



UTT ONLINE PAYMENT USER GUIDE

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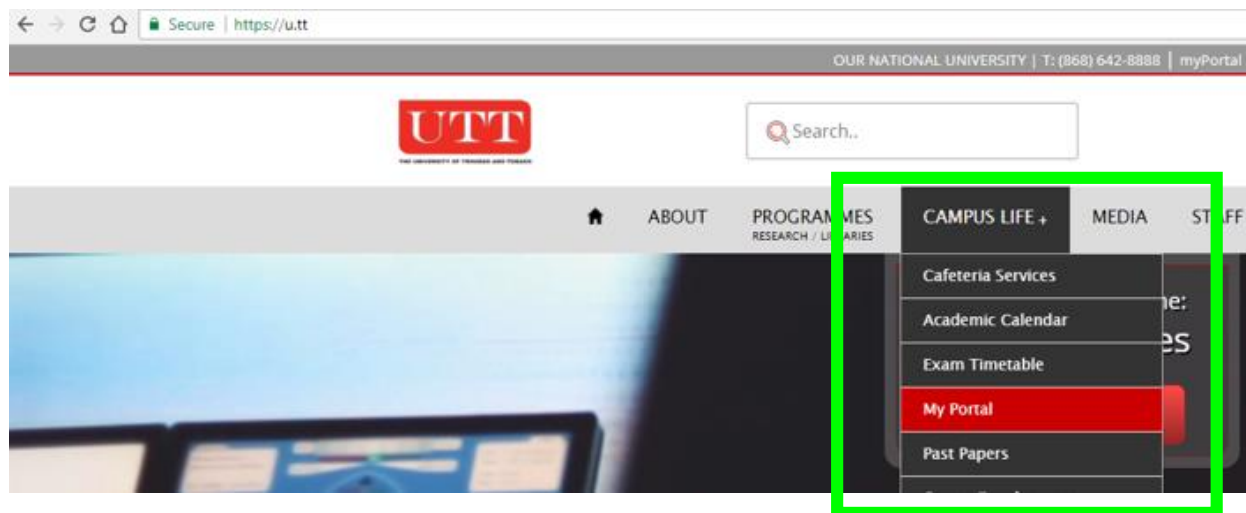
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Logging into myPortal

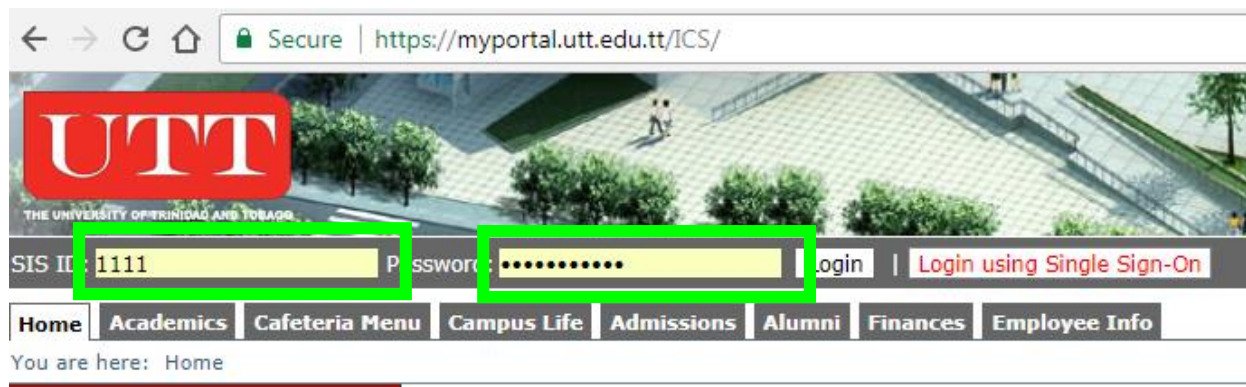
To login to My Portal, copy the link below into your web browser

<https://mycampus.utt.edu.tt>

Alternatively, you can go to UTT's website, click on the Campus Life tab and select "My Portal" from the drop-down list.



