









# Parent access to E-Payment system


Parents or other parties may pay a student's tuition fees online through the **E-payment TouchNet System**. They will be assigned an authorized access to the system after they have been granted access by the student. To get an access to the E-payment System, please contact us at the Parents Program at [parents@qu.edu.qa](mailto:parents@qu.edu.qa).


1. After receiving the authorization approval to pay tuition fees on behalf of the student, you will receive an email message from [helpdesk@qu.edu.qa](mailto:helpdesk@qu.edu.qa) including the username and password to access the **E-Payment TouchNet** student account as an authorized user.


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	<a href="#">helpdesk@qu.edu.qa</a>	  	<a href="#">Your access information</a>	7:46 AM
	<a href="#">helpdesk@qu.edu.qa</a>	  	<a href="#">You have been given access</a>	7:46 AM

Your access information ↑ ↓ ✕



Noura Basha ([helpdesk@qu.edu.qa](mailto:helpdesk@qu.edu.qa)) [Add to contacts](#) 7:46 AM 

To: [\[redacted\]](#) 

[Actions](#) 

This is an automated message to inform you that the student listed below has granted you access to his or her online billing information. You now have the ability to make payments on behalf of this student, schedule or automate future payments, and more. For your first login, you will use the password shown below. For security, your username for this account is sent in a separate message.

===== ACCESS INFORMATION =====

Student Name --- [ ~~Fahad R. Al-Johar~~ ]

Password --- [ ~~xxxxxxxxxx~~ ]

2. In the login homepage, under Authorized Users section, enter your email and password.

The screenshot shows the login homepage of the Qatar University Student Account Suite. It is divided into two main columns. The left column contains two sections: 'Students and Staff' and 'Authorized Users'. The 'Students and Staff' section has a red asterisk indicating required information, followed by input fields for 'QUID' and 'PIN', and a green 'Login' button. The 'Authorized Users' section has a description 'Login for parents or others who have been granted access.', followed by input fields for 'E-mail' and 'Password', and a green 'Login' button. The right column contains a 'Welcome' message and a 'Student Account Suite Features' section. The 'Welcome' message states that the site is a 24x7 service for students and families, and provides an email address 'thanzeer.h@qu.edu.qa' for questions. The 'Student Account Suite Features' section lists five features: checking balance, making payments, viewing payment history, storing payment methods, and providing permission to others.

**Students and Staff**

**\*Indicates required information**

**\*QUID:**

**\*PIN:**

**Login**

**Authorized Users**

Login for parents or others who have been granted access.

**\*E-mail:**

**\*Password:**

**Login**

**Welcome**

Welcome to Qatar University Student Account Suite. This site is a 24x7 service offered to students and their families for making payments and managing their student account. Students and staff may log in using their QUID and PIN. Parents, guardians, or employers wishing to access the system require student permission via the student's authorized user process. If you have any questions about the system, please send e-mail to [thanzeer.h@qu.edu.qa](mailto:thanzeer.h@qu.edu.qa).

**Student Account Suite Features**

**Student Account Center**

- Check your balance.
- Make a payment towards your balance.
- View your payment history.
- Store your payment methods for quick and easy payment.
- As a student, provide permission to others (parents, employers, etc) to make payments.

3. Once you login, the Profile Setup page will be displayed and you will be asked to provide the following mandatory fields:
- **Your full name.**
  - **Password Change.**

The screenshot shows the 'Authorized User Profile Setup' page. It has a dark header with the title 'Authorized User Profile Setup'. Below the header, there is a 'Profile Setup' section with a yellow background and a message: 'For security reasons, please change your password.' The 'Name and E-mail Address' section contains a red asterisk indicating required fields, followed by input fields for 'Your login ID', 'Your full name', 'E-mail address', and 'Alternate e-mail address'. The 'Password Change' section contains a red asterisk indicating required fields, followed by input fields for 'Enter your new password' (with a note: 'minimum 7 characters and at least one number or special character') and 'Confirm your new password'. At the bottom, there are green 'Save' and 'Cancel' buttons.

**Authorized User Profile Setup**

**Profile Setup**

For security reasons, please change your password.

**Name and E-mail Address**

**\*Indicates required fields**

Your login ID:

**\*Your full name:**

E-mail address:

Alternate e-mail address:

**Password Change**

**\*Enter your new password:**   
(minimum 7 characters and at least one number or special character)

**\*Confirm your new password:**

**Save** **Cancel**

4. To make a payment, go to “Payments” tab and then click on “Account Payment” then enter the amount and then click Continue.

