

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

The screenshot shows the my.uwi.edu student portal. At the top left is the UWI logo and the text "my.uwi.edu". On the right, there are links for "Sign In", a search icon, and a help icon. Below the header is a navigation bar with links: "Portal Help", "PASSWORD RESET", "What is Single-Sign-On?", and "What's my email address".

On the left side, there is a welcome message: "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." Below this, it says: "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." At the bottom of this section, it says: "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."

In the center, there is a box titled "Select your campus to Login". It lists "The University of the West Indies" and four campus options: "Cave Hill, Barbados", "St. Augustine, Trinidad and Tobago" (which is highlighted with a red border), "Mona Jamaica", and "Open Campus".

On the right side, there is a "Login Help:" section with the text: "Enter only your username in the field labeled User Name. Your username is your student ID." Below this is a "Sign-in to:" section with five options, each with an icon: "Check your Grades" (megaphone), "Check your Email" (envelope), "Check your Account Summary" (dollar signs), "Check your Class Schedule" (clock), and "Connect with Friends" (people icon).

3. Enter you LOGIN INFORMATION: Student ID and Password

The screenshot shows the login page of the my.uwi.edu student portal. The background is a photograph of a large, modern building at night. In the top left corner, there is the UWI logo and the text "my.uwi.edu".

The main content is a white login box with the following elements:

- A "Login" title with a key icon.
- A link: "Need Help [Click Here](#)".
- A "Login:" label followed by a text input field containing a vertical bar.
- A "Password:" label followed by a password input field.
- A checkbox labeled "Remember Me" and a blue "LOGIN" button.
- Links for "Reset Password" and "Forgot Password".
- A disclaimer: "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

The screenshot shows the my.uwi.edu website interface. At the top, there is a green header with the UWI logo and the text 'my.uwi.edu'. Below the header is a navigation bar with links for 'Home', 'Feedback', 'MY DOCUMENTS', 'QUICK LINKS', and 'UTILITIES'. On the left side, there is a 'QUICKLAUNCH NAVIGATION' sidebar with a 'LaunchPad' section. The 'LaunchPad' section contains several icons, and the 'My Secure Area' icon (a blue padlock) is highlighted with a red box. The main content area features a large banner for 'First Year EXPERIENCE 2015-2016' with a colorful lizard and the hashtag '#GETINVOLVED2EVOLVE'. Below the banner are several smaller promotional tiles. On the right side, there are two widget sections: 'News & Events' and 'UWI St. Augustine Facebook'. The 'News & Events' section lists news items such as 'UWI appoints three new Deans at the St. Augustine Campus' and 'St. Augustine Campus Events'. The 'UWI St. Augustine Facebook' section shows a Facebook post from the Human Communication Studies department.

5. Select **“Student Services & Financial Aid”**

The screenshot shows the Student Administration System website. At the top, there is a blue header with the UWI logo and the text 'THE UNIVERSITY OF THE WEST INDIES AT ST. AUGUSTINE, TRINIDAD AND TOBAGO'. Below the header is a navigation bar with the text 'Student Administration System'. The main content area has two tabs: 'Personal Information' and 'Student and Financial Aid'. Below the tabs is a search bar with a 'Go' button. The 'Student and Financial Aid' tab is active, and the 'Student Services & Financial Aid' option is highlighted with a red box. Below this option is a description: 'Check your grades, Register, View your academic records and Financial Aid'. Below the description is the 'Personal Information' option, which is also highlighted with a red box. Below the 'Personal Information' option is a description: 'View or update your address(es), phone number(s), e-mail address(es), emergency contact information, & marital status; View name change & social security number change information; Change'. At the bottom of the page is a link for 'Return to Homepage'.

