

# **Parent Payment Delegation**

Parent User Guide

Prepared by, Banner Team

### Contents

First Time Parent Access	3
View Class Schedule	6
View Academic Transcript	7
Credit Card Online Payment	9
Debit Card Online Payment	

#### **First Time Parent Access**

1) Copy the password from the email message with title "New Proxy Identity" as shown below.



3) Insert the copied password in the step one in the "Action Password" field and then click on the button "Submit"

The e-mail you received con	tained an Action Link (which you have used	1 to get here) and an Action Password	used to verify that you are the int	ended recipient. You will also use this v	alue as the "Old PIN" on the followin
- indicates a required fie Action Password	ld.		Submit	81 - C	
© 2024 Ellucian Company L.P. a	and its affiliates.				

4) Insert your email in the field "Enter e-mail address", copied password in step one in the filed "Enter Old PIN". Then, insert new password in the filed "Enter New PIN" and re-enter the password in the field "Validate PIN". After that, click on the button Save to access your account.

Set PIN	
Enter your new PIN twice. A PIN	I can be a number, password or passphrase. For higher security, use a combination of uppercase letters, lowercase letters and numbers.
- indicates a required field.	
👎 Minimum PIN length: 8 Maximum PIN	längth: 15
The PIN must contain at least one nu	moric charactor and at loast one alphabetic charactor.
Enter e-mail address*	
Enter Old PIN*	
inter New PIN*	
nter New PIN*	

5) After accessing your account, Insert the first name, last name, and E-mail Address under the profile tab and then click on "Save" button.

Your new PIN has been successfully	aved.		
Profile TSTUDENT1 TS	UDENT		
Proxy Profile			
Please keep your Banner Web pro	y information up-to-date.	Click here to change your PIN	
Indicates a required field.      First Name     Middle Name     Last Name     Nickname     E Mail Address     Permanent Phone Area Code     Permanent Phone Number	F Al		
Permanent Phone Extension Mailing Address Line 2 Mailing Address Line 3			
City Nation Save	Not Applicable		

6) Click on the student name to view the pages that authorize you to view them

Profile		
Proxy Au	uthorizations	
The fo	ollowing Banner Web page links have been specifical	ly authorized for your use. All pages will display in a dedicated Proxy Access window. Use the EXIT link
PARENT Me Conc Acad Onlin	enu for TSTUDENT1 TSTUDENT دول الدراسي للطلب و demic Transcript كنف الدرجات النصولي he Payment الدفع الإلكتروني	الجد

© 2024 Ellucian Company L.P. and its affiliates.

7) To sign out, click on "Sign Out" in the right side at the top page

" You will see a tab for each Banner Web user who	has authorized pages for you to access. Select a named tab to enter PROXY MODE. You will then see a list of links for pages authorized by that user.
While in PROXY MODE any links and tabs abo	we will be disabled. Select the Profile tab (or close your browser) to exit proxy mode.
When you activate a link, the focus will change to	another browser window dedicated to proxy display. The window title and page content (including links) are only valid for the selected user
Profile TSTUDENT1 ISTUDENT	
Profile TSTUDENTS TSTUDENT Proxy Authorizations	
Profile TSTUDENTY ISTUDENT Proxy Authorizations The tolowing Baner Web page lifes have bee window unli you have completed all pray acce	n specifically authorized for your use. All pages will display in a dedicated Proxy Access window. Use the EXIT link to close the Proxy Access window. There is no need to close the new second second the new second second the new second s
Profile TSTUDENT ISTUDENT Proxy Authorizations The Edisory Baner Web page triks new bee webow will you have completed all provy acco twickin Menu for TSTUDENT ISTUDENT	n specifically authorized for your use. All pages will display in a dedicated Proxy Access window. Use the EXIT link to close the Proxy Access window. There is no need to close the sist
Profile TSTUDENT ISTUDENT Proxy Authorizations The Estourg Banny Web page larks note boo workswurdt gau have completed all proxy acc PARENT Menu for TSTUDENT TSTUDENT	n specifically authorized for your use. All pages will disclay in a dedicated Proxy Access window: Use the EXIT link to close the Proxy Access window. There is no need to close the ss



9) Insert your email and new pin which has been entered in step number 4 and then click on Login.

