Payment Portal for Students

1. **Introduction**

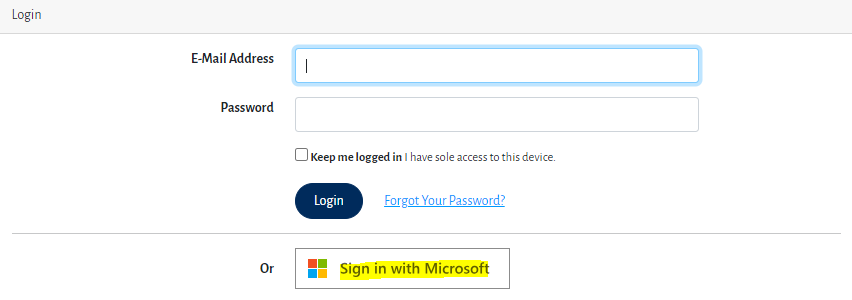
The University of Strathclyde’s ERP Portal allows you to view your outstanding balances and make payment of all your current student fees.

1. **How to login**

* You can login to the portal is via the link below:

<https://strathclyde.erpportal.com/login>

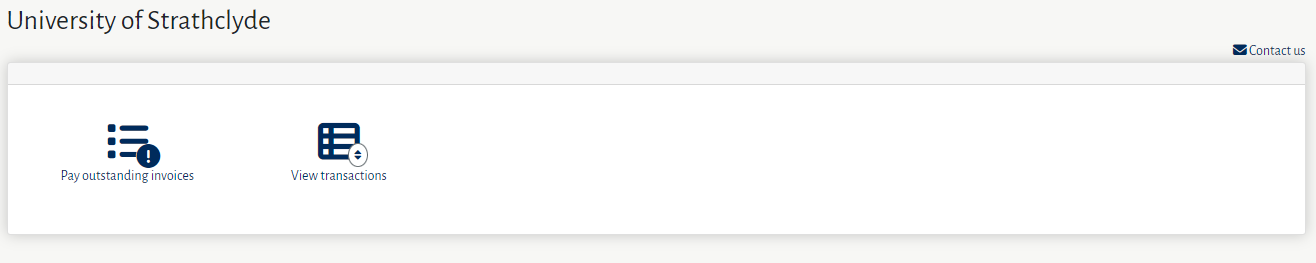
* You will see there is an option to ‘Sign in with Microsoft. This will sync your student Microsoft account and will ask for your permission to do so:



* Click on ‘Accept’

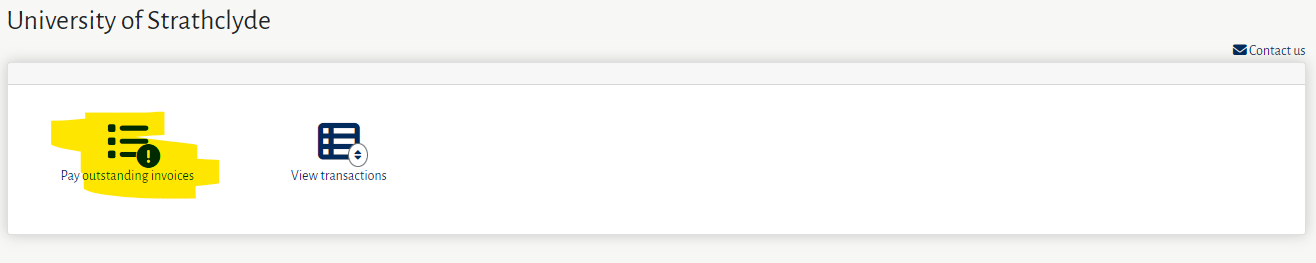


* You will now be able to view your transactions and make payment of your outstanding invoices.



1. **To pay an outstanding invoice**

* Please select the option Paying outstanding invoice, this will then display your outstanding balances



Graphical user interface, application

Description automatically generated

* Please select the invoice or invoices you wish to pay and enter the amount being paid. Then select Pay selected invoice and this will display a summary of your payment