6. Choose the option for **“Student Records”**



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

Student Administration System

Personal Information **Student and Financial Aid**

Search

[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](#)

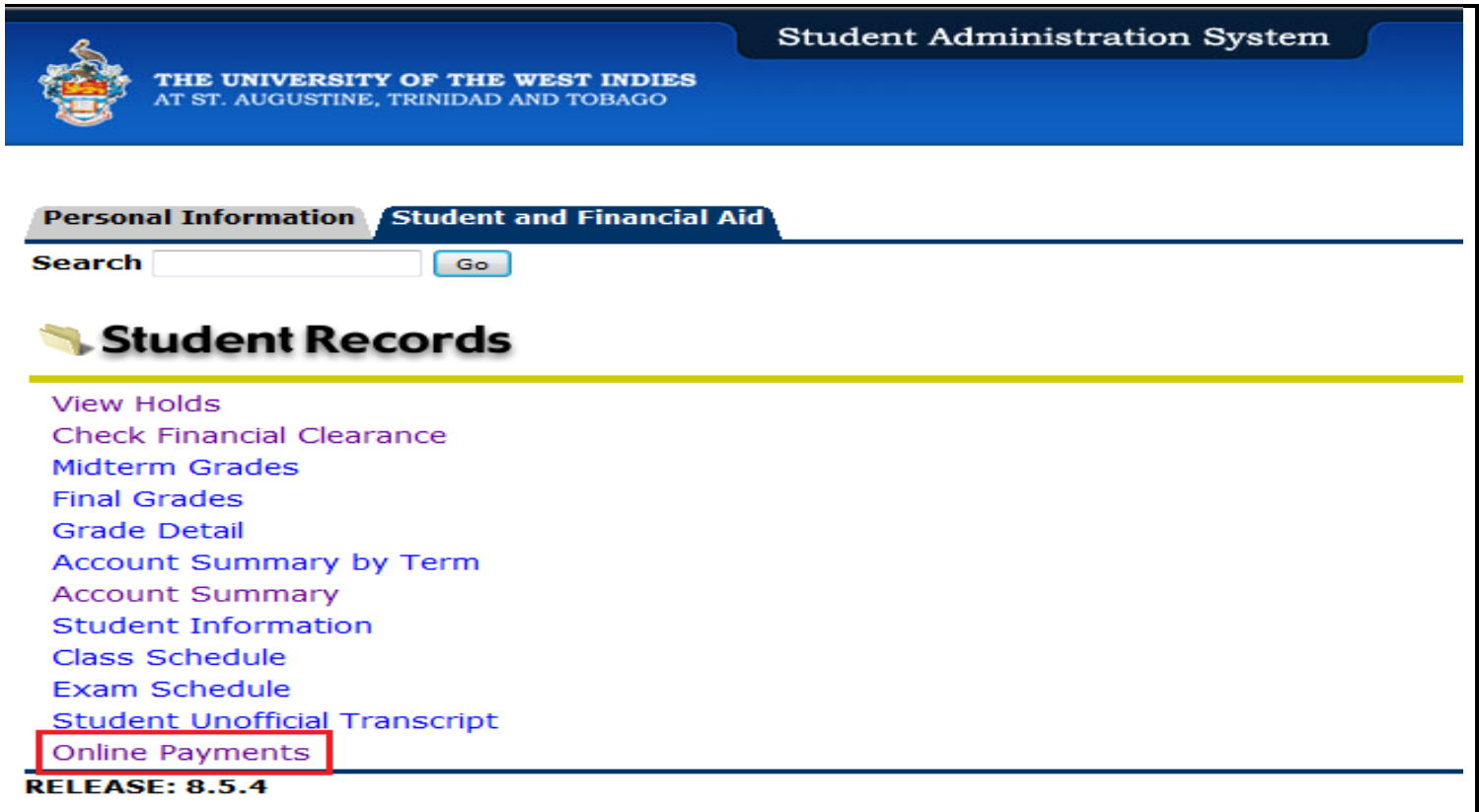
View your holds; Display your grades and transcripts; Review charges and payments.

[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 through other channels.

