1. Log on to your student account on my.uwi.edu

Portal Help | PASSWORD RESET | What is Single-Sign-On? | What's my email address

Welcome to your my.uwi.edu student portal. We are sure you will enjoy this single space where you have access all your student resources.

Before you log-in, please read the information under the 'Portal Help' tab where we answer some frequently asked questions as well as our note on Single Sign-on.

If you need any further assistance or encounter any problems, please feel free to send an e-mail [click here] to your campus webmaster or helpdesk.

Select your campus to Login

The University of the West Indies

Cave Hill, Barbados

St. Augustine, Trinidad and Tobago

Mona Jamaica

Open Campus

Login Help:
Enter *only your username* in the field labeled *User Name*.
Your username is your student ID.

Sign-in to:

Check your Grades

Check your Email

Check your Account Summary

Check your Class Schedule

Connect with Friends

3. Enter you LOGIN INFORMATION: Student ID and Password

Login

Need Help Click Here

Login:

Password:

Remember Me   **LOGIN**

Reset Password | Forgot Password

By signing onto this portal, you agree to abide by its **Terms of Use**. Violations could lead to restriction of portal privileges and/or disciplinary action.

4. Select "My Secure Area" ICON ON THE LAUNCH PAD

5. Select "Student Services & Financial Aid"

6. Choose the option for "Student Records"

Student Administration System

THE UNIVERSITY OF THE WEST INDIES
AT ST. AUGUSTINE, TRINIDAD AND TOBAGO

| Personal Information | Student and Financial Aid |
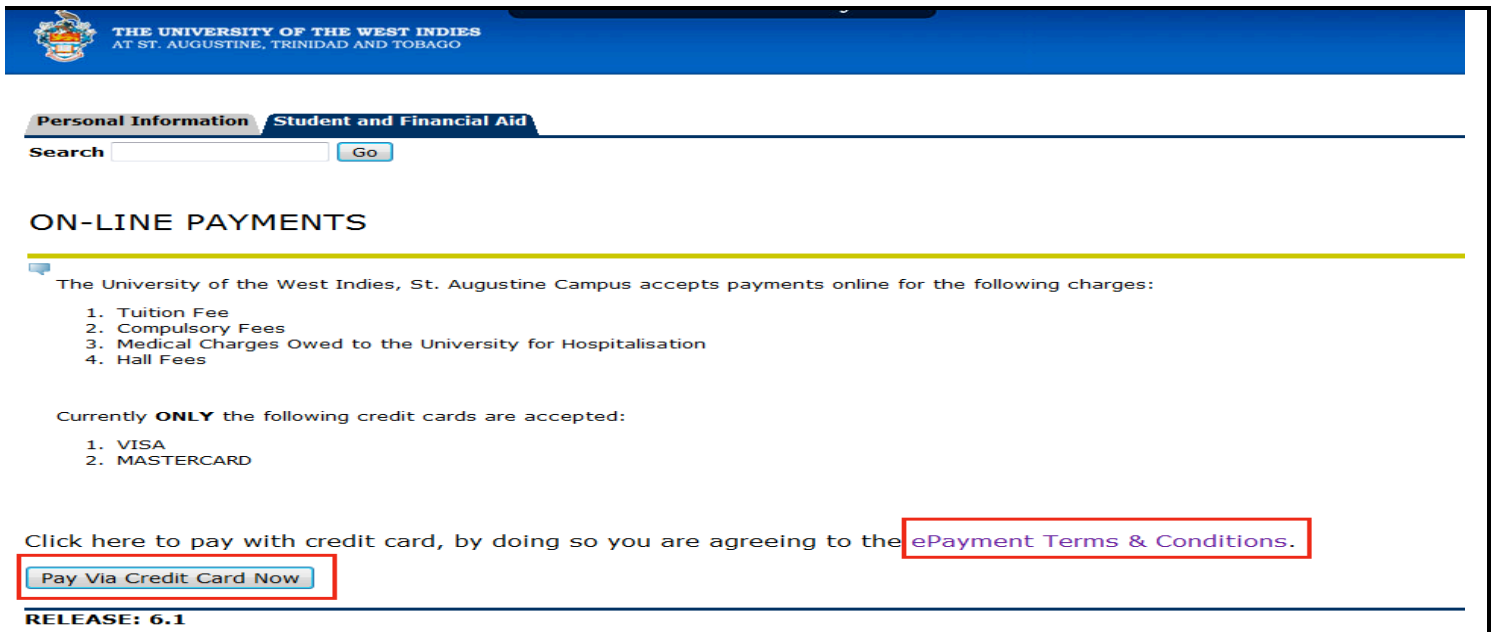
Search [   ] [Go]

