

# Parent Payment Delegation

Parent User Guide

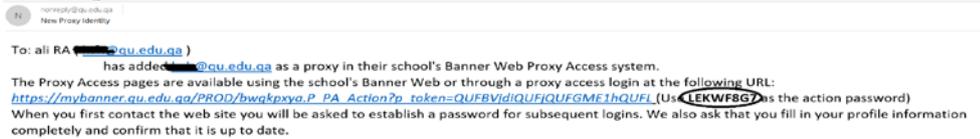
Prepared by,  
Banner Team

## Contents

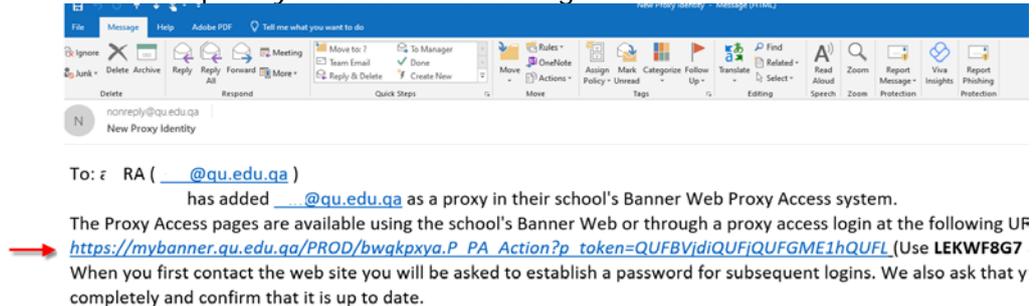
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## First Time Parent Access

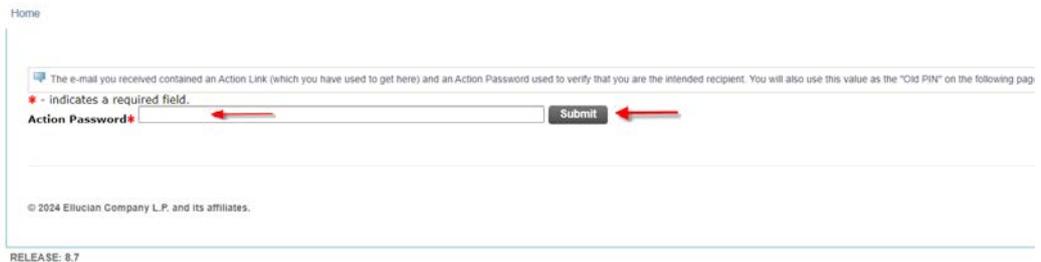
- 1) Copy the password from the email message with title "New Proxy Identity" as shown below.



- 2) Click on the temporary link in email message.



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



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

## Reset PIN

Home

Enter your new PIN twice. A PIN 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 length: 15

The PIN must contain at least one numeric character and at least one alphabetic character.

Enter e-mail address \*

Enter Old PIN \*

Enter New PIN \*

Validate PIN \*

Save

- 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 saved.

Profile TSTUDENT1 TSTUDENT

### Proxy Profile

Please keep your Banner Web proxy information up-to-date. [Click here to change your PIN](#)

\* - indicates a required field.

First Name \* F

Middle Name

Last Name \* Al

Nickname

E Mail Address \* fal

Permanent Phone Area Code

Permanent Phone Number

Permanent Phone Extension

Mailing Address Line 2

Mailing Address Line 3

City

Nation Not Applicable

Save

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

Profile TSTUDENT1 TSTUDENT |

### Proxy Authorizations

The following Banner Web page links have been specifically authorized for your use. All pages will display in a dedicated Proxy Access window. Use the EXIT link

PARENT Menu for TSTUDENT1 TSTUDENT  
Concise Student Schedule الجدول الدراسي المختص  
Academic Transcript كشف الدرجات التفصيلي  
Online Payment الدفع الإلكتروني

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

جامعة قطر QATAR UNIVERSITY Sign Out | Help

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 above 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.