RELEASE: 8.5.4

7. Click on **“Online Payments”**



Student Administration System

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

Personal Information Student and Financial Aid

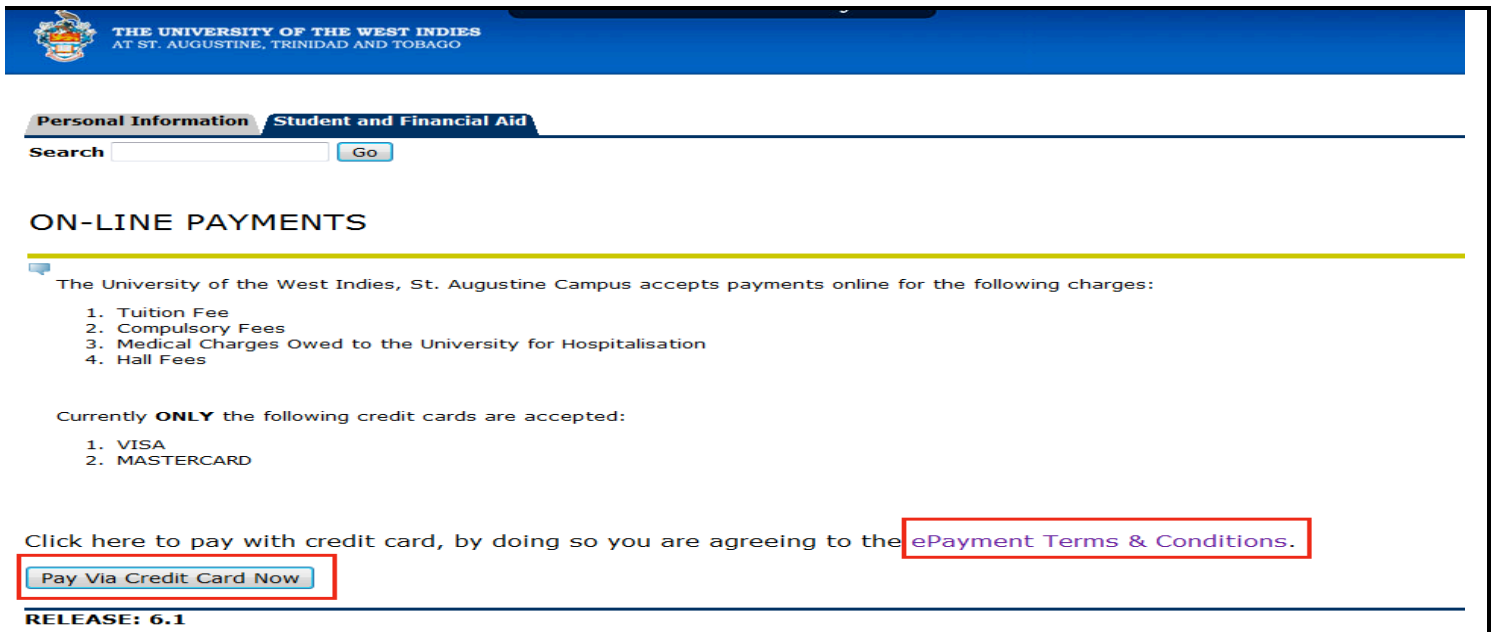
Search

Student Records

- [View Holds](#)
- [Check Financial Clearance](#)
- [Midterm Grades](#)
- [Final Grades](#)
- [Grade Detail](#)
- [Account Summary by Term](#)
- [Account Summary](#)
- [Student Information](#)
- [Class Schedule](#)
- [Exam Schedule](#)
- [Student Unofficial Transcript](#)
- [Online Payments](#)**

RELEASE: 8.5.4

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



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

Personal Information Student and Financial Aid

Search

ON-LINE PAYMENTS

The University of the West Indies, St. Augustine Campus accepts payments online for the following charges:

1. Tuition Fee
2. Compulsory Fees
3. Medical Charges Owed to the University for Hospitalisation
4. Hall Fees


Currently **ONLY** the following credit cards are accepted:

1. VISA
2. MASTERCARD

Click here to pay with credit card, by doing so you are agreeing to the **[ePayment Terms & Conditions.](#)**

RELEASE: 6.1

9. Click on **“Make a Payment”**



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 Activity | Personal Profile | Payment Methods | Authorized Users

Account Alerts

No alerts at this time.

