



جامعة قطر
QATAR UNIVERSITY

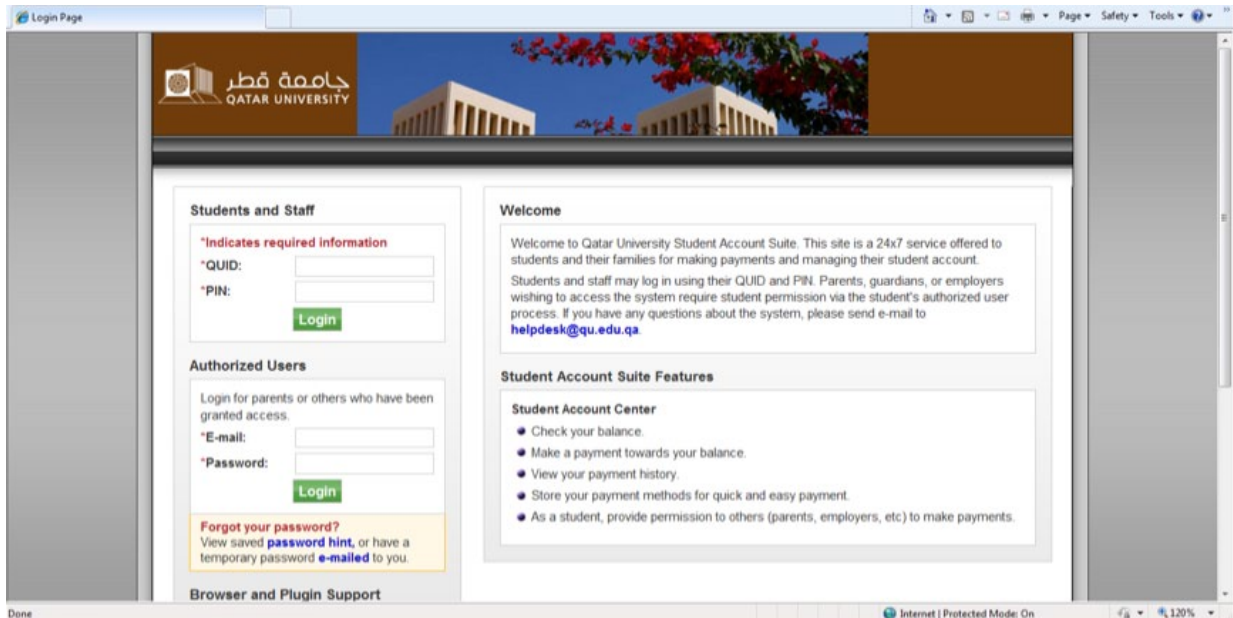
Instruction Manual for Online Payments



How can you pay your Fees?

Login to your QU Account as shown bellow

- 1- Open the link https://secure.touchnet.com/C24950_tsa/web/login.jsp , then fill the required information as indicated.
- 2- Enter your user name in the “QUID” segment.
- 3- Enter your password in the “pin” segment.
- 4- Click “Login Now”.



The screenshot shows a web browser window displaying the login page for the Qatar University Student Account Suite. The page features the university's logo and name in Arabic and English at the top. Below the header, there are two main login sections: 'Students and Staff' and 'Authorized Users'. Each section has input fields for 'QUID' and 'PIN' (or 'E-mail' and 'Password') and a 'Login' button. A 'Welcome' message is displayed on the right, and a 'Student Account Suite Features' section lists various services available to users. The browser's address bar shows the URL, and the status bar at the bottom indicates 'Internet | Protected Mode: On' and a zoom level of 120%.

Students and Staff

*Indicates required information

*QUID:

*PIN:

Login

Authorized Users

Login for parents or others who have been granted access.

*E-mail:

*Password:

Login

Forgot your password?
View saved **password hint**, or have a temporary password **e-mailed** to you.

Welcome

Welcome to Qatar University Student Account Suite. This site is a 24x7 service offered to students and their families for making payments and managing their student account. Students and staff may log in using their QUID and PIN. Parents, guardians, or employers wishing to access the system require student permission via the student's authorized user process. If you have any questions about the system, please send e-mail to helpdesk@qu.edu.qa.