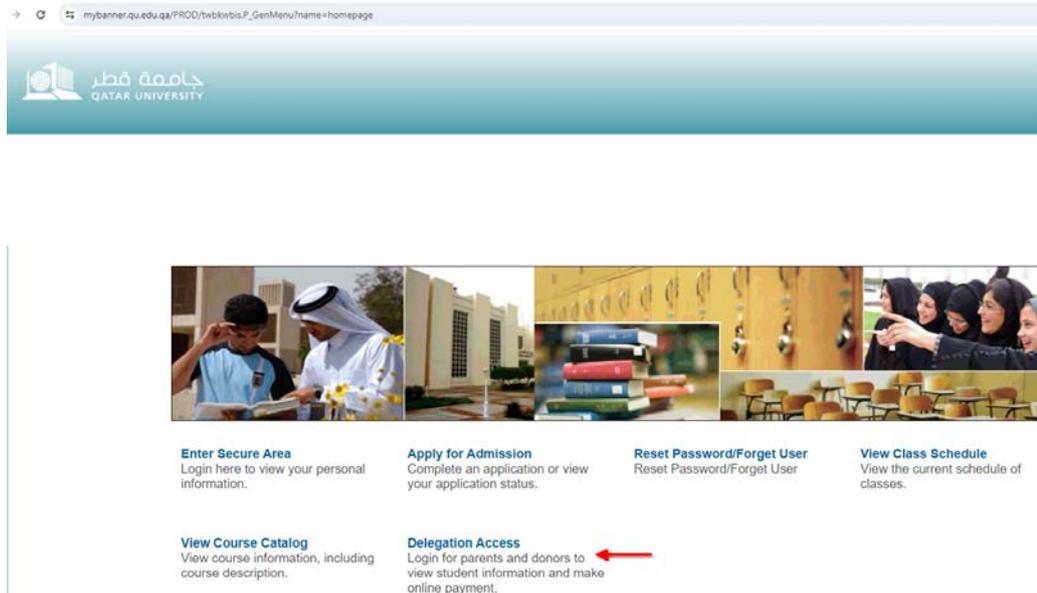
Profile TSTUDENT1 TSTUDENT

### Proxy Authorizations

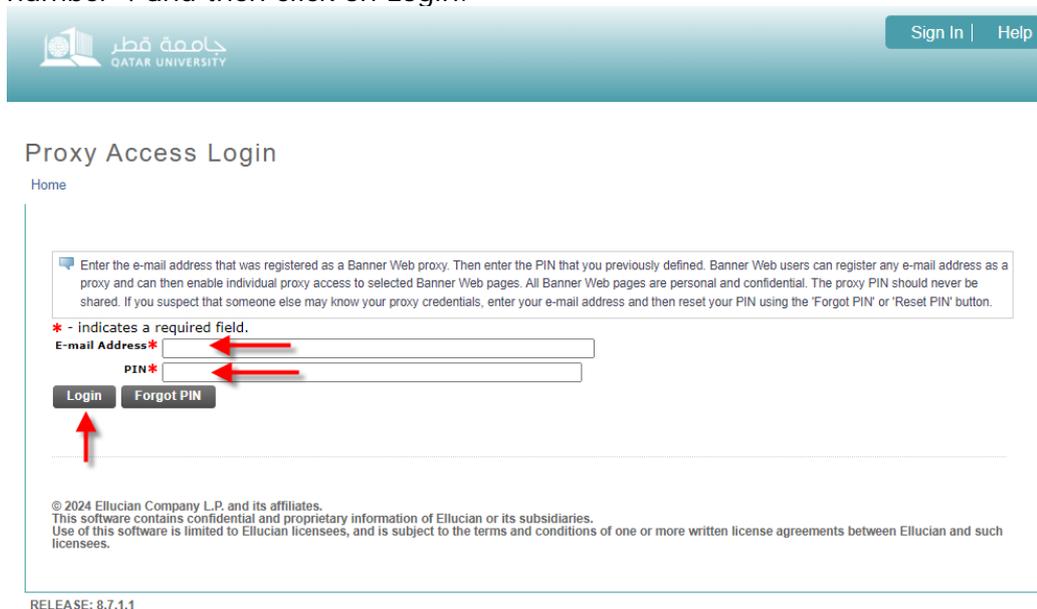
The following Banner Web page links have been specifically authorized for your use. All pages will display in a dedicated Proxy Access window. Use the EXIT link to close the Proxy Access window. There is no need to close the window until you have completed all proxy access.

