are two options: a checkbox for 'Enable Screen Reader Mode' and a link for 'Set Trace Flags'.

STEP NUMBER	ACTION
1.	Enter your <b>User ID</b> and <b>Password</b> .
2.	Click on the <b>Sign In</b> button.



STEP NUMBER	ACTION
	<p><b>Note:</b> The <b>Homepage</b> screen is displayed.</p>
<p><b>3.</b></p>	<p>Click on the <b>Financial Account</b> tile to access the <b>Account Balance</b> page.</p>

**Account Balance**

Account Balance  
Due Now 131.00  
Currency used is Rand

What I Owe

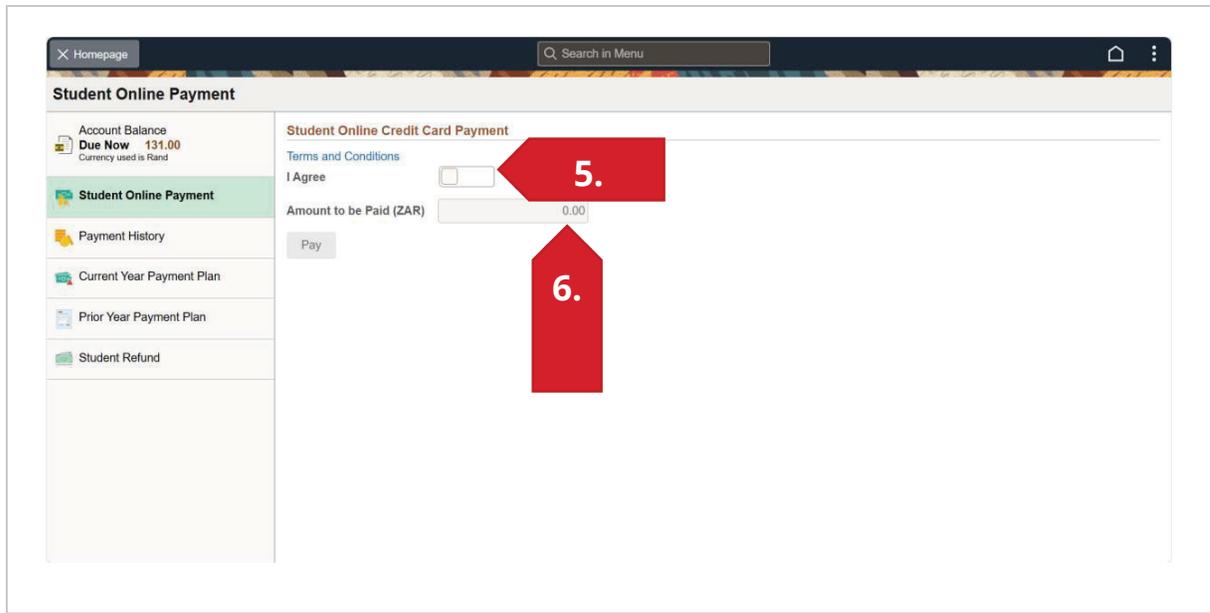
4.

	Charges & Deposits	Pending Financial Aid	Total Due
Student Online Payment			
Payment History	26,581.00	0.00	26,581.00
<b>Total</b>	<b>26,581.00</b>	<b>0.00</b>	<b>26,581.00</b>

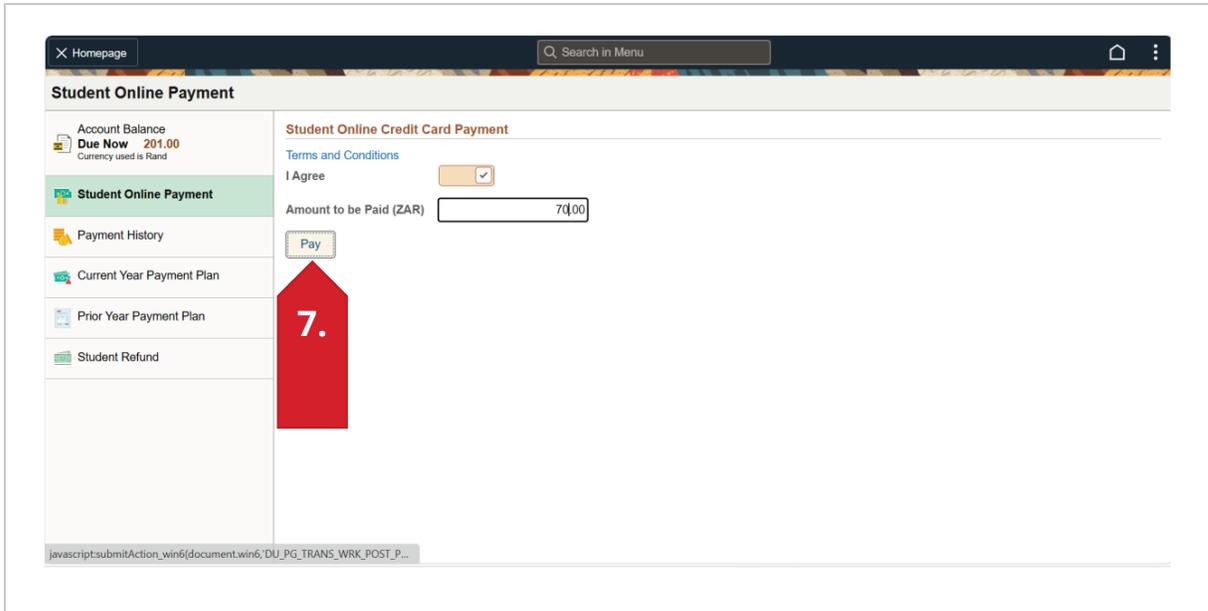
Current Year Payment Plan  
Prior Year Payment Plan  
Student Refund