Student Account Suite Features

Student Account Center

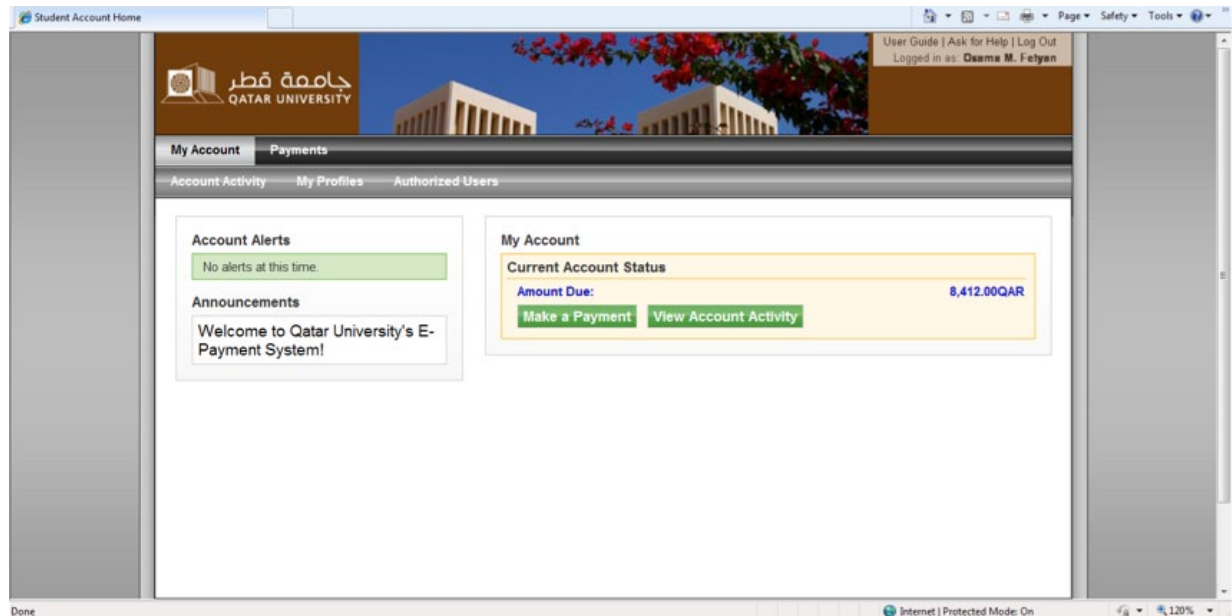
- Check your balance.
- Make a payment towards your balance.
- View your payment history.
- Store your payment methods for quick and easy payment.
- As a student, provide permission to others (parents, employers, etc) to make payments.

Browser and Plugin Support

Account Activity:

Query for the Outstanding Balance:

Click on the **View Account Activities** link to know your outstanding balance.



The screenshot displays the 'Student Account Home' interface. At the top, the Qatar University logo and name are visible. The user is logged in as 'Deema M. Falyan'. The main navigation bar includes 'My Account' and 'Payments'. Below this, there are tabs for 'Account Activity', 'My Profiles', and 'Authorized Users'. The 'Account Activity' tab is active, showing a 'Current Account Status' section with an 'Amount Due' of 8,412.00QAR. Two buttons are present: 'Make a Payment' and 'View Account Activity'. The 'View Account Activity' button is highlighted in green, indicating it is the recommended action for querying the outstanding balance.

Student Account Home

User Guide | Ask for Help | Log Out
Logged in as: **Deema M. Falyan**

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My Account Payments

Account Activity My Profiles Authorized Users

Account Alerts
No alerts at this time.

Announcements
Welcome to Qatar University's E-Payment System!