حاممة قطر 📢	Sign In	Help
QATAR UNIVERSITY		
Provy Access Login		
Home		
Enter the e-mail address that was registered as a Banner Web proxy. Then enter the PIN that you previously defined. Banner Web users can register a proxy and can then enable individual proxy access to selected Banner Web pages. All Banner Web pages are personal and confidential. The proxy PIN shared. If you suspect that someone else may know your proxy credentials, enter your e-mail address and then reset your PIN using the 'Forgot PIN' or the term.	iny e-mail address : I should never be r 'Reset PIN' buttor	as a 1.
* - indicates a required field.		
PIN*		
Login Forgot PIN		
<b>†</b>		
© 2024 Elucian Company LP, and its attiliates. This software contains confidential and proprietary information of Elucian or its subsidiaries. Use of this software is limited to Elucian licensees, and is subject to the terms and conditions of one or more written license agreements betwee licensees.	en Ellucian and su	ich
REL FASE- 8.7.1.1		

## **View Class Schedule**

1)	After log	gin,	click	on	the	stude	nt	name	and	then	click	on	"Co	oncise	Э
	Studer	nt Sc	hedu	۳_۵	und	lor tho	P/		me	nu					

Profile Proxy Au	thorizations	STUDENT	_			
The fol ARENT Me Conc	llowing Banner Web page anu for TSTUDEN cise Student Sche	links have been specifically aut T1 TSTUDENT الجدول الدراسي للطالب	horized for your use. A	ll pages will display in a	dedicated Proxy Access wir	ndow. Use the EXIT I
Acad Onlin	ی emic Transcript لکترونی e Payment	كشف الدرجات التغصيا الدفع الإ				

2) Select a term and then click on "Submit" button

قطر معام	قعملج UNIVERSITY		Sign Out	Help
Registrati	on Term			
	***You are viewing TS	TUDENT1 TSTUD	ENT's informa	ition***
Please select the Select a Term: (	appropriate semester. Summer 2019 (View only)	☑ ◀━━		
Submit 🔸				
© 2024 Ellucian C	ompany L.P. and its affiliates.			
BELEASE 974				

3) The student schedule will display class time slots for the whole week. For example, the following schedule shows that this student is registered in an internship course from Sunday until Thursday and it starts at 8:00 am and ends at 5:50 pm.

This	page lists	the classes for	which you are r	edistered fo	or the term	n. All of t	no dotail	information	about th	ie class	
Name											
Classifi	cation:	-	enlor								
Leveli			Undergraduate								
College	-	B	Business and Economics								
Major a	nd Depar	tment: M	Management, Management and Marketing								
		B	usiness and E	conomics							
Minor:		~	o Minor for M	lanageme	nt						
C.R.N	Course	Title	Campus	Credits	Level	Start	End	Days	Time	Loca	
30093	MAGT 307 LO1	Internship in Business	Male Designated Area	3.000	UG	Jun 29, 2014	Aug 25, 2014		8:00 am - 5:50	TBA	
			Total Credits:	3.000			T		1		

### **View Academic Transcript**

1) After login, click on the student name and then click on "Academic

Transcri Profile	pt" under the PARENT menu	
Proxy Au	thorizations	
The following	llowing Banner Web page links have been specifically authorize	d for your use. All pages will display in a dedicated Proxy Access window. Use the EXIT lin
PARENT Me Conc Acad Onlin	enu for TSTUDENT1 TSTUDENT الجنول الدراسي تلطالب elemic Transcript النف الإلكتروني e Payment	_
© 2024 Ellucian	Company L.P. and its affiliates.	

