

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

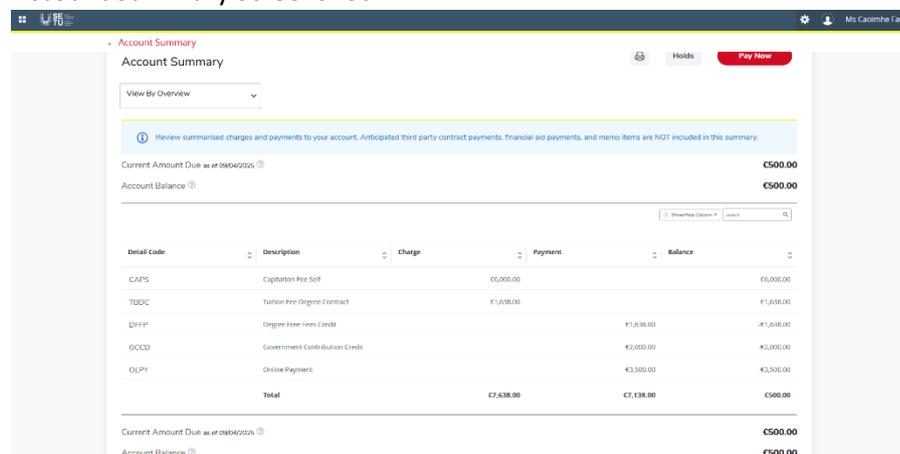
Password: Use your normal password (i.e. the one you use for Moodle, Library Databases, etc).

- Note should you encounter any issues with Authentication please email computerservices@wit.ie

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



Account Summary

View By Overview

Review summarised charges and payments to your account. Anticipated third party contract payments, financial aid payments, and memo items are NOT included in this summary.

Current Amount Due as at 08/04/2025: €500.00

Account Balance: €500.00

Detail Code	Description	Charge	Payment	Balance
CAPS	Capitation Fee Self	€6,000.00		€6,000.00
TBDC	Tuition Fee Degree Contract	€1,000.00		€1,000.00
DFFF	Degree Free Fees Credit		€1,000.00	-€1,000.00
GCCD	Government Contribution Credit		€2,000.00	-€2,000.00
OLPY	Online Payment		€3,500.00	-€3,500.00
	Total	€7,000.00	€7,138.00	€500.00

Current Amount Due as at 08/04/2025: €500.00

Account Balance: €500.00

View by Term Screenshot

Account Summary

View By Term: Full Academic Year 2024 - 25

Current Amount Due as of 08/04/2025: £500.00

Account Balance: £500.00

Full Academic Year 2024 - 25: £500.00

Detail Code	Description	Charge	Payment	Balance
CAPS	Capitation Fee Self	£3,000.00		£3,000.00
TRDC	Tuition Fee Degree Contract	£219.00		£2,781.00
DIFC	Degree Fee New Credit		£279.00	£2,502.00
SEED	Government Contribution Grant		£1,200.00	£1,290.00
CLPY	Online Payments		£1,300.00	£1,590.00
	Total	£3,219.00	£3,319.00	£500.00

Current Amount Due as of 08/04/2025: £500.00

Account Balance: £500.00

3. Check Your Balance

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

Balance Screenshot

Account Summary

View By Overview

Current Amount Due as of 04/10/2025: £0.00

Account Balance: £0.00

Detail Code	Description	Charge	Payment	Balance
CAPS	Capitation Fee Self	£3.00		£3.00
CARD	Online Card		£3.00	£0.00
	Total	£3.00	£3.00	£0.00