RETURN TO MENU   S

Student Services & Financial Aid

Registration
Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.
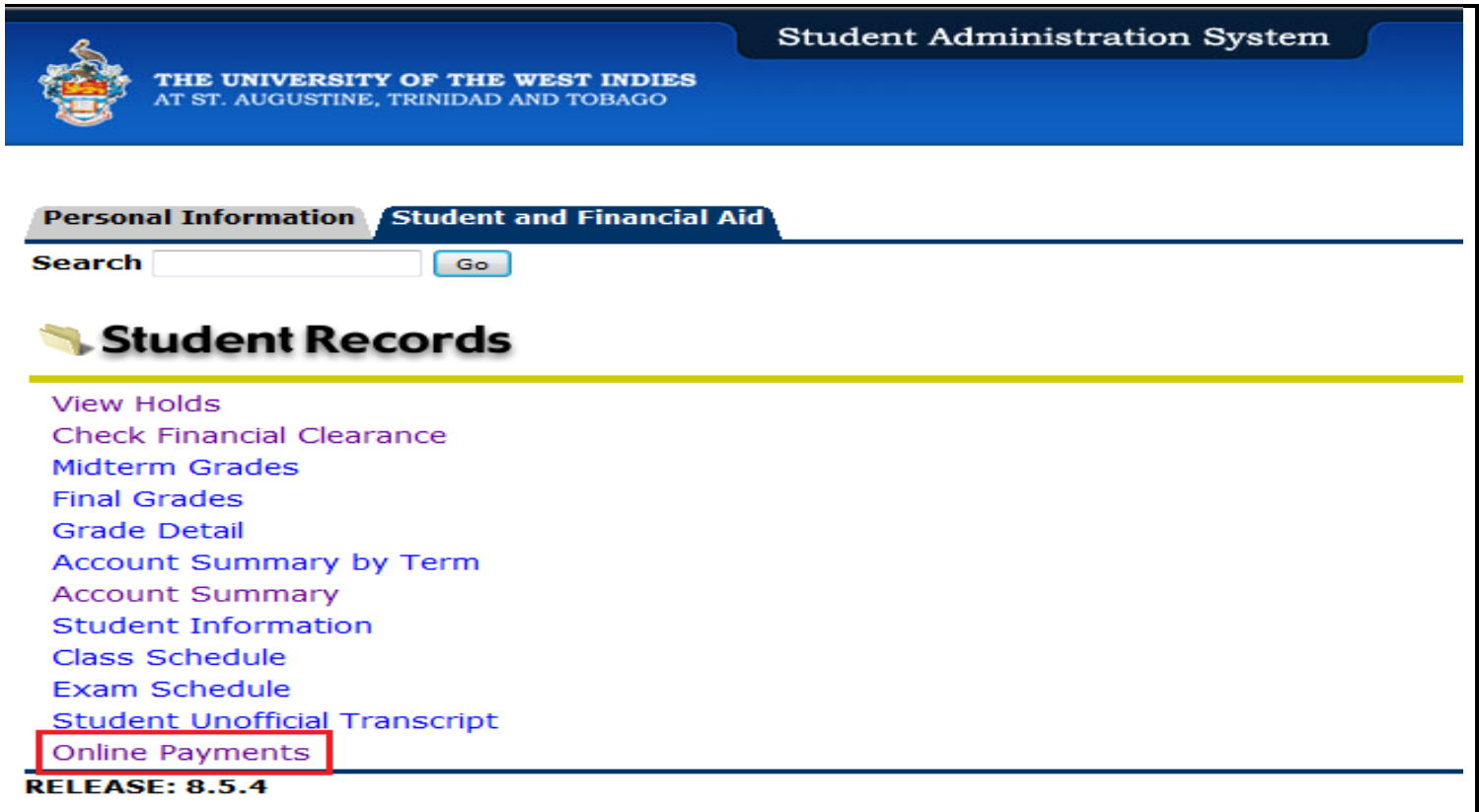
Student Records
View your holds; Display your grades and transcripts; Review charges and payments.