#### 2) Click on "Submit"

Academic	Transcript	
	***You are viewing TSTUDEN	T1 TSTUDENT's information**
Select the trans	script level and transcript type.	
Transcript Level	All Levels ~	

3) The academic transcript displays student's grades for each term separately. For example, the following student received an A in International Business course in the Fall 2012 as shown below

	قطر ممتمه					Sign O	ut   I	Help
Current	Term:			12.000	42 000	12 000	12 000	46.
Cumulat	ive:			72.000				258.0
Web Transc	ript							
Term: Fal	1 2012 🚽							
College:				Business and Econom	ics			
Major:				Management				
Student	Type:			Regular - Full Time				
Academi	ic Standi	ng:		Vice President's List				
Addition	al Stand	ing:		Dean's List				
Subject	Course	Campus	Level	Title			Grade	Credit
ACCT	331	Male Designated Area	UG	Cost & Management A	ccounting	9	A	3.00
DAWA	203	Male Designated Area	UG	Principles & Method o	f Dawa		в+	3.00
MAGT	306	Male Designated Area	UG	International Business	5		Α 🔸	

## 4) At the end of the academic transcript the cumulative GPA will appear and the following student has earned 3.61 out 4 as shown below.

ة قطر QATAR UN	<u>م ماج</u> IVERSITY				8	βign Out ∣	Help	
itution:	3.000	3.000	3.000	3.000	40.00		4.00	*
ısfer:	0.000	0.000	0.000	0.000				
	3.000	3.000	3.000	3.000	12.00		4.00	
t PT TOTALS (UNDERGRAD	DUATE)	-Тор-						
	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA		
itution:	141.000	126.000	126.000	126.000	456.00		3.61	
ısfer:	0.000	0.000	0.000	0.000	0.00		0.00	
	141.000	126.000	126.000	126.000	456.00		3.61	←
ıt								

	u
Profile TST	
Proxy Authoriza	tions
The following Ba	Inner Web page links have been specifically authorized for your use. All pages will display in a dedicated Proxy Access window. Use the EXIT
PARENT Menu for Concise Stu Academic T Online Payn	TSTUDENT1 TSTUDENT الجدول الدراسي للطالب Icanscript مشق الد حاك التفصيلي nent
2024 Ellucian Compan	y L.P. and its affiliates.
elect the ter	m, click on the button "Submit".
	zi i i i i i i i i i i i i i i i i i i
Select a Tern	n: Fall 2023 🗸
Submit	
© 2023 Filucia	n Company L.P. and its affiliates.
C LOLO LINGUIU	
C LOZO ENGUI	
RELEASE: 8.7.1	' Now button.
RELEASE: 8.7.1	' Now button. Detail for Term
RELEASE: 8.7.1	' Now button. Detail for Term ent Registrations > Student Account الطالب > Account Detail for Term
RELEASE: 8.7.1	' Now button. Detail for Term ent Registrations > Student Account هسب المالاب > Account Detail for Term
RELEASE: 8.7.1	' Now button. Detail for Term ent Registrations > Student Account حسب العاقب > Account Detail for Term ail transactions on your account, including current and future balance totals for the selected term and other terms.
RELEASE: 8.7.1	' Now button. Detail for Term ent Registrations > Student Account الطالب > Account Detail for Term ail transactions on your account, including current and future balance totals for the selected term and other terms.
RELEASE: 8.7.1	' Now button. Detail for Term ent Registrations > Student Account => Account Detail for Term ail transactions on your account, including current and future balance totals for the selected term and other terms. 223 Term Detail Item Date Charge Payment Balance Pay Now
RELEASE: 8.7.1	' Now button. Detail for Term ent Registrations > Student Account لحسب الطالب > Account Detail for Term ail transactions on your account, including current and future balance totals for the selected term and other terms. 223 Term Detail Item Date Charge Payment Balance Pay Now Net Term Balance QAR 0.00
RELEASE: 8.7.1 ick on "Pay' Account I Home > Stud Review deta 202310 Fall 20 Description	' Now button. Detail for Term ent Registrations > Student Account بعنك العالك > Account Detail for Term ail transactions on your account, including current and future balance totals for the selected term and other terms. 223 Term Detail Item Date Charge Payment Balance Pay Now Net Term Balance QAR 0.00 Net Balance for Other Terms: QAR 38.00 Learner the learner Other Terms: QAR 38.00