Currency used is Rand

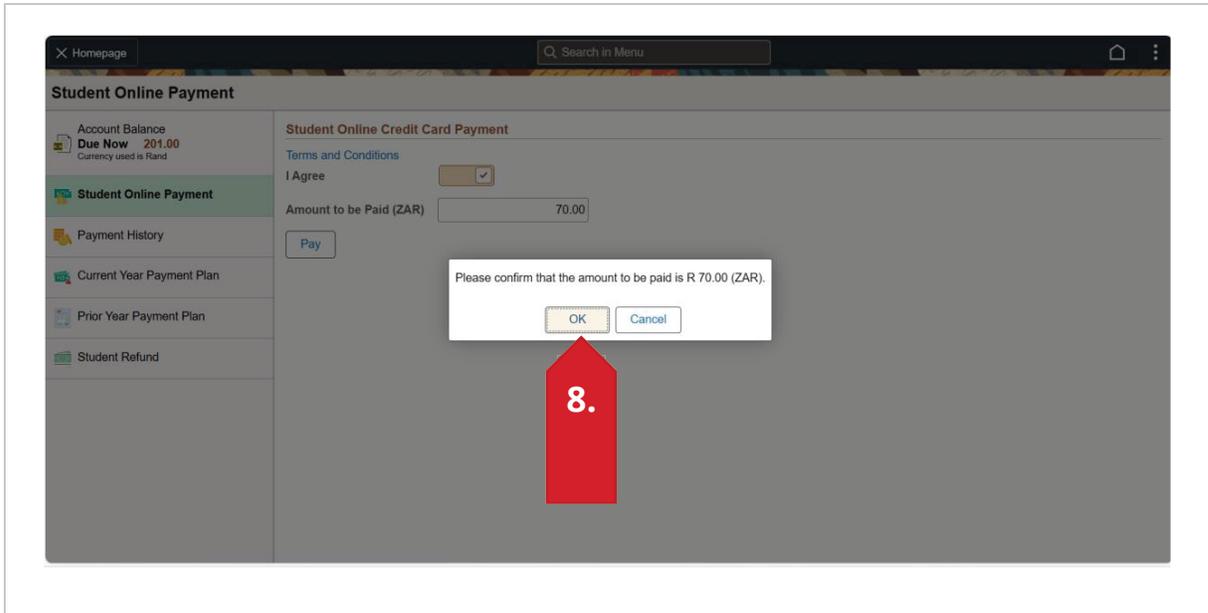
STEP NUMBER	ACTION
 <p><b>Note:</b></p> <p>The <b>Account Balance</b> screen is displayed.</p>	
4.	Click on the <b>Student Online Payment</b> tab to access the DUT Student Online Credit Card Payment page.



STEP NUMBER	ACTION
	<p><b>Note:</b></p> <p>You may click the <b>Terms and Conditions</b> link first to carefully read and understand the information provided before continuing with the process. This ensures that you are fully aware of the terms you are agreeing to.</p>
5.	Click on the <b>I agree</b> checkbox to enabled.
	<p><b>Note:</b></p> <p>Click and drag the <b>0.00</b> value in the <b>Amount to be Paid (ZAR)</b> field to highlight.</p>
6.	Enter the relevant <b>Amount</b> in the Amount to be Paid (ZAR) field.



STEP NUMBER	ACTION
 <p data-bbox="407 1056 488 1087"><b>Note:</b></p> <p data-bbox="407 1142 1386 1230">The <b>Pay</b> button, which was previously inactive (greyed out), will now become active and ready for selection.</p>	
7.	Click on the <b>Pay</b> button to proceed with the payment process.