PARENT Menu for TSTUDENT1 TSTUDENT  
Concise Student Schedule الجدول الدراسي المختص  
Academic Transcript كشف الدرجات التفصيلي  
Online Payment الدفع الإلكتروني

8) To sign in again, click on "Parent Delegation Access" in Banner main page at [mybanner.qu.edu.qa](http://mybanner.qu.edu.qa)



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



## View Class Schedule

- 1) After login, click on the student name and then click on "Concise Student Schedule" under the PARENT menu.

Profile TSTUDENT1 TSTUDENT

Proxy Authorizations

The following Banner Web page links have been specifically authorized for your use. All pages will display in a dedicated Proxy Access window. Use the EXIT link

PARENT Menu for TSTUDENT1 TSTUDENT  
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- 2) Select a term and then click on "Submit" button

QATAR UNIVERSITY

Sign Out | Help

Registration Term

\*\*\*You are viewing TSTUDENT1 TSTUDENT's information\*\*\*

Please select the appropriate semester.

Select a Term: Summer 2019 (View only)

Submit

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- 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.

QATAR UNIVERSITY

Sign Out | Help

This page lists the classes for which you are registered for the term. All of the detail information about the class is

Name:

Classification: Senior  
 Level: Undergraduate  
 College: Business and Economics  
 Major and Department: Management, Management and Marketing  
 Business and Economics  
 Minor: No Minor for Management

CRN	Course	Title	Campus	Credits	Level	Start Date	End Date	Days	Time	Locati
30093	MAGT 307 LO1	Internship in Business	Male Designated Area	3.000	UG	Jun 29, 2014	Aug 25, 2014	MTWRU	8:00 am - 5:50 pm	TBA
<b>Total Credits:</b>				<b>3.000</b>						

## View Academic Transcript

- 1) After login, click on the student name and then click on "Academic Transcript" under the PARENT menu.



**Profile** TSTUDENT1 TSTUDENT

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**Proxy Authorizations**

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 Academic Transcript كشف الدرجات التفصيلي  
 Online Payment الدفع الإلكتروني

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- 2) Click on "Submit"



QATAR UNIVERSITY

Sign Out | Help

### Academic Transcript

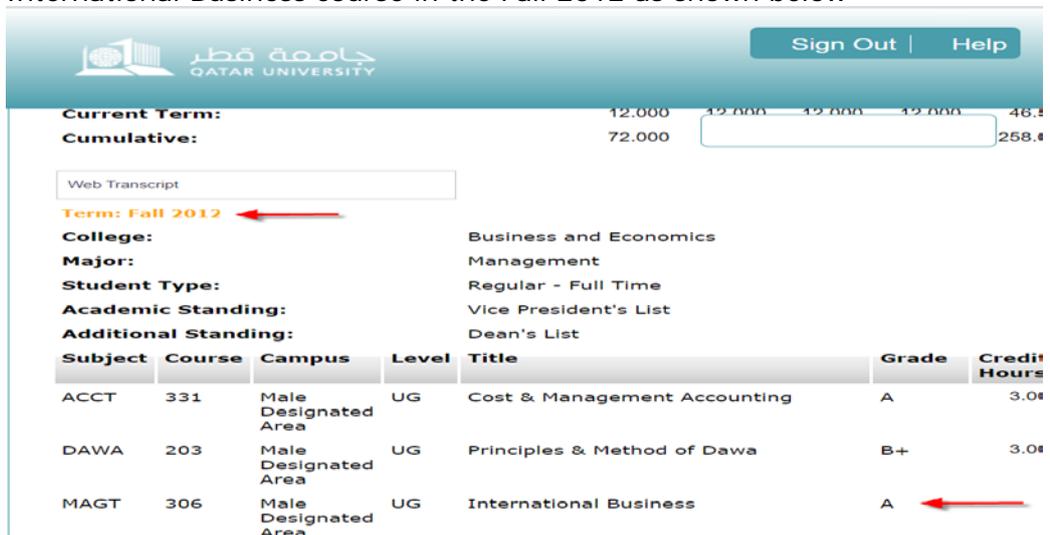
\*\*\*You are viewing TSTUDENT1 TSTUDENT's information\*\*\*

Select the transcript level and transcript type.