9		-	
У	r		
7	L		
`			
-			,

Select Another Term 
Statement and Payment History

<ul> <li>4) Insert the payment amount and then click on "Submit" button.</li> <li>Personal Information   Student Registrations   Student Registration Support  </li> </ul>	:
Tuition and Fees Payment	
<pre>* indicates required field Payment Amount:* Submit</pre>	
© 2023 Ellucian Company L.P. and its affiliates.	

5) Select "Credit Card" option and click on "Continue to Payment" button as shown below



## Select Payment Type

You are about to make a payment, please validate the following deta

Reference ID:MjlyOTM1Description:Registration FeesAmount (QAR):171.00

Select Payment Method © Credit Card

O Debit Card



6) Enter your information in the fields (First Name, Last Name, Address Line 1, City, Phone Number and E-mail).

Important Note: Please insert the first name, last name, and city in English in the highlighted fields and do not insert number to

A Visa Solutio	n	
Billing Information	n	Your Order
	* Required field	Total amount
First Name *		171.00 QA
Last Name *		
Company Name		
Address Line 1 *		
City *		
Country/Region *	Qatar	
State/Province		
Zip/Postal Code		
Phone Number *		
Fmail *		

7) Select card type (visa or MasterCard) and 16 digits of card number and expiration month and year along with CVN, which is located at the backside of credit card. Then, click on "Pay" button

Zip/Postal Code Phone Number * Email *				Your Order
Phone Number * Email *				
Email *				
				Total amount 171.00 QA
Payment Details	l.			
Card Type *				
	VISA Visa	О 🛄 м	astercard	
Card Number *				
Expiration Month *	Month 🗸 Expir	ation Year *	Year 🗸	
CVN *	This code is a three or four digit nu	umber printed on the back	or front of credit cards.	
Canaal			Pav	

8) The payment confirmation page will display as shown below and click "Pay" button to process your payment

Edit Address		
	Your Order	
Mastercard	Total amount	QAR
X0000000000X		
	Edit Address Mastercard xxxxxxxxxxxx	Edit Address Your Order Mastercard X000000000

9) Enter the One-Time-Password (OTP), which you will receive as a message on your mobile phone, and click on "Submit" button.

message on your mobile phone, and clic ولک سورف	ck on "Submit" button.
Purchase authentication	
The One Time Password (OTP) has been se	ent to your registered contact with QIB.
Transaction Details	
Merchant:	QATAR UNIVERSITY ECOMMERC
Transaction Amount:	QAR 2.00
Card Number:	*****
Enter Code:	
Click here to receive another code	nit
Terms and Conditions Apply	Exit

10) The payment status page will display and click on "Please click here to complete your payment" link to return to Banner Self-Service

Payment	5	Status
Please find the Trar	ารล	ction Status below.
Fransaction ID	:	222932
Amount	=	171
Payment Type	-	WEBCCREGFEES
status	=	Payment Success
ransaction Date	:	2023-09-25T08:03:06Z
Please click here t	o c	omplete your payment