On the My Portal page enter your student ID and password.



Online Payment form – Standard and Custom

Under the “My Forms” tab, you will see the following two links relating to Online Payments.

Welcome back Test-My STUDENT ([Personal Info](#) | [Logout](#))

Home | Welcome | **My Forms** | Academics | Students | Faculty | Cafeteria Menu | Campus Life | CourseEv

You are here: My Forms > Default Page

My Forms
Default Page

- [EX FormFlow - Forms](#)
- [EX FormFlow - Workflow](#)

[You have 1 active survey.](#)

Quick Links

☰ **My Pages**

- [Academic Calender](#)
- [myCampus](#)
- [Apply Online](#)
- [UTT Library](#)
- [UTT Homepage](#)
- [UTT Intranet](#)
- [Search](#)

My Forms

EX FormFlow - Forms

[Online Payment Details - Standard Fees](#) form al
... [Registration](#), [Student Guild](#), [Cym](#), [Insu](#)

Note: Online Payments for All non-Standard Fees should be su
[Online Payment Details - Standard Fees](#)

[Online Payment Details - Custom Fees](#) form allo

Custom Fees are not predefined - the categories are listed but applicable fees.

Note: These fees also require a description outlining what the
[Online Payment Details - Custom Fees](#)

- **Online Payment Details – Standard fees**
 - This form allows you to enter the details of Standard Fees you wish to pay using our online payment gateway. Standard Fees display with defined fees example Registration \$225, Guild \$175, Insurance \$40
- **Online Payment Details – Custom Fees**
 - This form allows you to enter the details of Custom fees you wish to pay using our online payment gateway. Custom Fees display without defined fees i.e. the categories are listed **but not the amount to be paid**. Additionally, these fees also require a **description outlining details of the selected category**. For example, Repeat Tuition requires a description of **the Course Code and Credits**. You will need to confirm the applicable fees from either the Office of the Registrar or Student Accounting.

Making a Payment – Standard fees

Select the link **Online Payment Details – Standard fees**. A new web browser tab will open with the information page which gives a brief description of the form. Select the **Payment Details** button.



The screenshot shows the Test-My STUDENT website interface. At the top, there is a navigation menu with links for Home, Welcome, My Forms, Academics, Students, Faculty, Cafeteria Menu, Campus Life, CoursEval, Admissions, Document Upload, Alumni, Finances, Employee Info, Training, and My Pages. Below the navigation menu, there is a sidebar on the left with sections for My Forms, Quick Links, and My Pages. The main content area is titled 'My Forms' and contains a sub-section 'EX FormFlow – Forms'. Within this sub-section, there is a 'Payment Details' button highlighted in green. The text next to the button describes the 'Online Payment Details - Standard Fees' form and lists various fees included. At the bottom of the page, there are logos for VISA, MasterCard, Verified by VISA, MasterCard SecureCode, and POWERED BY FIRST ATLANTIC COMMERCE.

Note: If you have multiple payments that fall under both categories you will need to complete one form at a time.

After selecting the **Payment Details** button, the payment details page displays. To complete the form, select the relevant **Academic Year**, **Term** and the **Standard Fee Category** from the drop-down list then click the “**Add Category**” button.

The screenshot below shows the “**drop-down**” list for the Standard Fee Category.

The screenshot below shows 3 categories added, if you wish to make changes or remove a category select the “Update” button. Once completed select the “Submit Payment for Online Processing” button.

