



Ignatius Ajuru University of Education

PROCEDURE FOR FEES PAYMENT

All fees are paid ONLINE through the School Portal, Enterprise Schools Portal (ESP). There are two options available for Online payment:

- Through the Banks using **Interswitch Pay Direct** feature or
- Via ATM Card (Velve, Master Card).

Students **MUST** make sure that they pay **ALL** their fees through the Portal using the procedure below, otherwise such payments won't reflect in their accounts. Use any of the following procedures to pay your fees:

1. LOGIN TO THE PORTAL

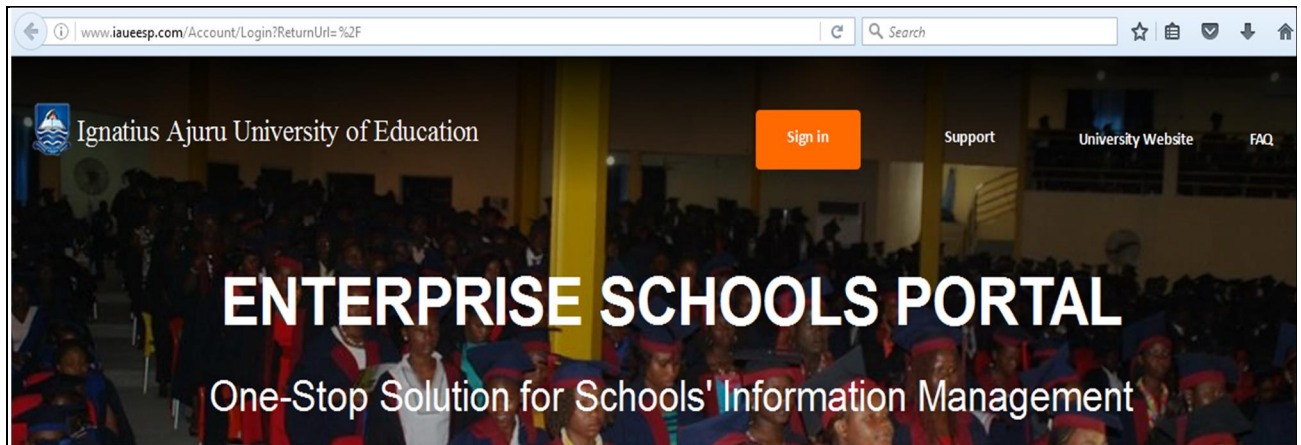
In order to log into ESP, you must have a Username and Password. Your Username is either your JAMB Reg No or your IAUE Matric No. Get your ESP Username and Password from the ICT Centre.

a. Visit the University website, www.iaue.edu.ng (note that www.iaue.edu.ng leads to the same website).

b. Click on **Portal** menu at the top right to go to the ESP sub-site.

The screenshot shows the website header with the university logo and name. A search bar and navigation links (Admin, eMail, Portal, O.E.R) are visible. Below the header is a navigation menu with links: HOME, ABOUT, ADMISSION, PROGRAMMES, FACULTIES, POSTGRADUATE SCHOOL, UNITS/DIRECTORATE, LIBRARY, NEWS/EVENTS. The main content area features a large banner with the university logo on the left and the text "RELEASE OF 2018/2019 ADMISSION MERIT LIST" in large white letters. Below this text, it says "Please click and view admission clearance procedure" in a yellow box, followed by "BATCH A" in red letters.

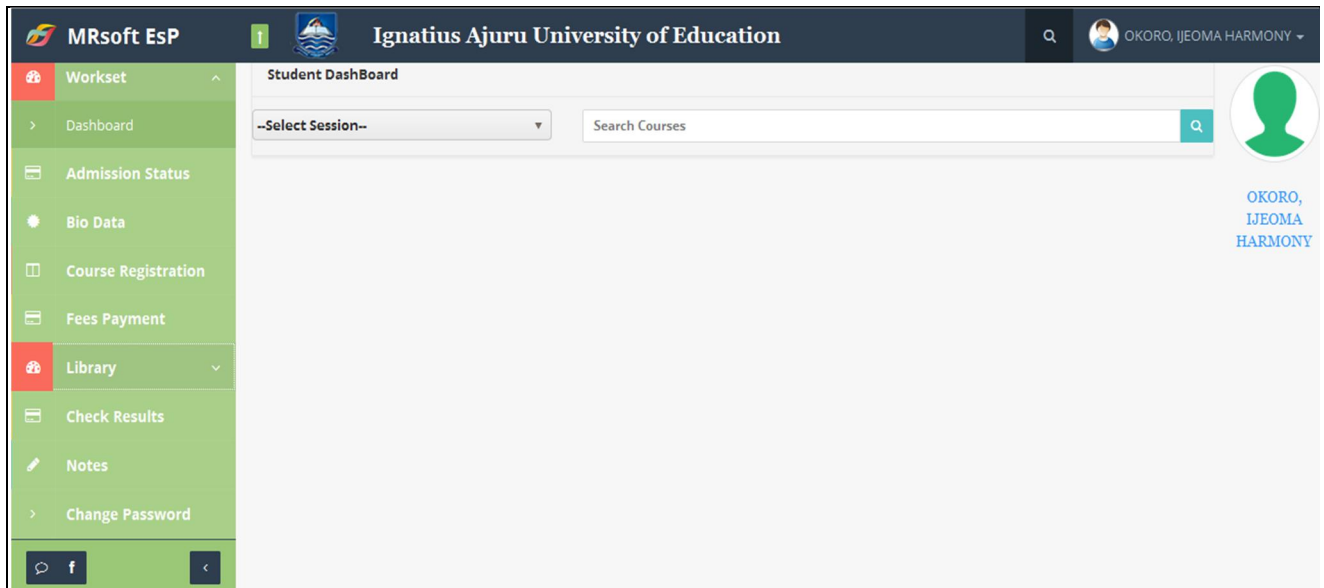
c. Click on **Sign In** on the ESP Portal



d. A popup window will open.

