

Banner Online Payment

Using the Student Account Center

Contents

About	3
Student Account Center	3
Accessing the Student Account Center	4
Make an Online Payment	4
Select Amount/Items	5
Choose Payment Method	6
Additional Items	8
Confirm Payment	9
Receipt	10
View Your Account Activity	12
Help	
Registration Help	14
Technical Help	14
Confidential Business Information	15

About

Student Account Center

The Student Account Center is a comprehensive "payment portal" for student accounts. Using the payment gateway by TouchNet, it integrates seamlessly with Banner to produce real-time balances for students. Students can pay tuition and college fees, view bills and retrieve account activity,

Though the online payment system is designed to accept both debit and credit cards, our merchant bank only accepts credit card payments from the following providers:

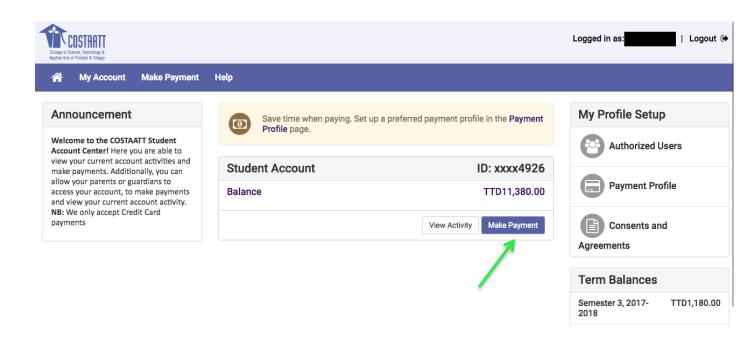


Accessing the Student Account Center

- 1. Login to Self Service Banner (SSB)
- 2. Go to the Student tab and select Student & Financial Aid
- 3. Click/tap 'Online Payment' then COSTAATT Student Account Suite

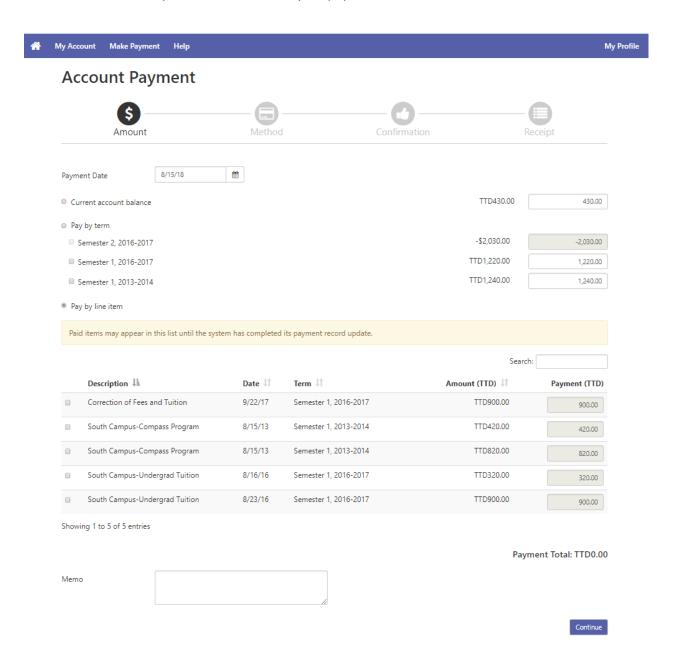
Make an Online Payment

Click the 'Make Payment' button or the link in the top menu.

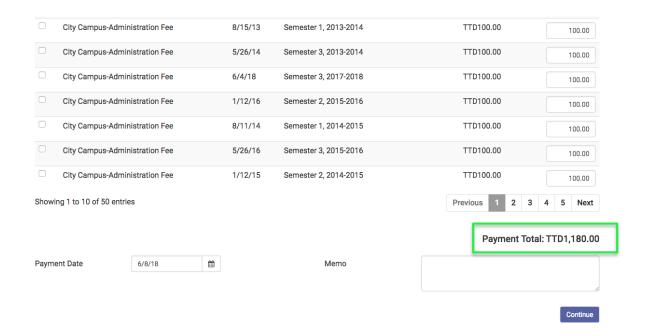


Select Amount/Items

1. Choose if you would prefer to 'Pay by term' or 'Pay by line item'. If you selected 'Pay by line item', proceed to check the items you want to include in your payment.