STEP NUMBER	ACTION
	<b>Note:</b> A confirmation message will display the amount to be paid, allowing users to verify the details and ensure accuracy before completing the payment.
8.	Click on the <b>OK</b> button to confirm the amount.

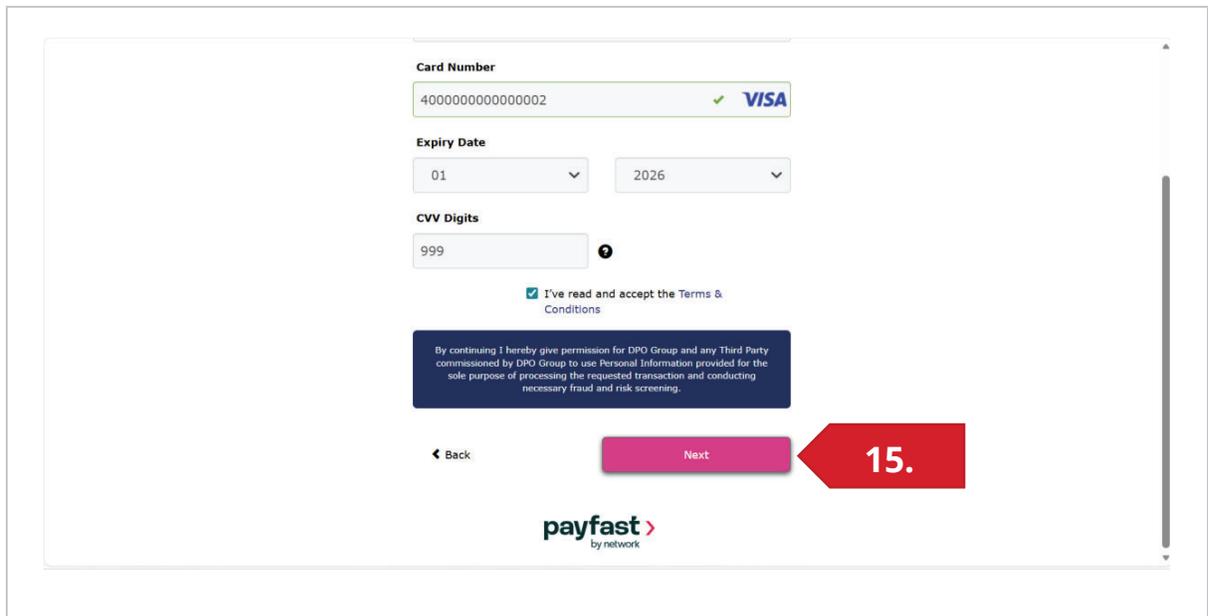
Merchant: DUT Test Account  
Reference: DUTPG000000000000450  
Transaction Date: Thu, 13 Nov 2025 06:18:28 +0200  
Amount: R 70.00 (ZAR)

Card Holder: Enter your name (9.)  
Card Number: Enter Card number (10.)  
Expiry Date: 01 (Month) 2025 (Year) (11.)  
CVV Digits: (12.)  
 I've read and accept the Terms & Conditions (13.)

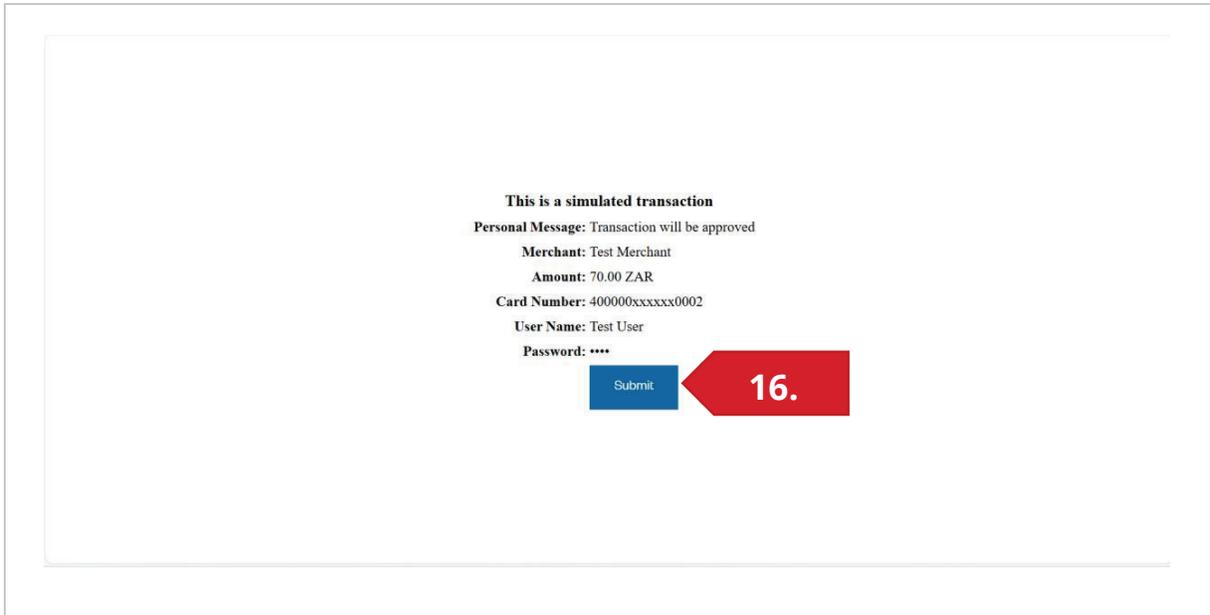
By continuing I hereby give permission for DPO Group and any Third Party commissioned by DPO Group to use Personal Information provided for the sole purpose of processing the requested transaction and conducting necessary fraud and risk screening.

