Instructions for Using the New Online Payment Facility

- 1. Pre-requisite:
 - Ensure you have set up the MS Authenticator app installed on your phone available s from app store or google play.
 - Please refer to the instructions received in the recent email from Computer Services (IMPORTANT: SETU Waterford Student Login Details....) Extract below

SETU PC Logins and some student online services e.g. Fees:

Username: studentnumber@setu.ie e.g. 12345678@setu.ie Password: Use your normal password (i.e. the one you use for Moodle, Library Databases, etc).

• Note should you encounter any issues with Authentication please email <u>computerservices@wit.ie</u>

2. Access Account Summary

- Please follow the link within the email you have received to log in.
- Upon successful login, you will be directed to the account summary page of Banner Self Service.
- Please choose **View By Term**, when you have done this a second dropdown list will appear to the right and you should choose **Full Academic Year 2024-25**.

Account Summary Screenshot

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View by Term Screenshot

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3. Check Your Balance

• The balance at the top right of the page is the amount you owe.

Balance Screenshot

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4. Make a Payment

• When ready, click the red "Pay Now" button in the top right-hand corner.

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• Enter your card details and the **cardholder's** address phone number and email address. Note these may be different to yours.

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• If your card has a payment limit, you can adjust the amount to be paid in the Net Term Balance box and make multiple payments to clear your balance.

5. Confirm Payment

- Complete your payment through your card's authentication process if applicable.
- A confirmation message will appear on screen indicating that your payment was successful.

6. Confirmation Email

• You will receive an email to your personal email address with a receipt and confirmation of payment.



7. Check Your Balance Again

• Use the original link to log back in and check your updated balance.

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8. Check FAQs

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• If you have any questions or need further assistance, <u>click on the FAQs link</u>.