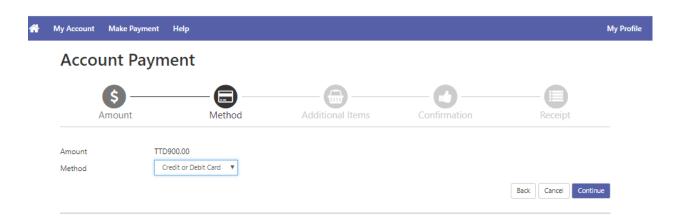


2. Confirm your total at the bottom right of page and click 'Continue'



Choose Payment Method

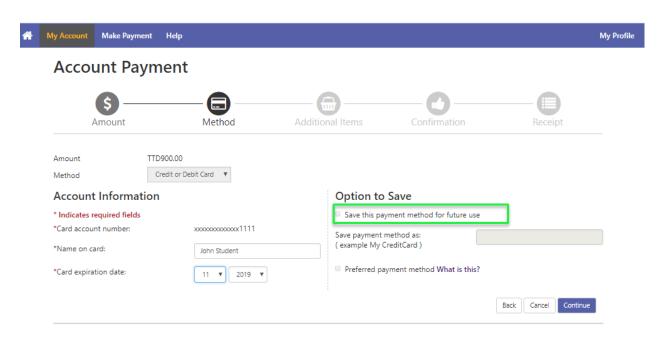
1. Choose your payment method – Credit or Debit Card and select 'Continue'



2. Enter your card details and click 'Continue'

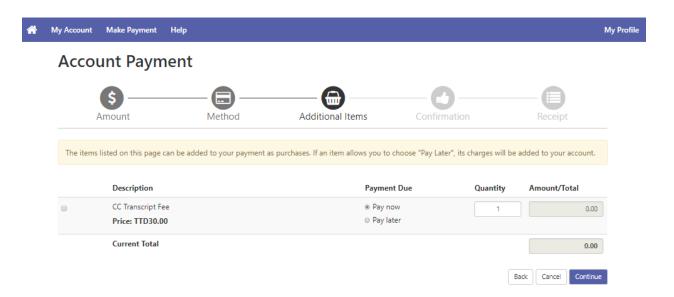


3. Enter the name as stated on the card and the expiration date. You may save the payment method by checking the *Save this payment method* option.



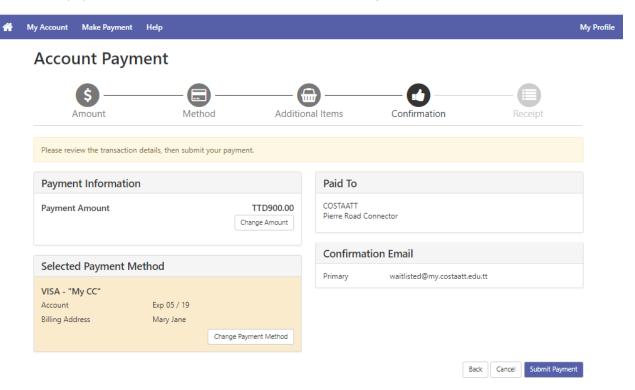
Additional Items

These are items that may have been billed to your account by your request. You have the option to include them in your final total.



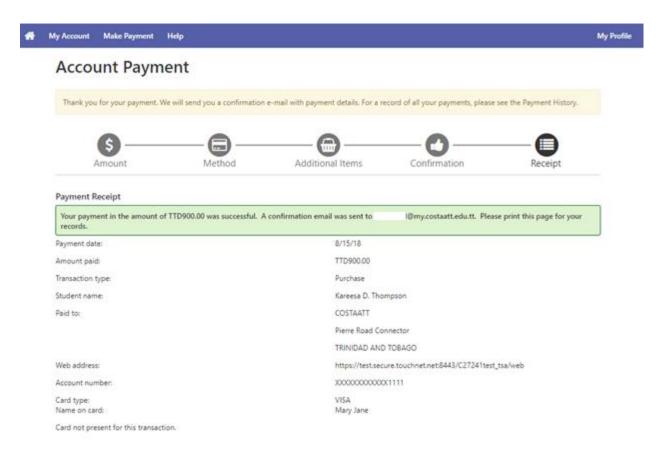
Confirm Payment

To confirm payment and to release the funds, select **Submit Payment**.



Receipt

You will receive confirmation on-screen as seen below and an email will be sent to your student email account.