The screenshot shows a web interface with a top navigation bar containing 'My Account' and 'Payments'. Below this is a sub-navigation bar with 'Account Payment' and 'Payment History'. The main content area is titled 'Account Payment' and features four tabs: 'Amount' (highlighted in green), 'Payment Method', 'Confirmation', and 'Receipt'. Under the 'Amount' tab, the 'Select Payment' section includes a radio button for 'Current account balance', a text input for '15.00QAR' with a dropdown showing '15.00' and 'QAR', a 'Payment Date' of '1/23/14', a 'Memo' field, and a green 'Continue' button.

5. Under “Payment Method”, select Credit Card from the dropdown menu.

The screenshot shows the same web interface, but the 'Payment Method' tab is now highlighted in green. The 'Select Payment Method' section displays the 'Payment amount: 15.00QAR' and a 'Payment method:' dropdown menu. The dropdown is open, showing options: 'Select Payment Method', 'Select Payment Method', and 'Credit Card' (which is highlighted in blue). There are also 'Select' and 'Previous' buttons visible.

6. Fill out Credit Card information and then click Continue.

**Account Payment**

Amount	Payment Method	Confirmation	Receipt
--------	----------------	--------------	---------



**Select Payment Method**

**Payment amount:** 15.00QAR

**Payment method:** Credit Card

Select

**Credit Card** - We accept the following credit cards.



**Account Information**  
**\*Indicates required fields**

**\*Card account number:**

**\*Name on card:**

**\*Card expiration date:** 01 2015

**\*Credit card type:**

**\*Card Verification Value:** [\(View example\)](#)

**Option to Save**

☐ Save this payment method for future use

Save payment method as:   
(e.g. My CreditCard)

ContinuePrevious StepCancel

7. Review payment details and confirm the information by clicking on “Submit Payment”.

**Account Payment**

Amount	Payment Method	Confirmation	Receipt
--------	----------------	--------------	---------

**Submit Payment**

Please review the transaction details, then submit your payment.

Payment date:

1/26/14

Payment amount:

15.00QAR

Payment type:

Credit Card

Card account number:

XXXXXXXXXX1234

Name on card:

JOHNSON JOHNSON

Card expiration date:

01/13

Credit card type:

VISA

E-mail:

JOHNSON.JOHNSON@EXAMPLE.COM

Submit PaymentPrevious StepCancel

8. Once payment is successfully submitted, your receipt will be displayed and will be sent to your personal email.

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	Receipt
--------	----------------	--------------	---------

Payment Receipt

Your payment in the amount of 15.00QAR was successful. A confirmation email was sent to [fahad\\_alishaq@hotmail.com](#). Please print this page for your records.

Confirmation number:

20140126000001

Payment date:

Sunday, January 26, 2014

Amount paid:

15.00QAR

Transaction type:

Purchase

Student name:

Fahad R. Al Ishaq

Paid to:

Qatar University

Web address:

[https://secure.touchnet.com/C24950\\_tsa/web/login.jsp](https://secure.touchnet.com/C24950_tsa/web/login.jsp)

Thank you for your payment

Noura Basha (helpdesk@qu.edu.qa) 6:41 AM

Actions

To: [fahad\\_alishaq@hotmail.com](#)

From: helpdesk@qu.edu.qa

Sent: Sun 1/26/14 6:41 AM

To: [fahad\\_alishaq@hotmail.com](#)

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 --- [ Fahad R. Al Ishaq ]

Student Account --- [ xxxxx4074 ]

## Paying for Multiple Student

Parents or other parties may pay tuition fees for more than one student. They will follow the above steps and then:

1. Under the “My Account” tab, go to “Select Student”.

The screenshot shows the 'My Account' page with the following elements:

- Navigation Tabs:** My Account (selected), Payments, Account Activity, My Profiles, Select Student.
- Account Alerts:** No alerts at this time.
- Announcements:** Welcome to Qatar University's E-Payment System! **Important Note:** The student can register for courses without any holds on his/her registration as long as the total financial due in his/her account is less than QR 100.
- My Account Section:**
  - Current Account Status:** Amount Due: 0.00QAR
  - Buttons:** Make a Payment, View Account Activity

2. Click the student name as shown below.

The screenshot shows the 'Please Select Student Account' page with the following elements:

- Navigation Tabs:** My Account, Payments, Account Activity, My Profiles, Select Student (selected).
- Message:** If more than one student has given you access, you can switch between them by clicking on the name of the student.
- Table:**

Name	QUID	E-mail Address
<a href="#">Student Name</a>	000000000000	<a href="#">student.name@qataruniversity.edu.qa</a>

3. You will be asked to “change password” and provide your Company name or full name as shown below.

Account Activity

My Profiles

Select Student

Profile Settings

▼ Personal Profile

You may update your personal profile and preferences here. Please note that if you change your e-mail address, it will become your new Login ID.

Login ID:

XXXXXXXXXXXXXXXXXXXX

[Change Password](#)

Company name or full name:

E-mail address:

Save Changes

► Saved Payment Methods

► Add New Payment Method