Graphical user interface, application, Word

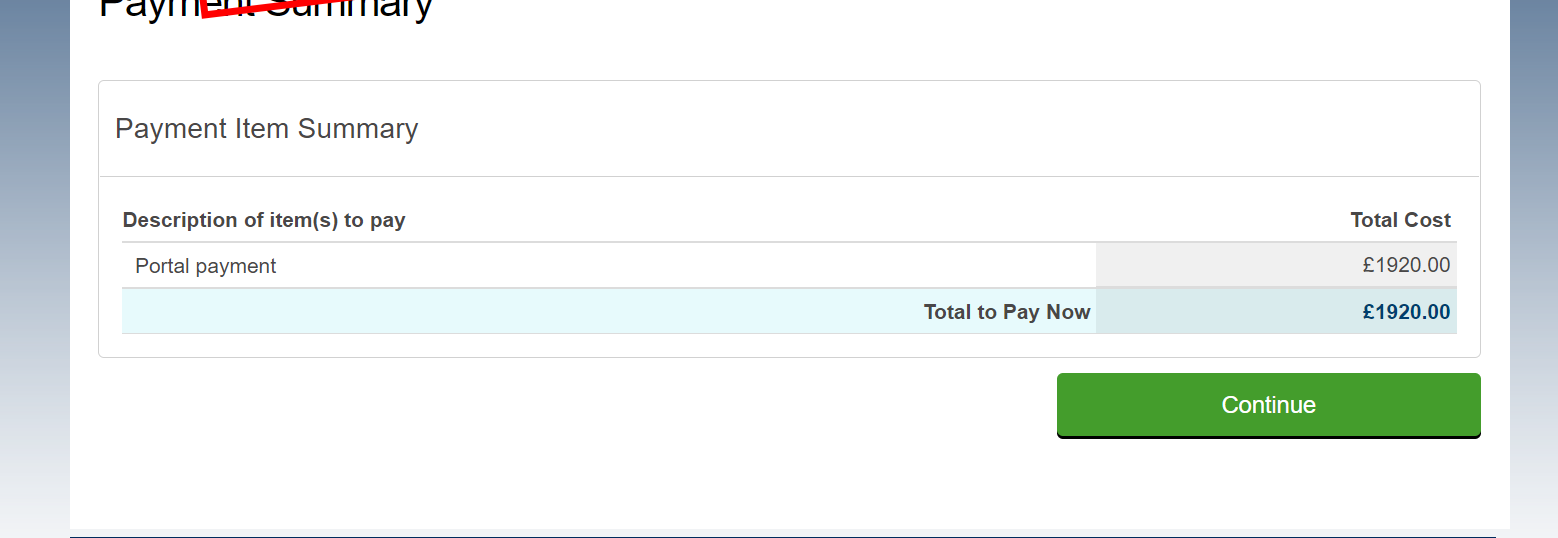
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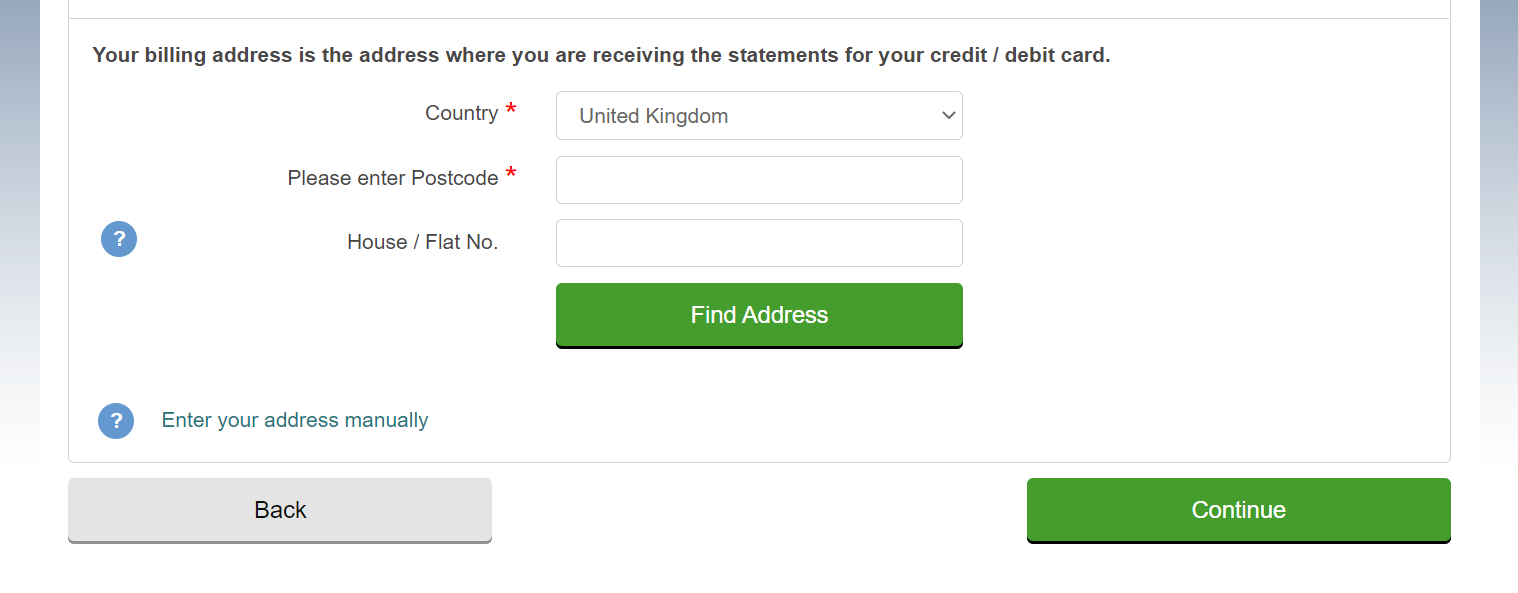
* Select Proceed to payment