Transcript Level: All Levels  
 Transcript Type: Web Transcript

**Submit**

- 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



QATAR UNIVERSITY

Sign Out | Help

**Current Term:** 12,000 12,000 12,000 12,000 46.3  
**Cumulative:** 72,000 258.4

Web Transcript

**Term: Fall 2012**

**College:** Business and Economics  
**Major:** Management  
**Student Type:** Regular - Full Time  
**Academic Standing:** Vice President's List  
**Additional Standing:** Dean's List

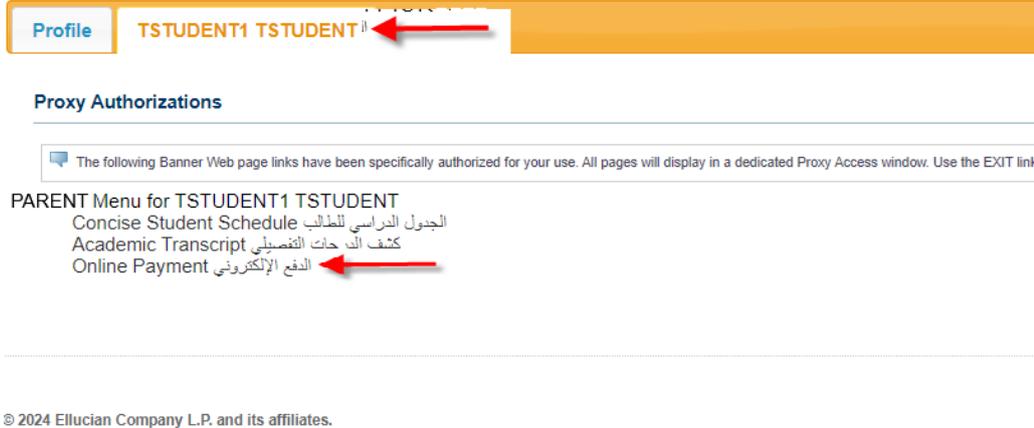
Subject	Course	Campus	Level	Title	Grade	Credit Hours
ACCT	331	Male Designated Area	UG	Cost & Management Accounting	A	3.00
DAWA	203	Male Designated Area	UG	Principles & Method of Dawa	B+	3.00
MAGT	306	Male Designated Area	UG	International Business	A	

- 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.

 جامعة قطر QATAR UNIVERSITY							Sign Out	Help
institution:	3.000	3.000	3.000	3.000	12.00	4.00		
transfer:	0.000	0.000	0.000	0.000				
	3.000	3.000	3.000	3.000	12.00	4.00		
<input type="text"/>								
<b>SEMIPT TOTALS (UNDERGRADUATE) -Top-</b>								
	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA		
institution:	141.000	126.000	126.000	126.000	456.00	3.61		
transfer:	0.000	0.000	0.000	0.000	0.00	0.00		
	141.000	126.000	126.000	126.000	456.00	3.61		
<input type="text"/>								

