SIS CAMPUS SOLUTIONS

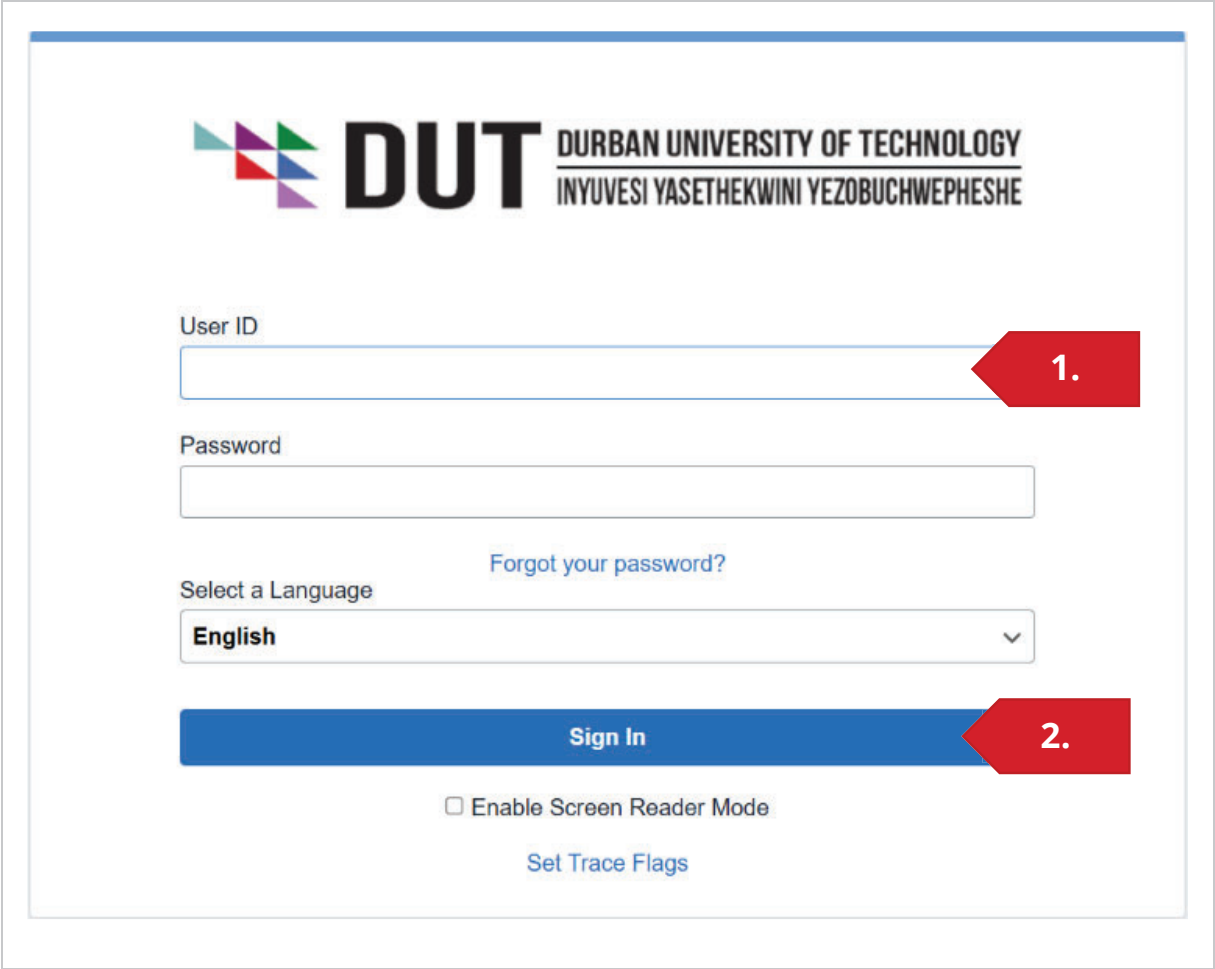
STUDENTS' HOW TO GUIDE

STUDENT ACCOUNTS

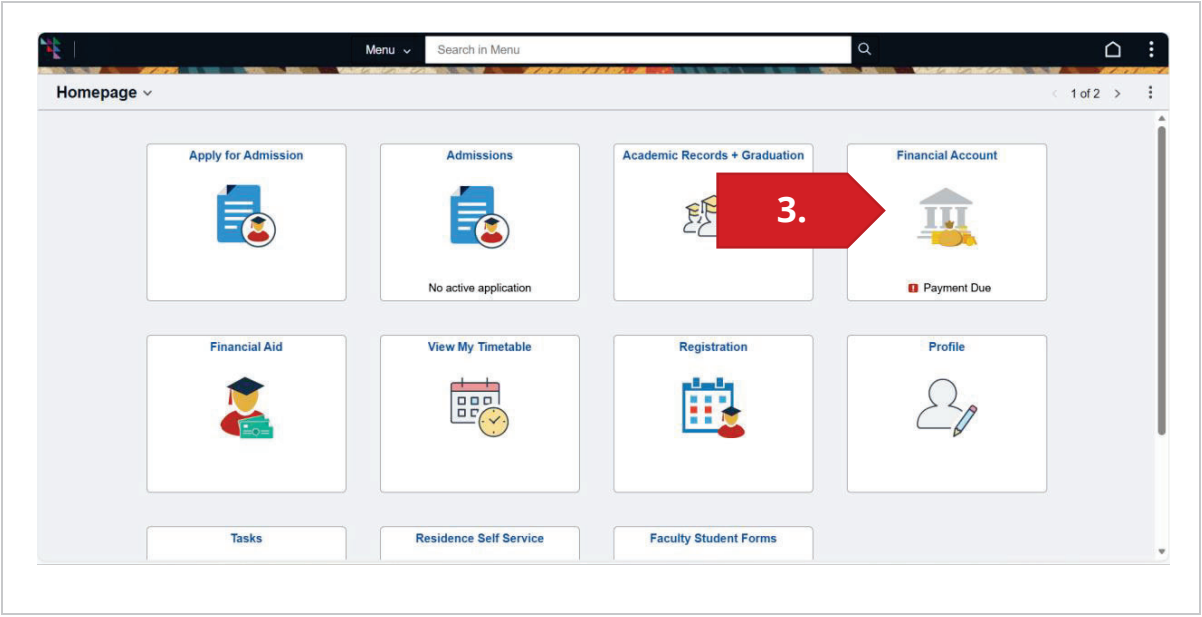
1. INTRODUCTION

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.