My Account
Current Account Status
Amount Due: **8,412.00QAR**
[Make a Payment](#) [View Account Activity](#)

Done Internet | Protected Mode: On 120%

Account Activity:

Derive a list of outstanding balances, if any:

Account Activity

My Account Payments
Account Activity My Profiles Authorized Users

Account Activity

Fall 2011 Account Activity

To sort, click on the desired column header.

| Description | Code | Date | Amount(QAR) |
|--------------------------------|------|-------------|-----------------|
| Cash VISA | CVIS | 14-DEC-2011 | -15.00 |
| MBA Non-Qat Tuition | GBOT | 11-OCT-2011 | -3,000.00 |
| Enrollment Verification Charge | ENRL | 02-OCT-2011 | 15.00 |
| MBA Non-Qat Tuition | GBOT | 02-OCT-2011 | 3,750.00 |
| MBA Non-Qat Tuition | GBOT | 02-OCT-2011 | 3,750.00 |
| MBA Non-Qat Tuition | GBOT | 02-OCT-2011 | 3,750.00 |
| Books Fees | BOOK | 29-SEP-2011 | 162.00 |
| Term Balance: | | | 8,412.00 |

[▶ Make a Payment](#)

Done Internet | Protected Mode: On 120%

Paying your outstanding balance

Click on the **Make a payment** Link to proceed to the payment process.

Account Payment:

(1) Account:

- 1- Insert the amount that you want to pay.
- 2- Press the **continue** button.

Make Payment

User Guide | Ask for Help | Log Out
Logged in as: Osama M. Feljan

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My Account Payments

Account Payment Payment History

Account Payment

| Amount | Payment Method | Confirmation | Receipt |
|--------|----------------|--------------|---------|
|--------|----------------|--------------|---------|

Select Payment

Current account balance: 8,412.00QAR Payment Date: 12/15/11

QAR Memo:

U Commerce 6.0 | Bk-Payment 6.0.0
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TouchNet
Secured Site

Done Internet | Protected Mode: On 120%

Account Payment:

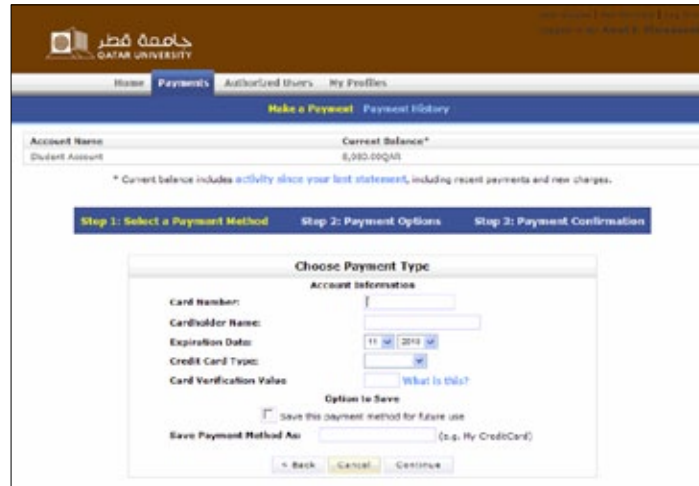
(2) Payment Method:

1- Select a payment Method from the drop-down list. Choose which Credit Card you would like to use (Visa or Master Card accepted) to pay. Then click **select**.

The screenshot displays the 'Account Payment' interface on the Qatar University website. The page features a navigation menu with 'My Account' and 'Payments' tabs. Under 'Payments', there are sub-tabs for 'Account Payment' and 'Payment History'. The main content area is titled 'Account Payment' and contains a table with columns for 'Amount', 'Payment Method', 'Confirmation', and 'Receipt'. Below the table, there is a 'Select Payment Method' section with a 'Payment amount' of 162.00QAR and a 'Payment method' dropdown menu. The dropdown menu is open, showing options: 'Select Payment Method', 'osama', and 'New Credit Card'. There are 'Select' and 'Previous' buttons. Below this, it states 'Credit Card - We accept the following credit cards.' and shows logos for VISA and MasterCard. The browser window title is 'Make Payment' and the status bar shows 'Internet | Protected Mode: On' and '120%' zoom.