My Forms  

EX FormFlow - Forms [View Reports](#)

Information **Student ID:** 1111 **Full Name:** Test-My STUDENT




Payment Details **Current Programme:** Bachelor of Education **Current Year:** 2017

Thank You *** Academic Year:** 2017-2018 *** Term:** Term 1

Select a standard category from the drop down list then click the "ADD" button.
To make changes click the "Update" Button

Standard Fee Category:	Fee:	
Registration	225	<input type="button" value="Update"/>
Guild Fees	175	<input type="button" value="Update"/>
Insurance	40	<input type="button" value="Update"/>

*** Standard Fee Category:** *** Fee:**

After selecting the “Submit Payment for Online Processing” you will be taken to the “MyPortal Payment Page”, where the total amount due is displayed in Trinidad and Tobago currency.



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MyPortal Payments Page



Payment Details

Amount to Pay (TTD): 440.00

Card Number:

Card Type: VISA MasterCard

Card Expiry Date (MMYY):

Security Code (CVV2):

Terms and Conditions of Registration

I Agree to the [Terms and Conditions of Registration](#)

Customer Service Contact

E-mail: stuacctqueries@utt.edu.tt

Please enter the following details:

- Card Number
- Card Expiry date
- Security code

When completed select the **“I Agree to the Terms and Condition of Registration”** box and click the **“Confirm Payment”** button. If you wish to cancel your payment click the **“Cancel”** button and you will be taken back to the form page.

After selecting **“Confirm Payment”** a summary of your transaction details and payment status is displayed. Review to ensure the details are accurate, and click the **“Return to MyPortal”** button.

- Status: Successful or declined
- Transaction date
- Transaction Amount
- Order Number
- Reference Number

Customer Service Contact

E-mail: stuacctqueries@utt.edu.tt

Status:	Transaction is declined.
Transaction Date:	10/24/2017 10:25:12 AM
Transaction Amount (TTD):	440
Order Number:	SIS-46;1111
Reference Number:	729714768365

[Return to MyPortal](#)



Verified by
VISA

MasterCard.
SecureCode.



Making a Payment – Custom fees

Select the link **Online Payment Details – Custom fees**. A new web browser tab will open with the information page which gives a brief description of the form. Select the **Payment Details** button.

The screenshot shows a web browser window with the URL 'Welcome back Test-My STUDENT (Personal Info | Logout)'. The navigation menu includes Home, Welcome, My Forms, Academics, Students, Faculty, Cafeteria Menu, Campus Life, CourseEval, Admissions, Document Upload, Alumni, Finances, Employee Info, Training, and My Pages. The 'My Forms' section is active, displaying 'EX FormFlow - Forms' and a 'View Reports' link. A sidebar on the left contains 'My Forms' (Default Page, EX FormFlow - Forms, EX FormFlow - Workflow), 'Quick Links', and 'My Pages' (Academic Calendar, myCampus, Apply Online, UTT Library, UTT Homepage, UTT Intranet, Search). The main content area shows a 'Payment Details' button highlighted in green, with a 'Thank You' button below it. The text reads: 'Welcome Test-My, This **Online Payment Details - Custom Fees** form allows you to enter the details of **Custom Fees** you wish to pay using our online payment gateway. Custom Fees are not predefined - the categories are listed but not the amount to be paid. You will need to enquire from either the Registrar's or Student Accounting Offices for applicable fees. **Note:** These fees also require a description outlining what the details of the selected category. For example, Exam Query requires a description of the Course Code and Credits. For further information please contact the Student Accounting Unit <mailto:stuacctqueries@utt.edu.tt>'. At the bottom, there are logos for VISA, MasterCard, Verified by VISA, MasterCard SecureCode, and POWERED BY FIRST ATLANTIC COMMERCE.


Note: If you have multiple payments that fall under both categories you will need to complete one form at a time.

After selecting the **Payment Details** button the payment details page displays. To complete the form, select the relevant **Academic Year**, **Term** and the **Custom Payment Category** from the drop list then click the **“Submit Payment for Online Processing”** button.

To enter the Fee Details for categories that require the course code and course credit the information must be entered in the following format: **MATH 2016 3CR**. The “3CR” represents the number of credits.