Deputy Principal's – Student Online System (S.O.S) Last Resort
This system handles Academic and/or General Issues, special request, advice or reports on very sensitive issues that might be affecting your performance and experience at the University and that cannot be addressed thro

RELEASE: 8.5.4

7. Click on "**Online Payments**"

8. Read the "**ePayment Terms & Conditions**" then select "**Pay Via Credit Card Now**"

9. Click on "**Make a Payment**"

10. **Review the current balance then click "Make a Payment" AGAIN**

11. Select "current account balance" radio button then enter the "amount" to be paid. Enter a description of payment in the Memo field and then select "continue"

THE UNIVERSITY OF THE WEST INDIES
AT ST. AUGUSTINE, TRINIDAD AND TOBAGO

My Account | Payments

Account Payment | Payment History

Account Payment

| Amount | Payment Method | Confirmation | Payment Receipt |

Select Payment

◯ Current account balance: -$2.00 $ _____

Payment date: 7/17/15

Memo: _____

Continue

12. Under PAYMENT METHOD, select "Credit or Debit Card" from the drop down list then click "select"

THE UNIVERSITY OF THE WEST INDIES
AT ST. AUGUSTINE, TRINIDAD AND TOBAGO

My Account | Payments

Account Payment | Payment History

Account Payment

| Amount | Payment Method | Confirmation | Payment Receipt |

Select Payment Method

Payment amount: $1.00

Payment Method: Credit or Debit Card ▼

Select   **Back**   **Cancel**

Debit and Credit Card - We accept the following credit and debit cards.

VISA   MasterCard

13. Enter the "Credit Card number", and select "continue"

Important Information | Ask for Help | Log Out |
Logged in as:

THE UNIVERSITY OF THE WEST INDIES
AT ST. AUGUSTINE, TRINIDAD AND TOBAGO

My Account | Payments

Account Payment | Payment History

Account Payment

| Amount | **Payment Method** | Confirmation | Payment Receipt |

Select Payment Method

Payment amount: **$1.00**

Payment Method: Credit or Debit Card

Select

Debit and Credit Card - We accept the following credit and debit cards.

VISA   MasterCard

Account Information
Indicates required fields

*Card number:

Continue   Back   Cancel

---

14. Enter the "Card Holder's Name, Card Expiration Month and Year and CVV (number located at the back of the credit card)", then select "Continue"

My Account | Payments

Account Payment | Payment History

Account Payment

| Amount | **Payment Method** | Confirmation | Payment Receipt |

Select Payment Method

Payment amount: **$1.00**

Payment Method: Credit or Debit Card

Select

Debit and Credit Card - We accept the following credit and debit cards.

VISA   MasterCard

Account Information
Indicates required fields

*Card account number: xxxxxxxxxxxx2017

*Name on Card: 1

*Card expiration date: 2   05   2016

*Card Verification Value: 3
(View example)

4   Continue   Back   Cancel

15. Select "Submit Payment" after verifying information

16. Review the Payment Receipt. An email will be sent to your email account with the payment details. THIS CONFIRMATION SHOULD BE PRINTED AND DROPPED OFF TO THE STUDENTS SECTION OF THE BURSARY.

17. SAMPLE CONFIRMATION EMAIL. This confirmation should be forwarded to the student section of the Bursary.

---------- Forwarded message ----------
From: "admin@sta.uwi.edu" <admin@sta.uwi.edu>
Date: May 19, 2015 11:38 AM
Subject: Thank you for your payment
To: John Doe (STA)
Cc:

This is an automated message to confirm that your payment has been submitted.
Please note that this payment is subject to approval and final verification.

========= PAYMENT DETAILS =========
Student Name --- [John Doe   ]
Student Account --- [xxxx6687]
Term --- [Spring 2014]
Payment Method --- [xxxxxxxxxxx2017]
Amount --- [$1.00]