## Credit Card Online Payment

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



**Profile** TSTUDENT1 TSTUDENT

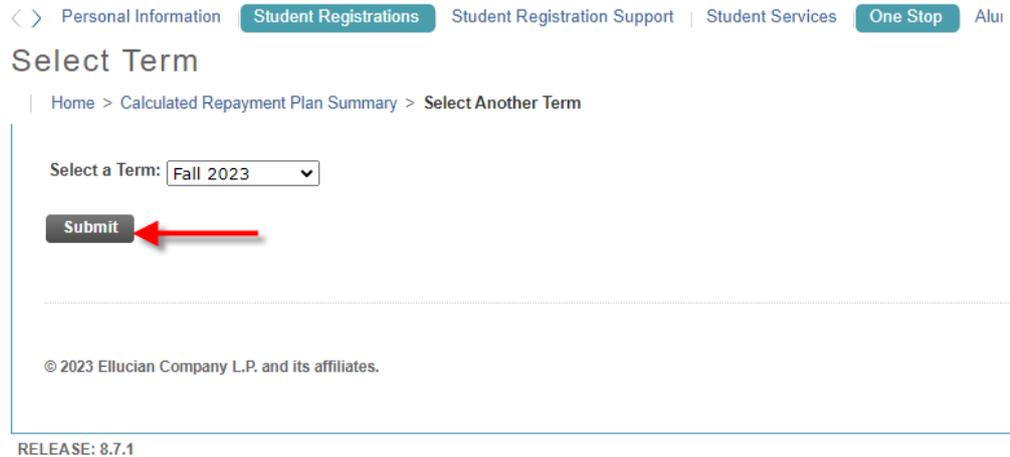
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Academic Transcript كشف الدفاتر التفصيلي  
Online Payment الدفع الإلكتروني

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- 2) Select the term, click on the button "Submit".



< > Personal Information **Student Registrations** Student Registration Support | Student Services **One Stop** Alu

### Select Term

Home > Calculated Repayment Plan Summary > Select Another Term

Select a Term:

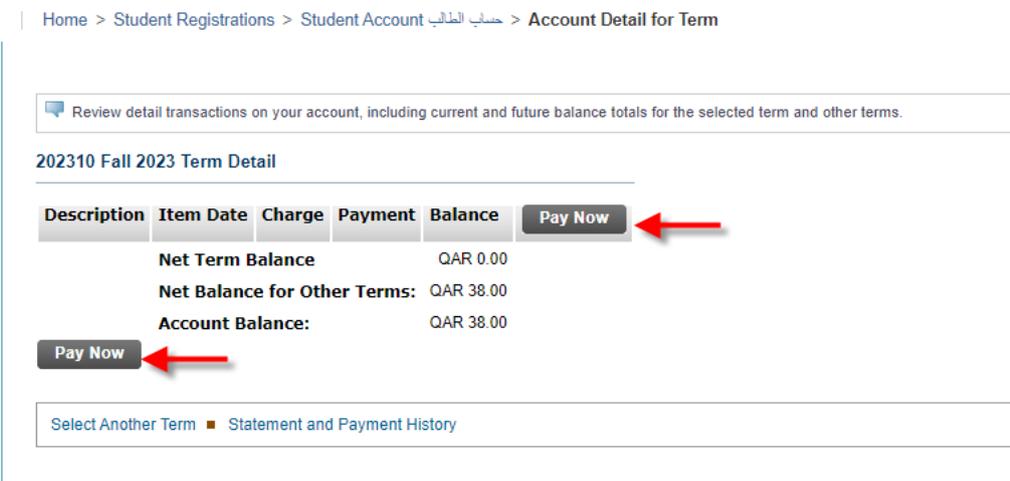
**Submit**

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- 3) Click on "Pay" Now button.

### Account Detail for Term



Home > Student Registrations > Student Account حساب الطالب > Account Detail for Term

Review detail transactions on your account, including current and future balance totals for the selected term and other terms.

#### 202310 Fall 2023 Term Detail

Description	Item Date	Charge	Payment	Balance	Pay Now
Net Term Balance				QAR 0.00	
Net Balance for Other Terms:				QAR 38.00	
Account Balance:				QAR 38.00	

**Pay Now**

Select Another Term ■ Statement and Payment History

4) 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

\* indicates required field

Payment Amount:\*

Submit

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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 details

**Reference ID:** MjlyOTM1

**Description:** Registration Fees

**Amount (QAR):** 171.00

### Select Payment Method

Credit Card

Debit Card

Continue to Payment

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**

ensure successful payment. You also need to insert the phone number along with the email.