Account Payment:

Indicate required card information:



The screenshot shows the Qatar University payment portal. At the top, there is a navigation bar with links for Home, Payments, Authorized Users, and My Profiles. Below this is a header for 'Make a Payment' and 'Payment History'. The main content area displays account information: 'Account Name: Student Account' and 'Current Balance*: 8,980.00QAR'. A note below states: '* Current balance includes activity since your last statement, including recent payments and new charges.' Below the account information is a progress bar with three steps: 'Step 1: Select a Payment Method', 'Step 2: Payment Options', and 'Step 3: Payment Confirmation'. The 'Choose Payment Type' form is currently active. It includes fields for 'Card Number', 'Cardholder Name', 'Expiration Date' (with a date picker set to 11/2010), 'Credit Card Type' (with a dropdown menu), and 'Card Verification Value' (with a 'What is this?' link). There is a checkbox for 'Option to Save' and a field for 'Save Payment Method As' (with a placeholder '(e.g. My CreditCard)'). At the bottom of the form are buttons for '< Back', 'Cancel', and 'Continue'.

1-Enter your card number in the field **Card Number**.

2-Enter the Cardholder name in the field **Cardholder Name** as written on the card.

3-Enter the card expiration date in the field **Expiration Date**.

4-Choose the Credit Card Type.

5-Enter the card verification number in the field **Card Verification Value (on card back)**.

Click "**Save this payment method for future use**" if you want to use the same card for payments in the future.

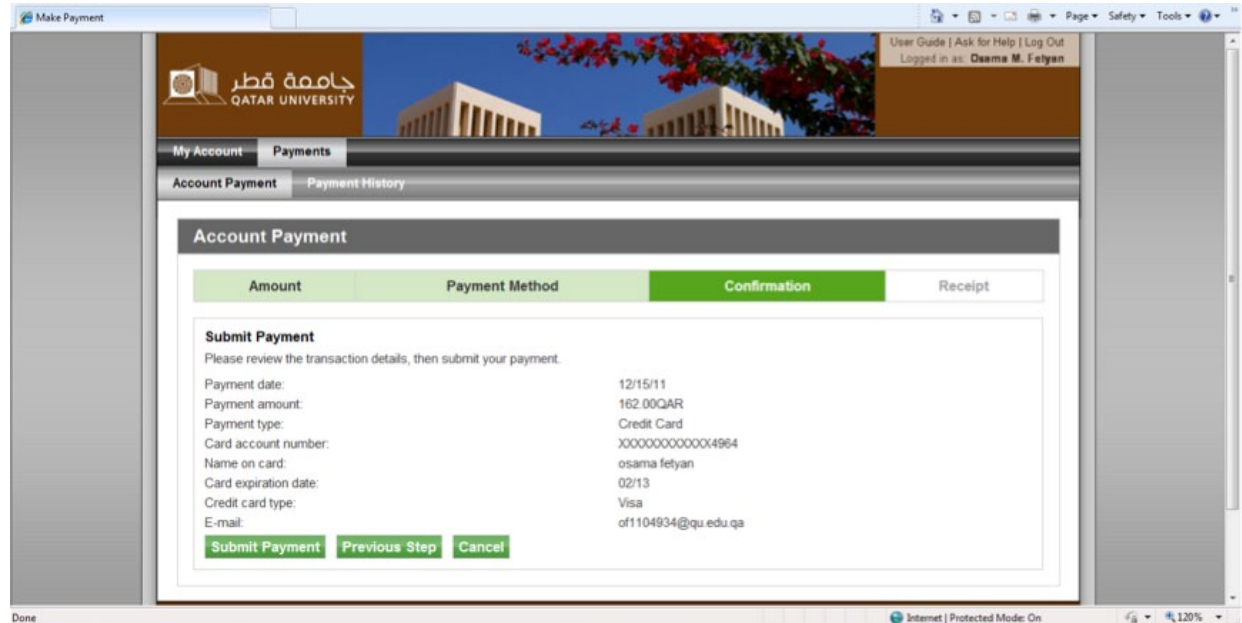
You can name this payment method and save it if you enter a name in the field "**Save Payment Method As**".