Current Amount Due as of 04/10/2025: £0.00

Account Balance: £0.00

4. Make a Payment

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

Account Summary

View By Overview

Current Amount Due as of 04/10/2025: £0.00

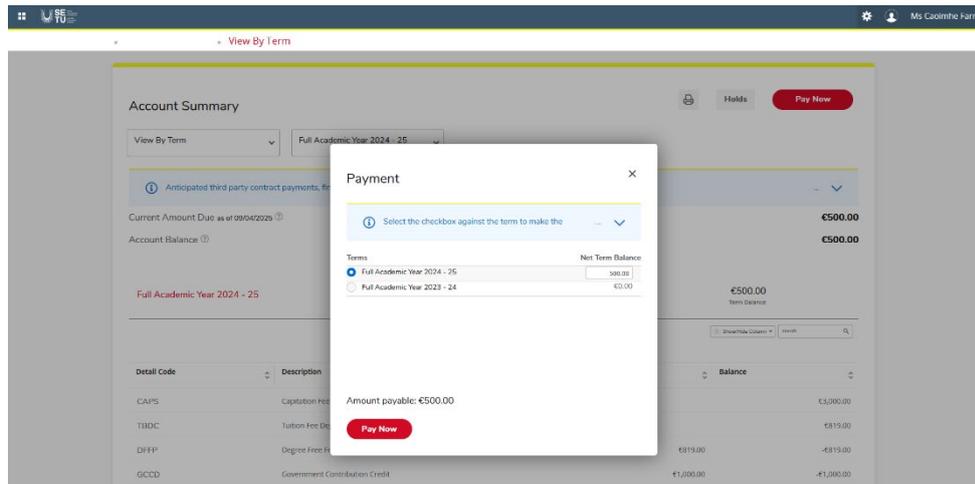
Account Balance: £0.00

Detail Code	Description	Charge	Payment	Balance
CAPS	Capitation Fee Self	£3.00		£3.00
CARD	Online Card		£3.00	£0.00
	Total	£3.00	£3.00	£0.00

Current Amount Due as of 04/10/2025: £0.00

Account Balance: £0.00

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



The screenshot displays the 'Billing Information' page, secured by globalpayments. The page header includes the SE10 logo and the text 'Secured by: globalpayments'. Below the header, a message states: 'The following information is required for processing your card payment. Please complete the following fields with the information pertaining to the card holder'. The form contains the following fields:

- Address Line 1 **
- Address Line 2
- Address Line 3
- City **
- Country ** (dropdown menu with '- select')
- Postcode **
- Intl access code ** (dropdown menu with '- select')
- Phone Number **
- Email Address **

At the bottom of the form, there is a note: 'Please note, the email address provided here is not the email address payment confirmation will go to. This information is captured solely for the purpose of billing information authentication.' and a blue 'Continue to Payment' button.

- 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.

Your payment has been received.

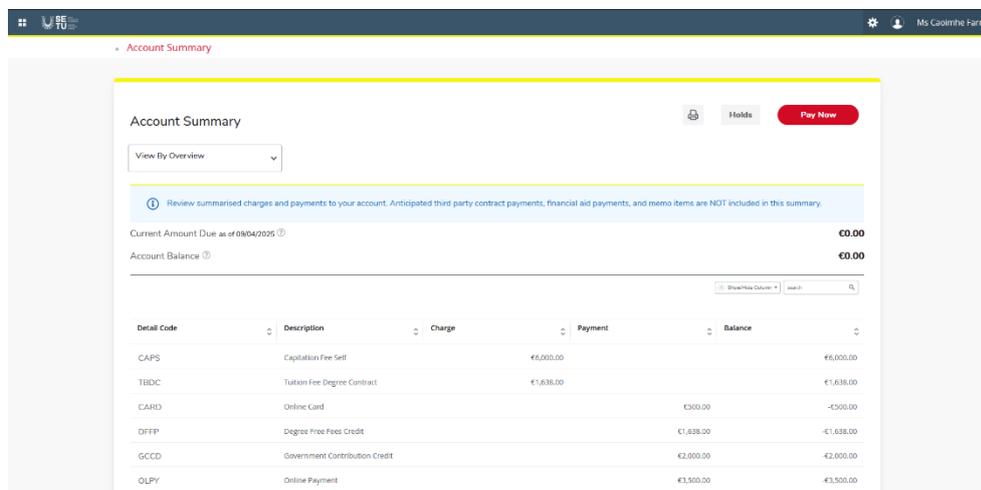
Payment Summary
Amount Paid: 500
Transaction Date/Time: 9th of April 2025 11:36:58
Payment Reference Number: 17441951062638302

Please make a note of any reference numbers quoted here, in case you need to make a query about the related transaction(s).
If you have any queries about these payments, you can contact us in the following ways:

[Currency: i:€€ (Euros)]

7. Check Your Balance Again

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



Account Summary

View By Overview

Review summarised charges and payments to your account. Anticipated third party contract payments, financial aid payments, and memo items are NOT included in this summary.

Current Amount Due as of 08/04/2025 €0.00

Account Balance €0.00

Detail Code	Description	Charge	Payment	Balance
CAPS	Capitation Fee Self	€6,000.00		€6,000.00
TBDC	Tuition Fee Degree Contract	€1,638.00		€1,638.00
CARD	Online Card		€300.00	-€300.00
DFFP	Degree Free Fees Credit		€1,638.00	-€1,638.00
GCCD	Government Contribution Credit		€2,000.00	€2,000.00
OLPY	Online Payment		€3,500.00	€3,500.00

8. Check FAQs

- If you have any questions or need further assistance, [click on the FAQs link](#).