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A Visa Solution

**Billing Information**

\* Required field

First Name \*

Last Name \*

Company Name

Address Line 1 \*

City \*

Country/Region \*

State/Province

Zip/Postal Code

Phone Number \*

Email \*

**Your Order**

Total amount  
171.00 QAR

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 \*

**Payment Details**

Card Type \*

**VISA** Visa  **Mastercard** Mastercard

Card Number \*

Expiration Month \*  Expiration Year \*

CVN \*   This code is a three or four digit number printed on the back or front of credit cards.

**Your Order**

Total amount  
171.00 QAR

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

**cybersource**  
A Visa Solution

**Review your Order**

**Billing Address** [Edit Address](#)

TSTUDENT1 TSTUDENT  
al waab  
doha  
Qatar

**Payment Details**

Card Type: Mastercard  
Card Number: xxxxxxxx0000xx  
Expiration Date:

**Your Order**

Total amount: QAR

[Back](#) [Pay](#)

[Cancel Order](#)

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

**QIB** المصرف **VISA**

**Purchase authentication**

The One Time Password (OTP) has been sent 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](#)

[Submit](#)

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

**QATAR UNIVERSITY**

**Payment Status**

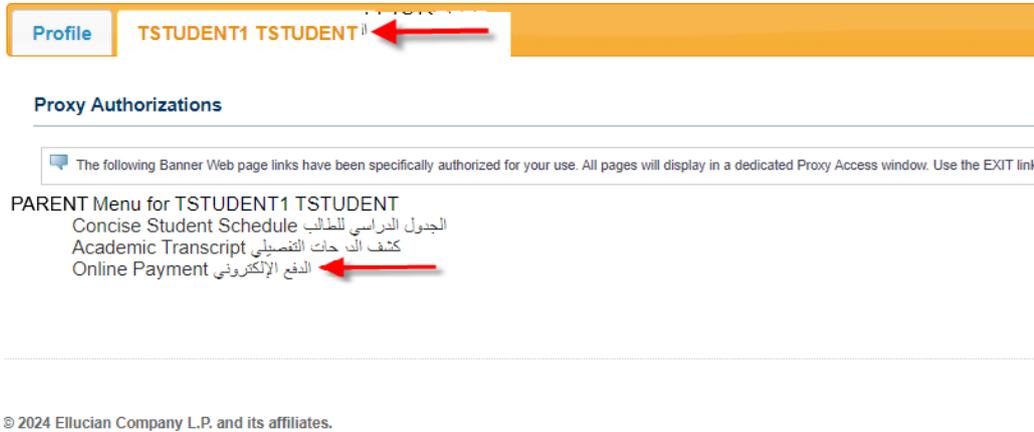
Please find the Transaction Status below.

**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](#)

## Debit Card Online Payment

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



**Profile** TSTUDENT1 TSTUDENT

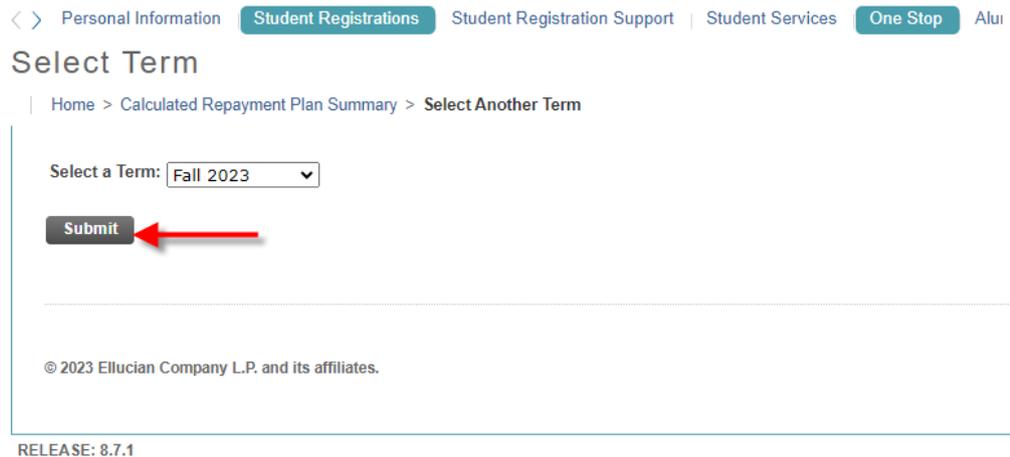
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- 1) Select the term, click on the button "Submit".