Click **Back** to go to the previous page, **Cancel** to cancel the payment process, or **Continue** to proceed.

Account Activity:

(3) Payment Confirmation:

Your payment confirmation will be displayed. Please print this page for your records.



The screenshot shows a web browser window titled "Make Payment". The page header includes the Qatar University logo and navigation links: "User Guide | Ask for Help | Log Out" and "Logged in as: Osama M. Fetyan". The main navigation bar has "My Account" and "Payments" tabs, with "Payments" selected. Below this, there are sub-tabs for "Account Payment" and "Payment History". The main content area is titled "Account Payment" and features a table with four columns: "Amount", "Payment Method", "Confirmation", and "Receipt". The "Confirmation" column is highlighted in green. Below the table, there is a "Submit Payment" section with the instruction "Please review the transaction details, then submit your payment." and a list of transaction details:

| | |
|-----------------------|----------------------|
| Payment date: | 12/15/11 |
| Payment amount: | 162.00QAR |
| Payment type: | Credit Card |
| Card account number: | XXXXXXXXXXXXXXXX4964 |
| Name on card: | osama fetyan |
| Card expiration date: | 02/13 |
| Credit card type: | Visa |
| E-mail: | of1104934@qu.edu.qa |

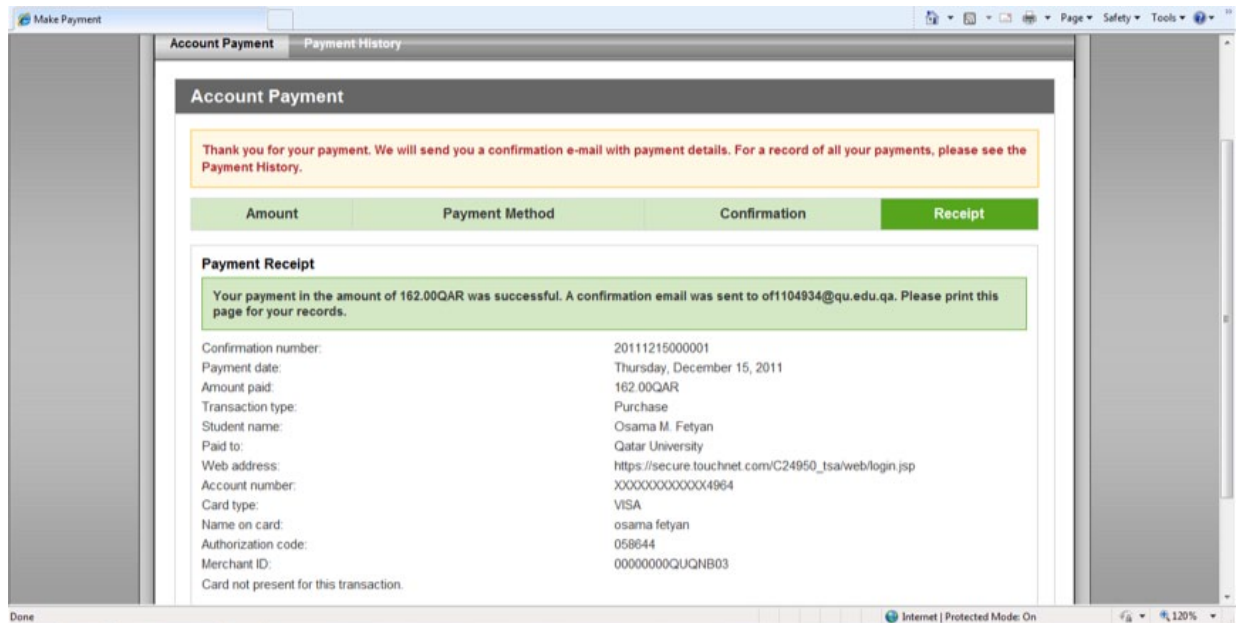
At the bottom of the "Submit Payment" section, there are three buttons: "Submit Payment", "Previous Step", and "Cancel". The "Submit Payment" button is highlighted in green. The browser's status bar at the bottom shows "Done", "Internet | Protected Mode: On", and a zoom level of "120%".