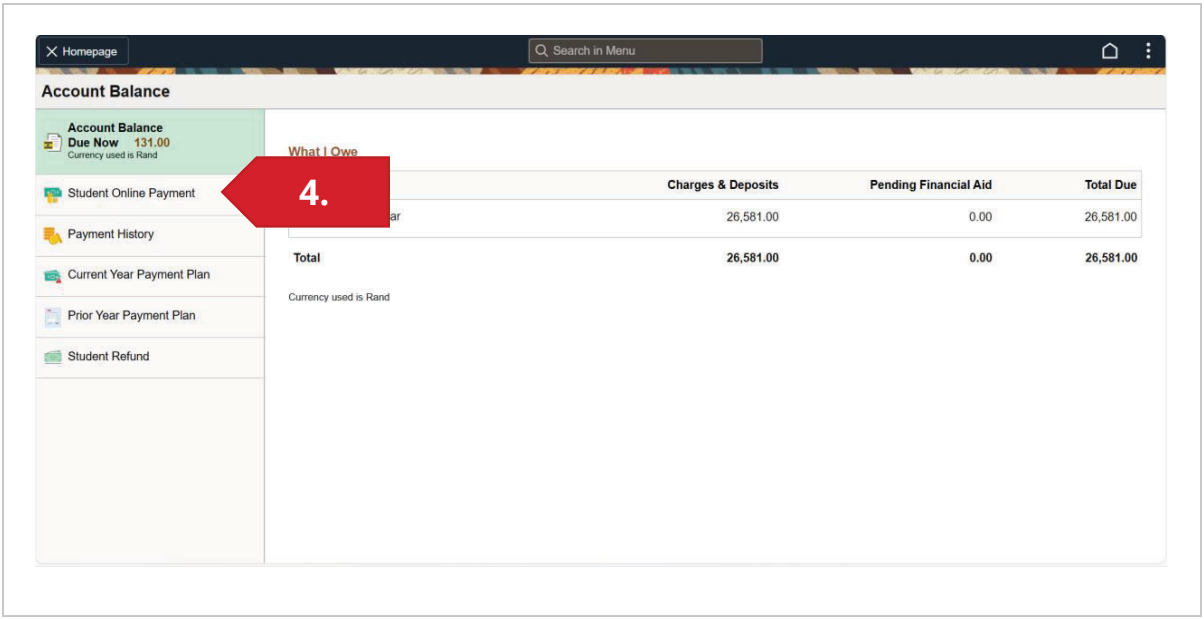
HOW TO MAKE A PAYMENT



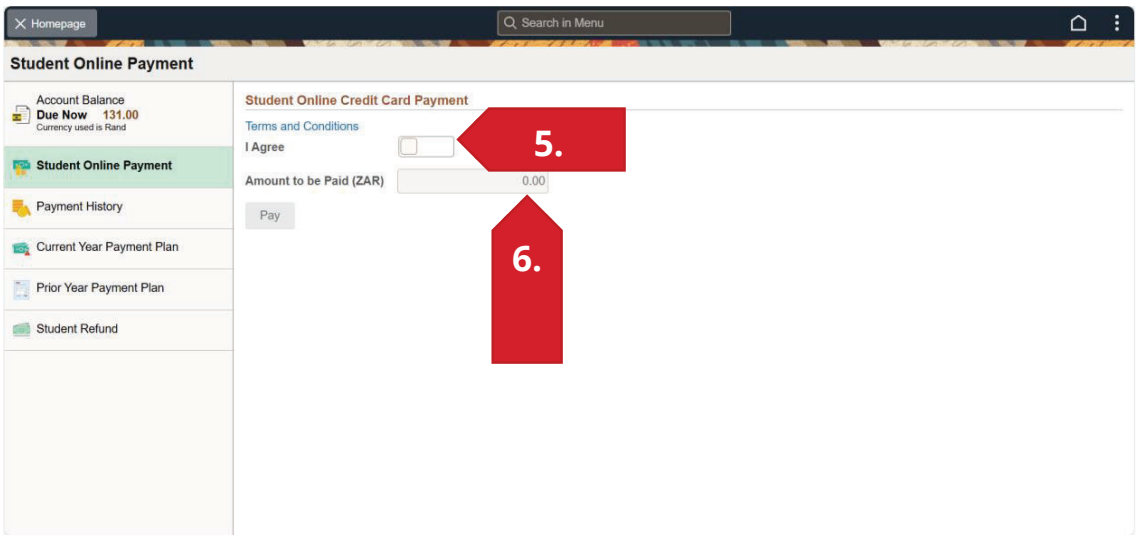
STEP NUMBER	ACTION
1.	**Enter** your **User ID** and **Password**.
2.	Click on the **Sign In** button.