STEP NUMBER	ACTION
 <p><b>Note:</b></p> <p>The <b>Card Payment details</b> will be displayed for you to enter your bank account details.</p>	
9.	Enter the relevant <b>Card Holder's Name</b> in the Card Holder field.
10.	Enter the relevant <b>Card Number</b> in the Card Number field.
11.	Click on the relevant <b>Expiry Date (Month and Year)</b> field.
12.	Enter the relevant <b>CVV Digits</b> in the CVV Digits field.
 <p><b>Note:</b></p> <p>Ensure that all card payment details are thoroughly reviewed and verified for accuracy before proceeding with the transaction.</p>	

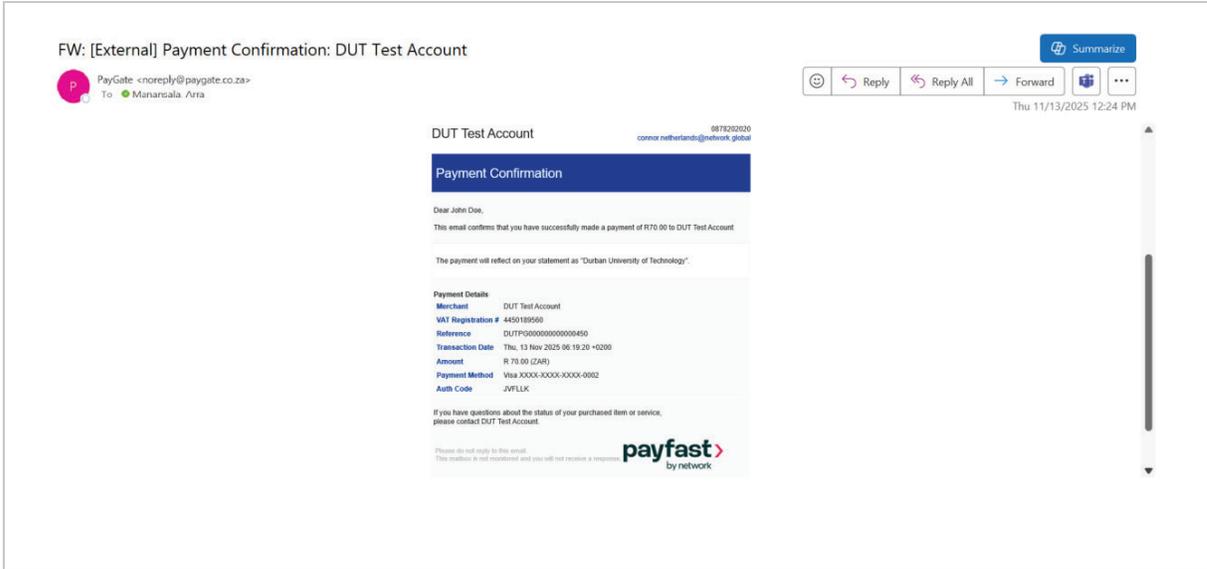
	It is recommended to click the Terms and Conditions link to review the details and ensure you understand the terms before continuing.
<b>13.</b>	Click on the <b>I've read and accept the Terms and Conditions</b> checkbox to proceed.
<b>14.</b>	Click and drag the <b>vertical scroll bar down</b> to view the details of your confirmed payment transaction.



STEP NUMBER	ACTION
<b>15.</b>	Click on the <b>Next</b> button.



STEP NUMBER	ACTION
	<b>Note:</b> The <b>transaction</b> is presented and ready for you to submit.
16.	Click on the <b>Submit</b> button.



STEP NUMBER	ACTION
	<p><b>Note:</b></p> <p>You will receive an email displaying the details of the confirmed payment transaction. The steps outlined above detail the proper and complete procedure for making a payment. Please ensure each step is followed carefully to ensure a successful transaction.</p>