A screenshot of a login form popup window. It contains two input fields: 'Username' with a placeholder 'Email or Mat. No or Reg. No or Phone No or Staff No or U' and 'Password' with a single character 'l'. Below the password field is a checkbox labeled 'Keep Me Logged In'. At the bottom, there is an orange 'Sign in' button and a blue link for 'Forgot password?'.

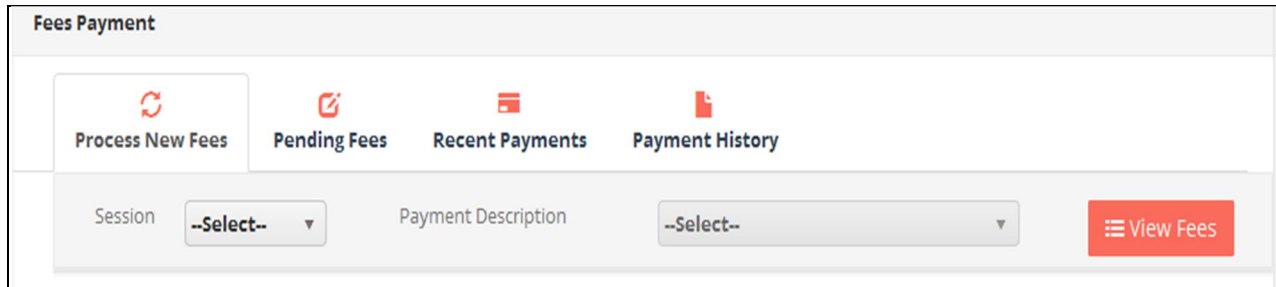
e. Enter your Username and Password and Click on **Sign in**. This will take you to the Student Dashboard:



2. PROCEDURE FOR FEES PAYMENT

OPTION A: PAY THROUGH THE BANK

1. On the Student Dashboard, Click on **Fees Payment** Menu



The screenshot shows a web interface titled "Fees Payment". At the top, there are four tabs: "Process New Fees" (with a refresh icon), "Pending Fees" (with a checkmark icon), "Recent Payments" (with a calendar icon), and "Payment History" (with a document icon). Below the tabs, there are two dropdown menus: "Session" with "--Select--" and "Payment Description" with "--Select--". To the right of these dropdowns is a red button labeled "View Fees".

2. Click on **Process New Fees** tab (if it is not highlighted)
3. Select **Session** from the Session dropdown list
4. Select **Payment Description** (Type of fee you want to pay) from the **Payment Description** dropdown list. Examples are:
 - i. Fresher School Fees
 - ii. School Fees ó Returning (YR2)
 - iii. School Fees ó Returning (YR3)
 - iv. 2016/2017 - Accommodation Request
 - v. Etc.
5. Click on **View Fees** to display the fees payable. The payable fees will be displayed, showing fees breakdown and Total fees payable.
6. Click on **Create Invoice** (a Fees Booking Number (FBN) will be created)
7. Click on **Confirm Invoice**
8. Click on **Print Invoice**
9. Walk into any bank and pay (using **Interswitch Pay Direct** feature and the Fees booking number (FBN) created in Step 6).
10. On successful payment, you will receive an email & SMS on the email address and phone number provided in your profile.
11. Visit www.iauoe.edu.ng, Login to the ESP Portal
12. Click **Fees Payment** menu
13. Click **Recent Payment** tab
14. Print relevant documents (e.g. Payment receipt, etc.)

OPTION B: PAY ONLINE (USING ATM CARD)

1. On the Student Dashboard, Click on **Fees Payment** Menu

2. Click on **Process New Fees** tab (if it is not highlighted)
3. Select **Session** from the Session dropdown list
4. Select **Payment Description** (Type of fee you want to pay) from the Payment Description dropdown list. Examples are:
 - i. Fresher School Fees
 - ii. School Fees ó Returning (YR2)
 - iii. School Fees ó Returning (YR3)
 - iv. 2016/2017 - Accommodation Request
 - v. Etc.
5. Click on **View Fees** to display the fees payable. The payable fees will be displayed, showing fees breakdown and Total fees payable.
6. Click on **Create Invoice** (a Fees Booking Number (FBN) will be created)
7. Click on **Confirm Invoice**
8. Click on **Print Invoice**
9. Click on **Pay Now** (On clicking this, you will be redirected to **Interswitch** secure web pay site)
10. Select **ATM Card Type** on dropdown (Velve, MasterCard, etc)
11. Supply your ATM card details:
 - i. Card No
 - ii. Expiry Date (Month, Year)
 - iii. CVV2 (at back of card)
 - iv. Pin No (4-digit ATM card you use in ATM machine)
12. Click **Pay**
13. Enter your **OTP No** (sent to you from your bank for Online Transactions)
14. Click on **Continue**
15. On display of pop-up message, Click **Continue**
16. On successful payment, you will receive an email & SMS on the email address and phone number provided in your profile.
17. Click **Fees Payment** menu to refresh the page
18. Click **Recent Payment** tab
19. Print relevant documents (e.g. Payment receipt, etc.)