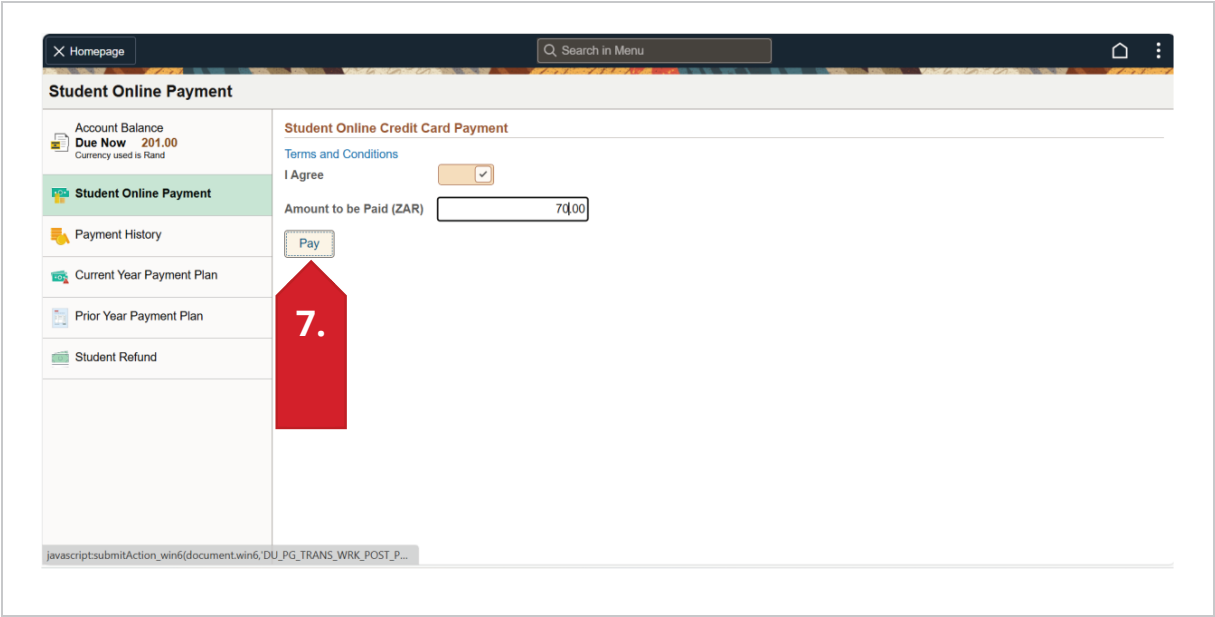
STEP NUMBER	ACTION
	Note: The **Homepage** screen is displayed.
3.	Click on the **Financial Account** tile to access the **Account Balance** page.