Further examples when entering information under “Fee Details”

- Undergraduate student - 50 % GATE funded
- Undergraduate student - 75 % GATE funded
- Postgraduate student - 25 % GATE funded
- Postgraduate student - 50 % GATE funded
- Not Eligible for GATE

My Forms  

EX FormFlow - Forms [View Reports](#)

Information **Student ID:** 1111 | **Full Name:** Test-My STUDENT | **Student Status:** F





Payment Details **Current Programme:** Bachelor of Education | **Current Year:** 2017 | **Campus:** CR

Thank You **Academic Year:** **Term:**

Select a Custom category from the drop down list then click the “ADD” button.
To make changes click the “Update” Button

Custom Payment Category:	Fee Details:	Fee:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Custom Payment Category: *** Fee Details:** *** Fee:**

The screenshot below shows the “drop-down” list for the Custom Fee Category

* **Custom Payment Category:** * **Fee Details:**

- Bachelor Tuition
- Certificate Tuition
- Diploma Tuition
- Exam Query (Course Code and Credits Required)
- Exemption Fee (Course Code and Credits Required)
- Low CGPA
- Missed Exam (Course Code and Credits Required)
- Other - Please provide Details
- Post-Graduate Tuition
- Repeat Course (Course Code and Credits Required)
- Self-Funded Tuition for Non Exempted Courses
- Special Admissions Tuition

The screenshot below shows 4 categories added. If you wish to make changes or remove a category select the “Update” button. Once completed select the “Submit Payment for Online Processing” button.

Please take note of the course code and course credit format.

My Forms 🔍 📄

EX FormFlow - Forms [View Reports](#)

Information | **Student ID:** 1111 | **Full Name:** Test-My STUDENT | **Student Status:** F






Payment Details | **Current Programme:** Bachelor of Education | **Current Year:** 2017 | **Campus:** CR

Thank You | **Academic Year:** | **Term:**

Select a Custom category from the drop down list then click the "ADD" button.
To make changes click the "Update" Button

Custom Payment Category:	Fee Details:	Fee:	
Repeat Course (Course Code and Credits Required)	MATH 2016 3CR, ELEC 2013 3CR	2250	<input type="button" value="Update"/>
Exam Query (Course Code and Credits Required)	CTLP 2012 2CR	50	<input type="button" value="Update"/>
Missed Exam (Course Code and Credits Required)	POWA 3001 3CR	250	<input type="button" value="Update"/>
Bachelor Tuition	Not Eligible for GATE	12000	<input type="button" value="Update"/>

* **Custom Payment Category:** * **Fee Details:** * **Fee:**

After selecting the “Submit Payment for Online Processing” button you will be taken to the “MyPortal Payment Page”, where the total amount due is displayed in Trinidad and Tobago currency.



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MyPortal Payments Page



Payment Details

Amount to Pay (TTD): 14550.00

Card Number:

Card Type: VISA MasterCard

Card Expiry Date (MMYY):

Security Code (CVV2):

Terms and Conditions of Registration

I Agree to the [Terms and Conditions of Registration](#)

Customer Service Contact

E-mail: stuacctqueries@utt.edu.tt

Please enter the following

- Card Number
- Card Expiry date
- Security code

When completed, select the “**I Agree to the Terms and Condition of Registration**” box and click the “**Confirm Payment**” button. If you wish to cancel your payment click the “**Cancel**” button and you will be taken back to the form page.

After selecting “**Confirm Payment**” a summary of your transaction details and payment status is displayed. Review to ensure the details are accurate, and click the “**Return to MyPortal**” button.

- Status: Successful or declined
- Transaction date
- Transaction Amount
- Order Number
- Reference Number

Customer Service Contact

E-mail: stuacctqueries@utt.edu.tt

Status:	Transaction is declined.
Transaction Date:	10/25/2017 8:33:19 AM
Transaction Amount (TTD):	14550
Order Number:	SIS-57;1111
Reference Number:	729812780349

[Return to MyPortal](#)