Announcements

Please check back - no announcements at this time.


My Account

Current Account Status

Balance: -\$2.00

[Make a Payment](#) [View Account Activity](#)

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



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

Account Payment

Current balance includes activity since your last statement, including recent payments and new charges.

Balance: -\$2.00

[Make a Payment](#)

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”



My Account

Payments

Account Payment

Payment History

Account Payment

Amount	Payment Method	Confirmation	Payment Receipt
Select Payment			
<input type="radio"/>	Current account balance:	-\$2.00	\$ <input type="text"/>
Payment date: 7/17/15			
Memo: <input type="text"/>			
<input type="button" value="Continue"/>			

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





My Account

Payments

Account Payment

Payment History

Account Payment

Amount	Payment Method	Confirmation	Payment Receipt
Select Payment Method			
Payment amount: \$1.00			
Payment Method: <input type="text" value="Credit or Debit Card"/>			
<input type="button" value="Select"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/>			
Debit and Credit Card - We accept the following credit and debit cards.			
 			

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

The screenshot shows the 'Account Payment' page. At the top left is the University of the West Indies logo and name. At the top right are links for 'Important Information', 'Ask for Help', and 'Log Out', along with 'Logged in as:'. Below the header is a navigation bar with 'My Account' and 'Payments' tabs, and sub-tabs for 'Account Payment' and 'Payment History'. The main content area is titled 'Account Payment' and has four tabs: 'Amount', 'Payment Method', 'Confirmation', and 'Payment Receipt'. The 'Payment Method' tab is active. On the left, under 'Select Payment Method', the payment amount is \$1.00 and the method is 'Credit or Debit Card'. A 'Select' button is present. Below this, it says 'Debit and Credit Card - We accept the following credit and debit cards.' with logos for VISA and MasterCard. On the right, under 'Account Information', it says 'Indicates required fields'. There is a field for '*Card number:' which is highlighted with a red box. Below it are three buttons: 'Continue' (highlighted with a red box), 'Back', and '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"

The screenshot shows the 'Account Payment' page, similar to the previous one. The 'Payment Method' tab is still active. The 'Select Payment Method' section on the left is the same. In the 'Account Information' section on the right, it says 'Indicates required fields'. There are three fields: '*Card account number:' with the value 'xxxxxxxxxxxx2017', '*Name on Card:' with a red box around the input field and a '1' next to it, '*Card expiration date:' with two dropdown menus showing '05' and '2016' and a red box around them and a '2' next to it, and '*Card Verification Value: (View example)' with a red box around the input field and a '3' next to it. At the bottom, there are three buttons: 'Continue' (highlighted with a red box and a '4' next to it), 'Back', and 'Cancel'.

15. Select **“Submit Payment”** after verifying information

My Account Payments

Account Payment Payment History

Account Payment

Amount	Payment Method	Confirmation	Payment Receipt
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Submit Payment
Please review the transaction details, then submit your payment.

Payment date: 5/19/15
Payment Amount: \$1.00
Payment type: Credit Card
Card account number: xxxxxxxxxxxx2017
Name on Card: John Doe
Card expiration date: 07/15
Credit card type: Visa
E-mail: john.doe@my.uwi.edu

By selecting the Submit Payment button you are agreeing to the null .

Submit Payment Back Cancel

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.**

My Account Payments

Account Payment Payment History

Account Payment

Thank you for your payment. We will send you a confirmation e-mail with payment details. For a record of all your payments, please see the Payment History.

Amount	Payment Method	Confirmation	Payment Receipt
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Payment Receipt

Your payment in the amount of \$1.00 was successful. A confirmation email was sent to allan.sahadeo@my.uwi.edu. Please print this page for your records.

Confirmation Number: 20150519000030
Payment date: 5/19/15
Amount Paid: \$1.00
Transaction type: Purchase
Student Name: John Doe
Paid to: University of West Indies - St. Augustine
Web address: https://secure.touchnet.net/34303_bsa/web/
Account number: xxxxxxxxxxxx2017
Card type: VISA
Name on Card: John Doe
Card not present for this transaction.

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