< > Personal Information **Student Registrations** Student Registration Support | Student Services **One Stop** Alu

### Select Term

Home > Calculated Repayment Plan Summary > Select Another Term

Select a Term: Fall 2023

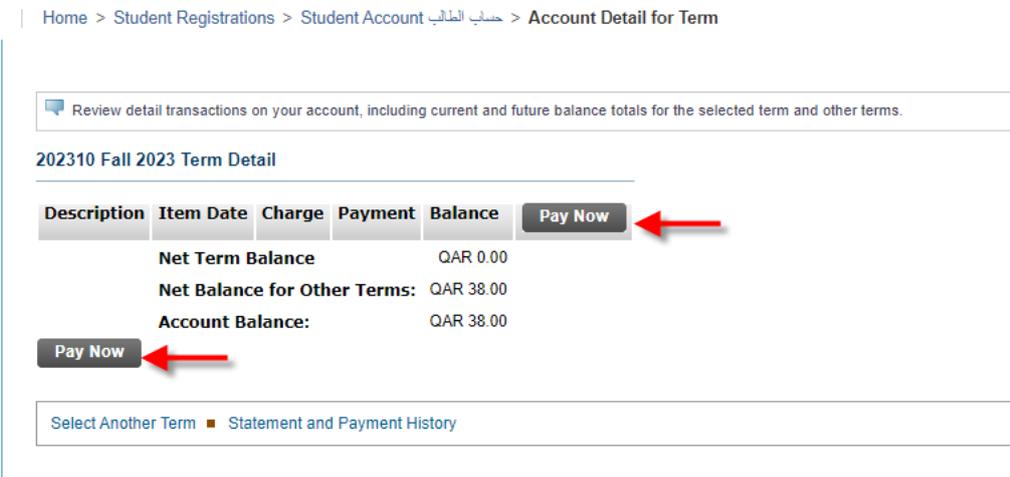
**Submit**

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- 2) Click on "Pay Now" button.

### Account Detail for Term



Home > Student Registrations > Student Account حساب الطالب > Account Detail for Term

Review detail transactions on your account, including current and future balance totals for the selected term and other terms.

#### 202310 Fall 2023 Term Detail

Description	Item Date	Charge	Payment	Balance	Pay Now
<b>Net Term Balance</b>				QAR 0.00	
<b>Net Balance for Other Terms:</b>				QAR 38.00	
<b>Account Balance:</b>				QAR 38.00	

**Pay Now**

Select Another Term ■ Statement and Payment History

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

\* indicates required field

Payment Amount:\*

Submit

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4) Select "Debit 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 details and select t

**Reference ID:** MjlyOTMx

**Description:** Registration Fees

**Amount (QAR):** 171.00

### Select Payment Method

Credit Card

Debit Card

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 [Terms and Conditions](#) of payment.

**NAPS HIMYAN** Continue Cancel

For proper completion of your transaction, please do not refresh this page or click the browser's back button.

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

**QPAY**

Payment Unique Number: 641431 Amount  
 Description: Your e-commerce order from Qatar University Qpay QAR 171.00

**Enter the One-Time-Password (OTP) you received**

For increased security, your bank sent you a password valid for one time

Your OTP

**NAPS HIMYAN** Resend OTP Continue Cancel

For proper completion of your transaction, please do not refresh this page or click the browser's back button.

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

Payment Unique Number: 641431 Amount  
 Description: Your e-commerce order from Qatar University Qpay QAR 171.00

**Enter your payment card details**

Card Number: 416639\*\*\*\*\*7494

Your PIN

Invalid card pin

6	9	2
1	5	0
3	4	8
⌫	7	Enter

8) Click on "Pay" button.

Card Number: 416639\*\*\*\*\*7494

Your PIN

....

For proper completion of your transaction, please do not refresh this page or click the browser's back button.

6	9	2
1	5	0
3	4	8
	7	Enter

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



## 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](#) 