A picture containing application

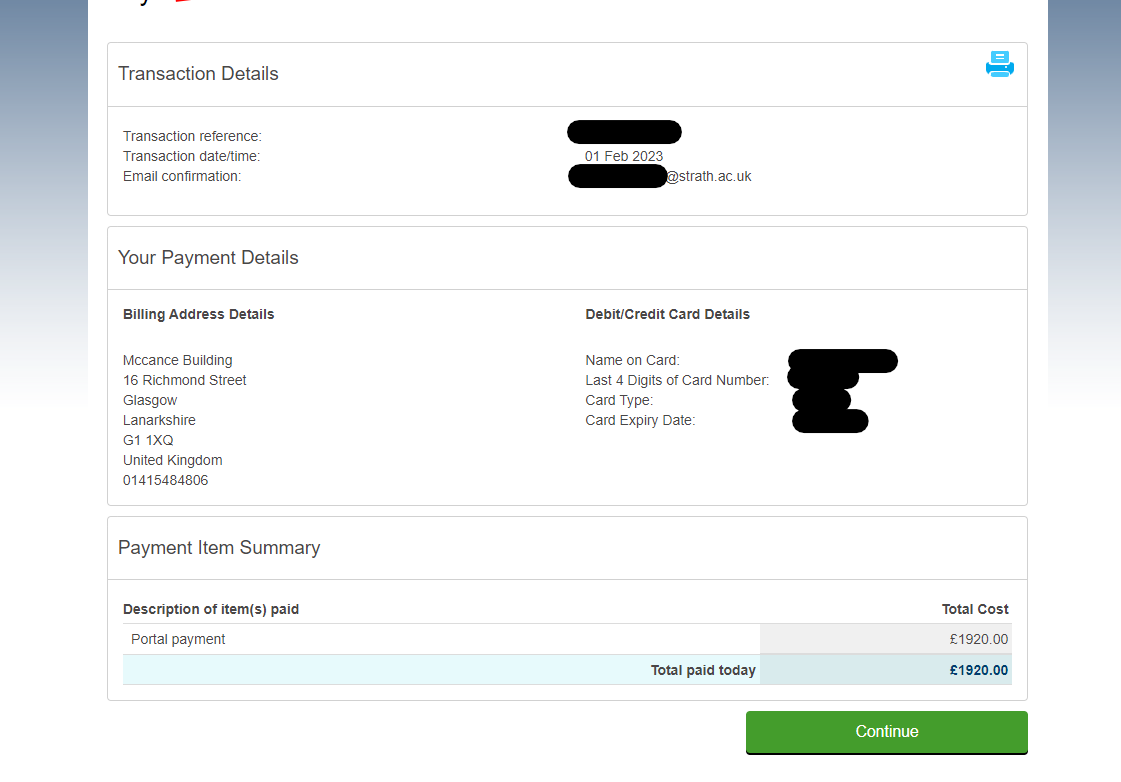
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* Please check the amount being paid is correct then select Continue to enter your personal and payment card details





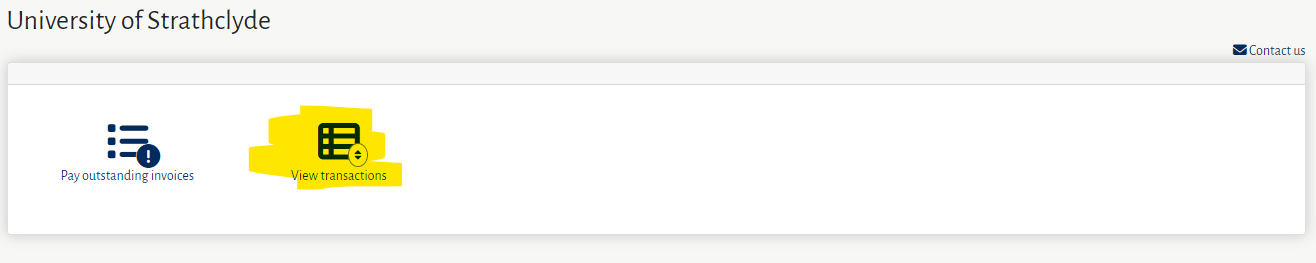
* When your payment has been processed successfully you will see the undernoted confirmation screen and you will receive a payment receipt by email.



* Please select Continue to return to the portal homepage

1. **To view transactions on your account**

* Select the option View transactions



* You will now be able to view all invoice and payment transactions on your account, please note payments and credit transactions will be displayed as a negative value eg. -1000

Graphical user interface, application

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