### **Debit Card Online Payment**

1) Click on "Online Payment" to start making payment under the PARENT Menu

Proxy Au	thorizations			
The fo	lowing Banner Web page links have been specifically au	orized for your use. All pages will display i	in a dedicated Proxy Acces	ss window. Use th
ARENT Me Conc Acac Onlin	nu for TSTUDENT1 TSTUDENT الجدول الدراسي للطالب العالية emic Transcript كشف الد حاك التفسيلي e Payment الدفع الإلكتروني			
024 Ellucian	Company L.P. and its affiliates.			
lect th	e term, click on the butto sonal Information Student Registrations	"Submit". Student Registration Support	Student Services	One Stop
lect th <> Per Selec	e term, click on the butto sonal Information Student Registrations st Term	"Submit". Student Registration Support	Student Services	One Stop
lect the	e term, click on the butto sonal Information Student Registrations of Term	1 "Submit". Student Registration Support lect Another Term	Student Services	One Stop
lect the	e term, click on the butto sonal Information Student Registrations of Term > Calculated Repayment Plan Summary > S t a Term: Fall 2023	n "Submit". Student Registration Support lect Another Term	Student Services	One Stop
lect th < > Per Selec   Homore Selec Sut	e term, click on the butto sonal Information Student Registrations of Term > Calculated Repayment Plan Summary > S t a Term: Fall 2023 v mit	e "Submit". Student Registration Support lect Another Term	Student Services	One Stop
lect th < > Per Selec Home Selec Sut	e term, click on the butto sonal Information Student Registrations of Term > Calculated Repayment Plan Summary > S t a Term: Fall 2023 v mit	a "Submit". Student Registration Support lect Another Term	Student Services	One Stop
lect th < > Per Selec Home Selec Sut	e term, click on the butto sonal Information Student Registrations et Term > Calculated Repayment Plan Summary > S t a Term: Fall 2023 • mit	a "Submit". Student Registration Support lect Another Term	Student Services	One Stop

#### 2) Click on "Pay Now" button. Account Detail for Term



3) Insert the payment amount and then click on "Submit" button.
Personal Information   Student Registrations   Student Registration Support   \$
Tuition and Fees Payment
Home > Tuition and Fees Payment
<pre>* indicates required field Payment Amount:* Submit</pre>
© 2023 Ellucian Company L.P. and its affiliates.

4) Select "Debit Card" option and click on "Continue to Payment" button as shown below

::	جامعة قطر Atar UNIVERSITY	
Select	Payment Type	

You are about to make a payment, please validate the following details and select t

Reference ID:	MjIyOTMx			
Description:	Registration Fees			
Amount (QAR):	171.00			
Select Payment M O Credit Card O Debit Card	lethod			
Continue to Payment				

5) Enter the debit card number along with expiry date and click on "Continue" button.

₩ QPAY	
Payment Unique Number: 641431	Amount
Description: Your e-commerce order from Qatar University Qpay	QAR 171.00
Enter your payment card details	
Card Number	
Card Expiry Date 🗸 🗸	
By clicking the "Continue" button, you hereby acknowledge accepting the <u>Terms and Conditions</u> of payment	ıt.
	Cancel

6) Enter the One-Time-Password (OTP) which you will receive as a message on your mobile phone and click on "Continue" button.

			Amoun
Description: Your e-commerce order from Qata	QAR 171.00		
Enter the One-Time-Password (OTP) you received			
For increased security, your bar	ık sent you a password valid for	one time	
Your OTP			

#### 7) Enter your debit card ATM pin number by clicking on the numbers

Enter your payment o	ard details			
Card Number: 4166	39*****7494			
Your PIN				
Invalid card pin				
	6	9	2	
	1	5	0	
	з	4	8	
		7	Enter	

Your PIN					
🖉 NAPS 🗲 H				Рау	Cance
For proper completion of y	our transaction, please do no	ot refresh this page	e or click the browser's	s back button.	
	6	9	2		
	6	9 5	2		
	6 1 3	9 5 4	2 0 8		

9) The payment status page will display and click on "Please click here to complete your payment" link to return to Banner Self-Service

جامعة قطر qatar university		جامعة قطر Atar UNIVERSITY	
-------------------------------	--	------------------------------	--

## Payment Status

Please find the Transaction Status below.

Transaction ID	:	222932
Amount	:	171
Payment Type	:	WEBCCREGFEES
Status	:	Payment Success
Transaction Date	:	2023-09-25T08:03:06Z

Please click here to complete your payment 🔶