

# Autumn Resit Online Payment–Student Quick Reference Guide

## Introduction

This quick reference guide contains step by step instructions on how to:

### **Pay Autumn Resit fees using Self Service Banner.**

If you require further information, please contact the Examinations Office, email [examsCork@mtu.ie](mailto:examsCork@mtu.ie) or phone 021 433 5049/021 433 5384.

## Step by Step Instructions – How to View your Autumn Registration/Make a Payment

**1. If you are not already logged in – open your Web Browser and type in the link to the registration System (Self Service Banner) at <https://ssb.ancheim.ie/cit/>**

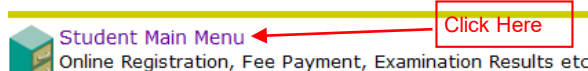
**2. Enter Login Details – Your User ID and Password**

User ID:

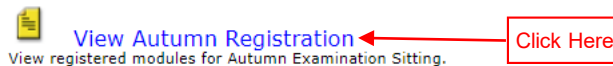
Password:

**Enter your ID and Password and then click 'Login'**

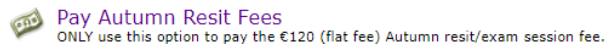
**3. Select 'Student Main Menu'**



**Then use this option to check you are registered on all modules for the autumn:**



**4. Then Select 'Pay Autumn Resit Fees'**



**5. This screen will then display the amount owed:**

Resit Fees page

**Amount to pay**

AY 2021/2022  
Description: Repeat Exam Fees  
Charge Payment of Balance: €120.00

**Tick this box**

I agree to the terms and conditions above

**Then Click Pay Now**

**6. The 3D Secure page appears – enter the details of the Cardholder here:**

Secured by **globalpayments**

3D Secure V2

**CREDIT CARD HOLDER Address, Phone and Email Details**

(If the name on the card you are paying with is not your own then enter the details of the credit card holder, not yourself)

Card Holders Billing Address 1:   
Card Holders Billing Address 2:   
Card Holders Billing Address 3:   
City/Town:   
County/State:   
Zipcode/Eincode:   
Country:   
Phone Number (Including country code eg: +353 ):   
Email Address:

**6. Then the GlobalPayments page appears – enter the details of the card being used for payment:**

Payment Details

Card Number:  VISA

Expiry:   MM/YY Security Code:

Cardholder Name:

**7. When the payment process is complete an email will be sent to your student email account. The email will confirm the payment if it was successful, if the payment failed the email will give this information.**

**8. Successful payments will show on the Online Receipt option:**

Select Term for Online Receipt

Select a Term:

**Select the Term Then Submit**

**Any payments in the term will show – check that your payment appears:**

Ref: Fees Paid by John Test (100036653)

Payment(s) from John Test were received as follows:

Receipt No. 59173	Credit Card Payment	16-JUN-2022	€120.00
	Total Paid In Euros		€120.00

**9. If any of your modules is missing OR if you do not wish to attempt any module in the Autumn Resit session please contact the Exams Office by email [examsCork@mtu.ie](mailto:examsCork@mtu.ie) or phone 021 433 5049/021 433 5384.**

**10. Please Note: you should be registered for all modules for which you need to receive a result in the autumn.**