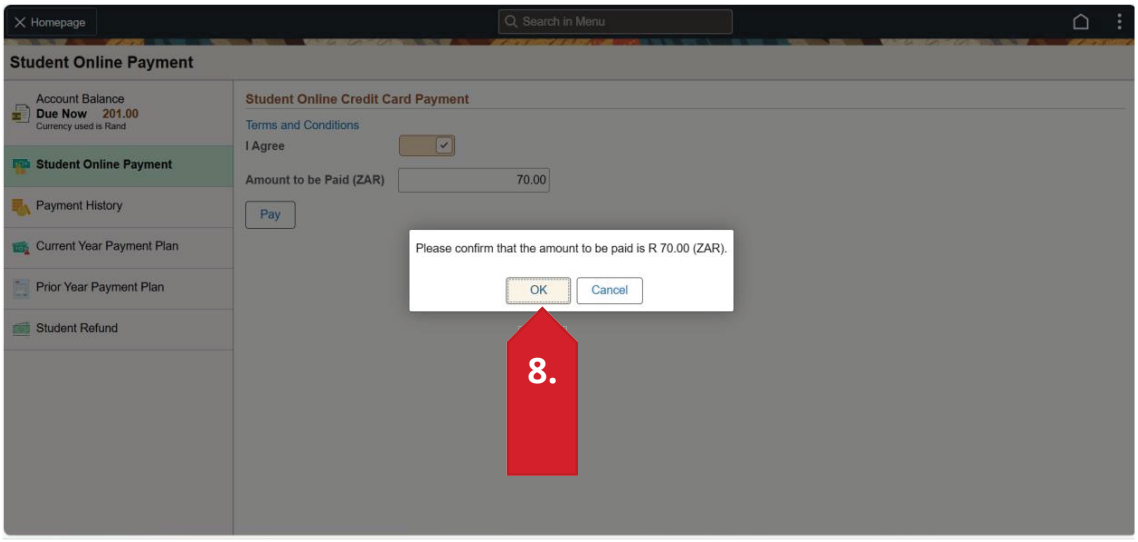
STEP NUMBER	ACTION
	Note: The **Account Balance** screen is displayed.
4.	Click on the **Student Online Payment** tab to access the DUT Student Online Credit Card Payment page.



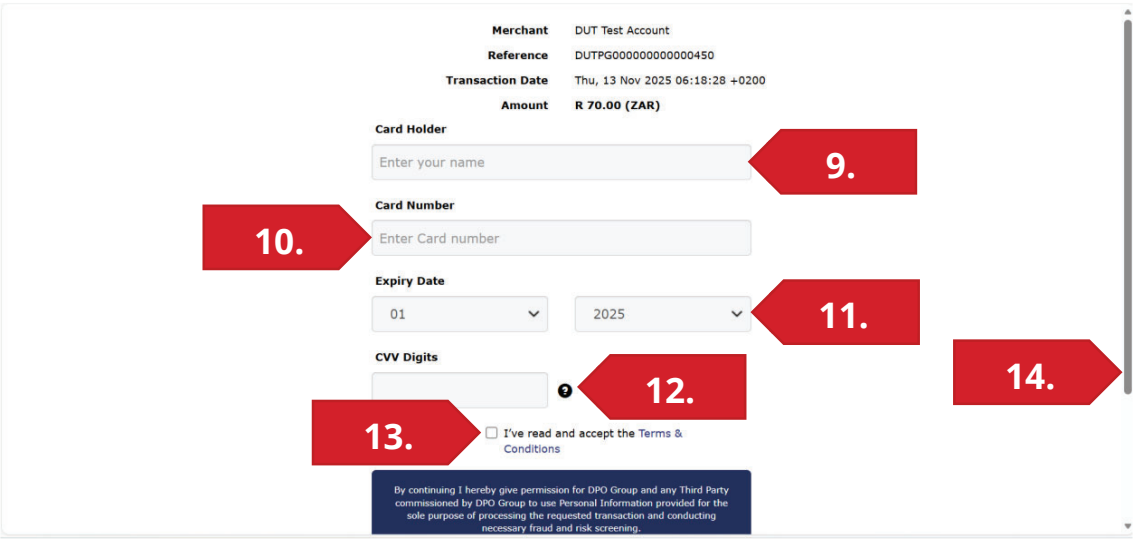
STEP NUMBER	ACTION
	Note: You may click the **Terms and Conditions** link first to carefully read and understand the information provided before continuing with the process. This ensures that you are fully aware of the terms you are agreeing to.
5.	Click on the **I agree** checkbox to enabled.
	Note: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