Finally, click on **submit Payment**

Account Payment:

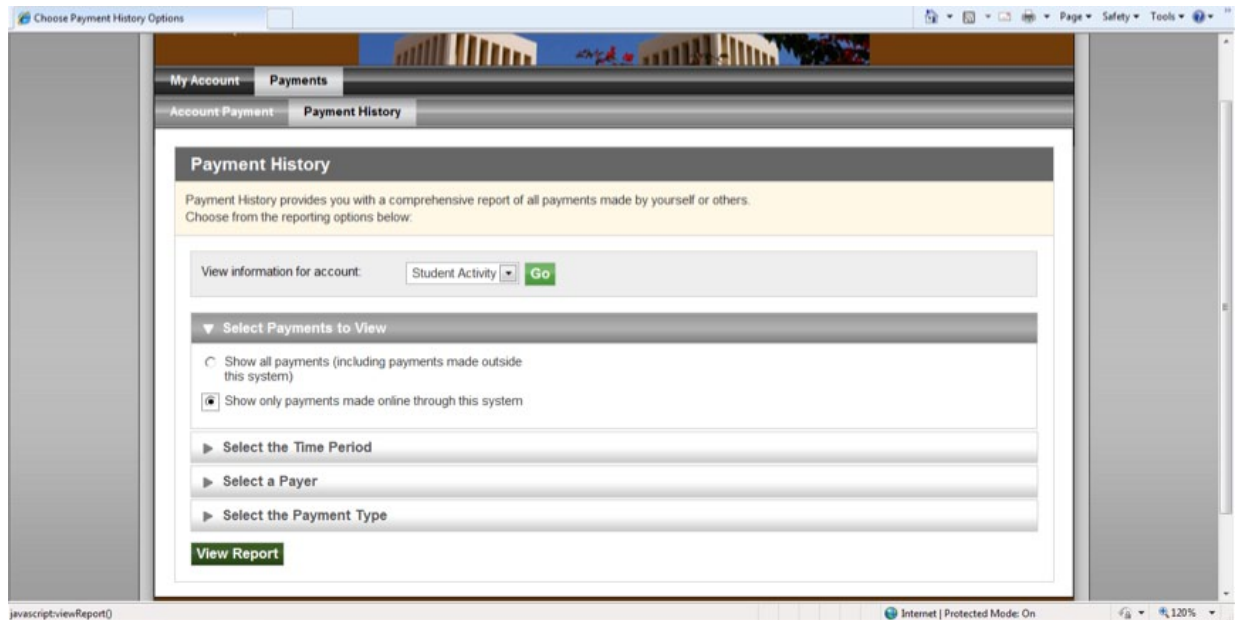
(4) Receipts:

Your receipt will be displayed. Please print this page as well for your records.



Payment History:

You can always check your payment history by clicking on the payment history button.



Refund:

For all refund requests, please refer to the QU Finance website to for details on refund policy. Refunds are available according to the policy of each college.

The screenshot displays the 'Payment History' page of the Qatar University Finance website. The page header includes the university logo and name in Arabic and English. Below the header, there are navigation tabs for 'My Account' and 'Payments', with 'Payment History' selected. The main content area features a table with the following data:

| Payer Name | Date | Time | Type | Reference # | Memo | Amount(QAR) |
|------------|----------|-------------|-------------|----------------|------|-------------|
| | 12/15/11 | 9:44:18 AM | Credit Card | 20111215000001 | | 162.00 |
| | 12/13/11 | 11:57:54 PM | Credit Card | 20111213000004 | | 15.00 |

Below the table, there is a green button labeled 'View Another Report'. The footer of the page contains the text 'U Commerce 6.0 | B@-Payment 6.0.0' and '©1997 - 2011 TouchNet Information Systems, Inc. All rights reserved. | TouchNet Privacy Policy'. The TouchNet logo is also present in the bottom right corner.

