ONLINE PAYMENT

GUIDE

PeopleSoft Campus Solution
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1 Student Self Service Page

1.1 Student Make Successful Payment

1.1.1 Login to Campus Solution

![Login Page](image)

We’ve detected that your operating system is not supported by this website. For best results, use one of the following operating systems:

- Oracle Linux Enterprise
- Mac OS X (Leopard)
- Windows 2003
- Windows XP
- Mac OS X 10.6 (Snow Leopard)
- Windows 7
- Windows Vista
- iPad
- Mac OS X (Tiger)

Navigation  N/a

Description  Student need to login to the system using their account.
1.1.2 Go to Self Service Page

**Navigation**: Main Menu > Self Service > Student Center

**Description**: Student check their general outstanding charges at the Finance partition.

1.1.3 Go to Account Inquiry to Check Outstanding Charges

**Navigation**: Main Menu > Self Service > Student Center > Account Inquiry > Summary

**Description**: Student should check their account summary before making any payment to help them make decision to make the payment.
1.1.4 Check the Detail of the Outstanding Charge

**Navigation**
Main Menu > Self Service > Student Center > Account Inquiry > Charge Due

**Description**
Student should check the detail of their outstanding charges to help them choose which charge that they going to pay.
1.1.5 Make a Payment

Specify Payment Amount

Listed below are the charges you are allowed to pay online. Your other charges can be paid through the Cashier's office or mailed in separately.

<table>
<thead>
<tr>
<th>Description</th>
<th>Term</th>
<th>Outstanding Charges</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nilai University</td>
<td>OCT SHORT Semester 2013</td>
<td>882.00</td>
<td></td>
</tr>
<tr>
<td>Nilai University</td>
<td>JAN_LONG (1501)</td>
<td>152.25</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>1,035.25</strong></td>
<td></td>
</tr>
</tbody>
</table>

Currency used is Malaysian Ringgit.

Navigation
Main Menu > Self Service > Student Center > Electronic Payments/Purchases > Make a Payment

Description
Student should enter the amount and click “Calculate Total” to finalize the total amount that they want to pay. Student can also choose to pay all charges by clicking “Pay All Charges” button. Click “Next” button to proceed.
1.1.6 Confirm Payment

Make a Payment

Confirm Payment

Your payment of 1.00 MYR will be collected through our secure third party payment provider.

CANCEL PREVIOUS CONTINUE TO MAKE PAYMENT

Navigation
Main Menu > Self Service > Student Center > Electronic Payments/Purchases > Make a Payment

Description
After clicking “Next” button in the previous step, student will be directed to this screen which will ask for their confirmation once again before system will redirect them to secure third party payment provider (iPay88).
1.1.7 Provide Payment Detail to Third Party Payment Provider (iPay88)

**Navigation**

N/a

**Description**

As soon as student is directed to third party page, a Reference No will be created by the system for students to keep track of their transaction in the future. Students need provide the payment detail to third party payment provider before timeout. After fill in all the payment detail, students need to click the Authorize check box and click “Proceed”
1.1.8 Transaction Successful

Make a Payment

Payment Result

Your payment has been accepted. Save the information below for your reference.

Confirmation Details

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Payment Amount</th>
<th>Transaction Date</th>
<th>Transaction Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>000000000370</td>
<td>2.00</td>
<td>04/07/2016</td>
<td>Successfully Posted</td>
</tr>
</tbody>
</table>

Currency used is Malaysian Ringgit.

Navigation

Main Menu > Self Service > Student Center > Electronic Payments/Purchases > Make a Payment

Description

When the payment at third party is finished, students then will be directed to Payment Result screen in Campus Solution. Here, students will be shown all the transaction detail; Reference Number, Payment Amount, Transaction Date and Transaction Status.
1.2 Student Make Unsuccessful Payment

1.2.1 Receive Error Message

Navigation
Main Menu > Self Service > Student Center > Electronic Payments/Purchases > Make a Payment

Description
Students will receive this message when their transaction is not successful. When students receive this message, they are advised to check their transaction detail and inform admin to check.

1.2.2 Check the Online Payment Summary
<table>
<thead>
<tr>
<th><strong>Navigation</strong></th>
<th>Main Menu &gt; Self Service &gt; Campus Finances &gt; Online Payment Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td>In this custom page, students can check all the transaction that has been made by them. This screen by default will show the latest transaction at the top row. If the transaction is still pending, students is advised to contact Nilai University’s support team by contacting the email show in the screen.</td>
</tr>
</tbody>
</table>