STEP NUMBER	ACTION
	Note: The **Pay** button, which was previously inactive (greyed out), will now become active and ready for selection.
7.	Click on the **Pay** button to proceed with the payment process.

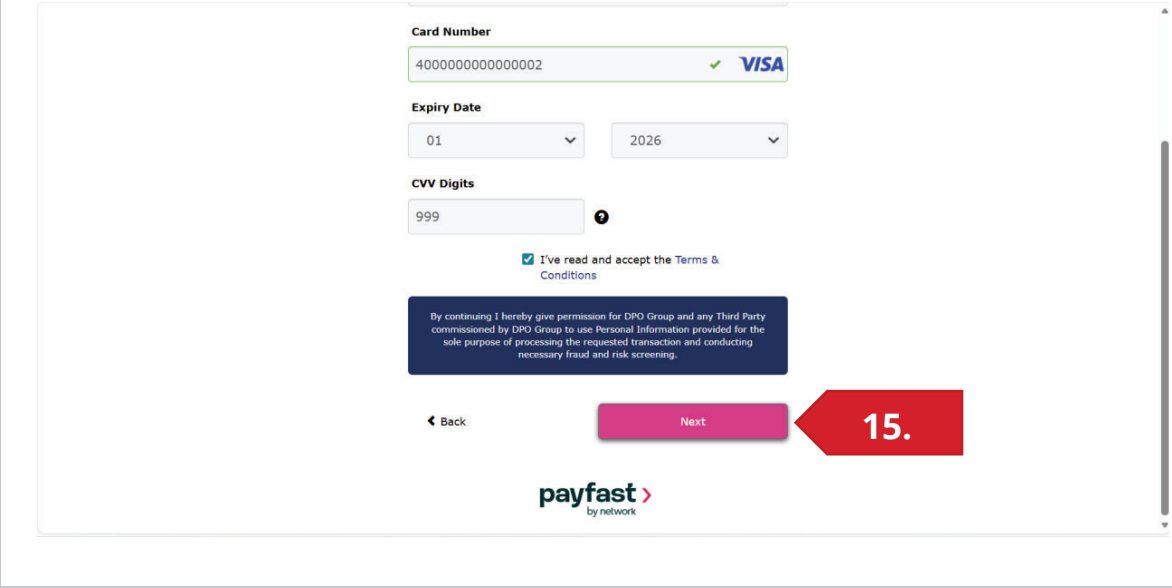


STEP NUMBER	ACTION
	Note: A confirmation message will display the amount to be paid, allowing users to verify the details and ensure accuracy before completing the payment.
8.	Click on the **OK** button to confirm the amount.