Sample Email

From: paymentcenter@costaatt.edu.tt

Date: Tuesday, 26 June 2018

Subject: Thank you for your payment

To: 00012345@my.costaatt.edu.tt

Thank you for submitting the payment shown below. Please note that this payment is subject to approval and final verification.

Payment Details

Student Name: Jane Doe Account Number: xxxx2345 Term: Semester 2, 2017-2018

Payment Method: xxxxxxxxxxx1234

Amount: TTD410.00

Description: [Student Account Payment] Confirmation Number: 20180626000000

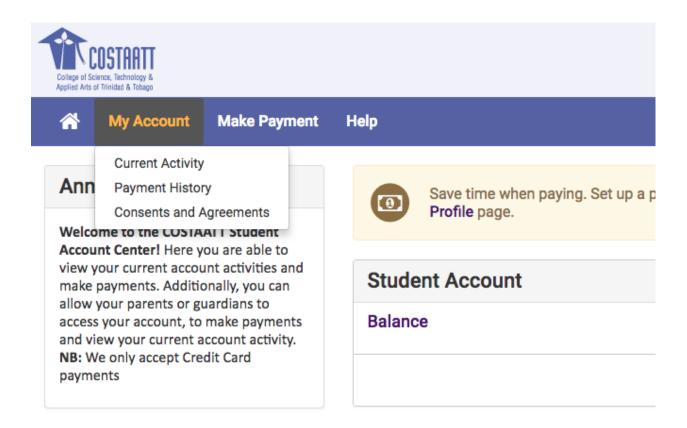
Authorization Code: 123456

If you have any questions please contact <u>paymentcenter@costaatt.edu.tt</u> or Office of the Registrar at +1-868-625-5030 (extension 5902).

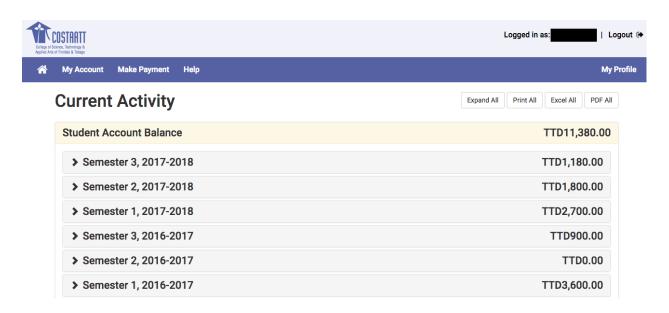
Thank you, COSTAATT

View Your Account Activity

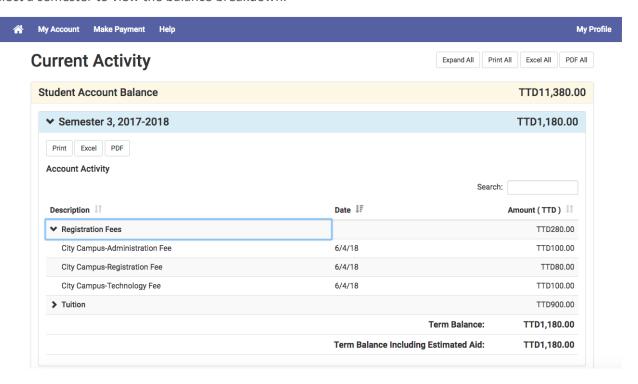
1. Go to 'My Account' from the menu and select 'Current Activity'



A list of balances is displayed per semester similar to the image below.



2. Select a semester to view the balance breakdown.



Help

Registration Help

If you have a query regarding your inability to register, or concerns about courses, you must contact the Office of the Registrar:

City Campus, Ground Floor

1 868 625 5030 ext. 5902

registrar@costaatt.edu.tt

Technical Help

For technical problems, or if you need help accessing the mobile app service, you can visit the IT Helpdesk at your campus.

IT Helpdesk

ithelpdesk@costaatt.edu.tt

Tel: 1868 625 5030 ext.

City Campus – 5288

Chaguanas Campus – 5388

El Dorado Campus – 5888

South Campus – 5788

Sangre Grande Campus – 5688

North Learning Centre – 5088

Tobago Campus – 5677

Confidential Business Information

This learning guide is intended solely for use by staff, students and prospects of the College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT).

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Last Updated: August 15, 2018

Document version: 1.0

Prepared for: Ellucian GO Mobile App Registration