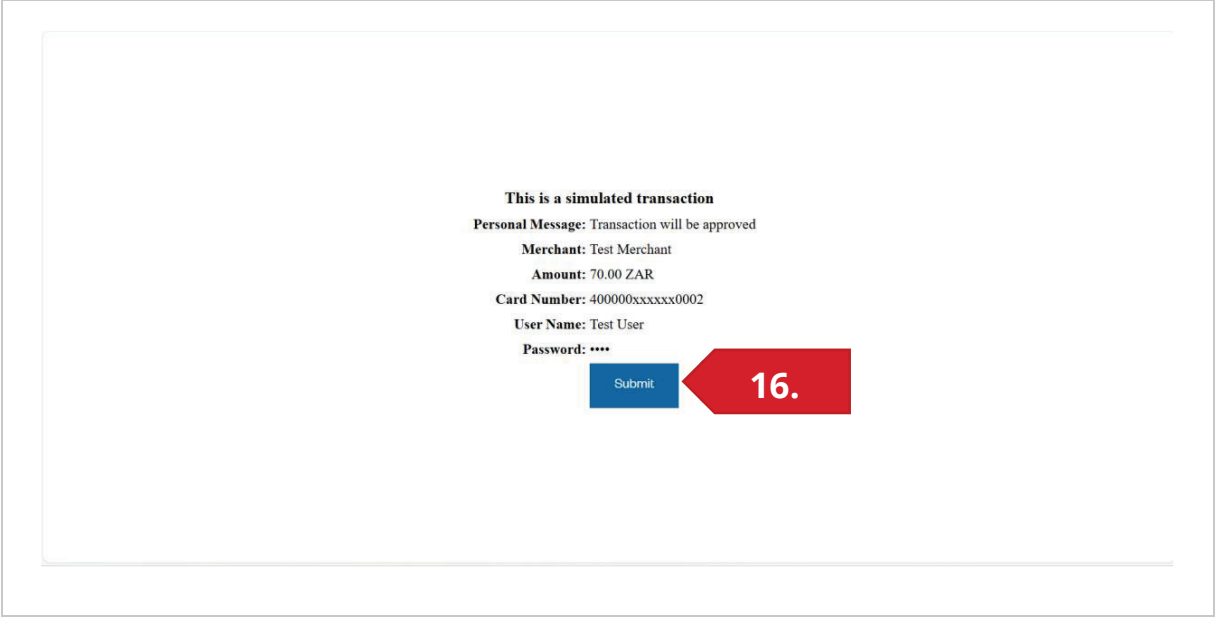


STEP NUMBER	ACTION
	Note: The **Card Payment details** will be displayed for you to enter your bank account details.
9.	Enter the relevant **Card Holder's Name** in the Card Holder field.
10.	Enter the relevant **Card Number** in the Card Number field.
11.	Click on the relevant **Expiry Date (Month and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

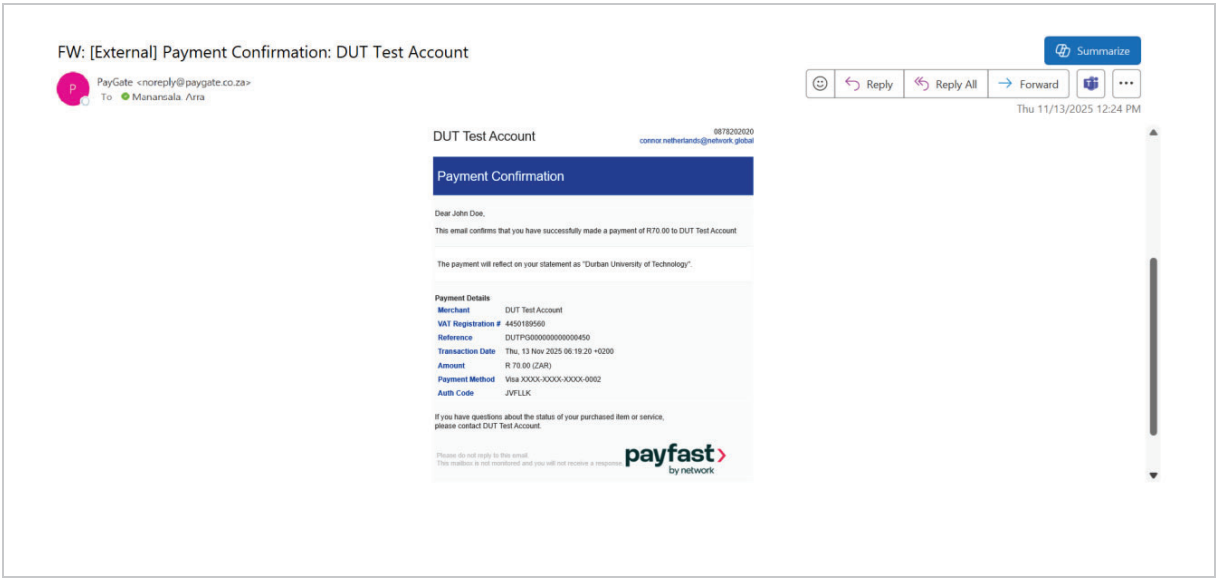
	It is recommended to click the Terms and Conditions link to review the details and ensure you understand the terms before continuing.
13.	Click on the **I've read and accept the Terms and Conditions** checkbox to proceed.
14.	Click and drag the **vertical scroll bar down** to view the details of your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



STEP NUMBER	ACTION
15.	Click on the **Next** button.



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



STEP NUMBER	ACTION
	Note: 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.