



# BISHOP STUART UNIVERSITY ARIMS STUDENTS PORTAL STEPS/ GUIDELINES

## NEW STUDENT PORTAL GUIDELINES

### **Key things to note:**

The system is online and is instant with SMS alerts on your phones for any transaction.

Every student **MUST Enroll** and **Register every semester** following the university policy on registration requirements.

A student **MUST** generate a payment reference for the amount she/he wants to pay and then takes that payment reference numbers with the money to the bank.

**To use the system, follow the procedure below;**

- i) Visit the link: <https://students.bsu.ac.ug/>

You will receive this welcome screen.

- ii) To login for the first time (New User), use your Registration Number for both the user name and password.

**LOGIN**

203/BSU/BAHP/999

.....

Login

[Forgot Password?](#)

Welcome to the Student Portal, If you are a new student, your User ID is your Student Number and your Password is also your Student Number. If you are a continuing student, your User ID is your Registration No. (Access Number) and your password is also your Registration No.

- iii) Follow the instructions and verify your information.
- iv) Verify your account with a token sent to your Mobile phone number provided

### Current Contact Verification

To verify your contacts, a verification code will be sent to the phone number/email details you provide here. Select the options below to proceed

📞 **Phone Verification** ...

@ **E-mail Verification** ...

---

(+256) Uganda ▼ 756482277 Resend Code

---

C25D36

Verify Token

Enter the token again and **proceed**

- v) You will be asked to enter the new password for your account and verify it.
- vi) After changing your password, Please Note your Students Number in a message on your screen some and the New password. As these will be required when you are logging into your account.

Therefore, you will use your **Student Number** or **Registration Number** to log into your Account.

- vii) Verify your information. If its correct, click on correct and if its wrong, click on incorrect and come to AR's office to have your information corrected.

- viii) Then after all is done click on **SUBMIT** button.

Academic Year of Entry / Admission: 
 Correct
 Incorrect

**2017/2018**

---

Study Time: 
 Correct
 Incorrect

**DAY**

---

Campus: 
 Correct
 Incorrect

**BSU**

---

By clicking "SUBMIT", you agree to the best of your knowledge that the information you have provided/confirmed is TRUE and CORRECT

SUBMIT

ix) After All is done, then you will be required to enroll.

**Please:** You need to be more careful while enrolling. **Make sure you select the correct Semester and Year of study.**

Welcome. Please provide enrollment details to Proceed

**ACADEMIC YEAR: 2019/2020 SEMESTER: 1**

**Enrollment Info**

1. Enrolment Status:

New Student (My First Semester)     Continuing Student (Not My First Semester)     Completed But With (Retake/Missed Papers)

2. Current Year of Study (Year of Study you are enrolling for):

Year 1     Year 2     Year 3     Year 4     Year 5     Year 6

[Get a Payment Reference](#)    [ENROL →](#)

x) Upon successful enrollment, the system will provide you with the bills for that specific year and semester as indicated in the screenshot below;

**Bishop Stuart University**    Account    ?

Year 3, Semester 1 **NOT REGISTERED**    A/C BALANCE: 0/-

**FINANCE**

- My Invoices
- My Transactions/Ledger

**REGISTRATION**

- Self Registration
- Registration/Enrollment Track
- Modules/Retake Registration

**MY COURSE**

- My Results
- Service Request

**PERSONAL INFORMATION**

- General Information

**Invoices**

[Allocate my Account Balance](#)    [View Invoice Details](#)    [Refresh](#)

	Invoice No	Invoice Amo...	Paid	Due	Naration	%	
<b>Year 3, Semester 1</b>							
<input type="checkbox"/>	1 1701800970-F11748144	UGX 110,000	0	110,000	Functional	0% Paid	✖
		<b>TOT: 110,000.00</b>	<b>0.00</b>	<b>110,000.00</b>			

- xi) For you to pay your bill and be able to register, **Click** on Get Payment REF as indicated in the screenshot below.

The screenshot shows the student portal interface for Bishop Stuart University. A blue arrow points to a yellow button labeled 'Get a Payment REF' in the top navigation bar. The user's profile is shown on the left, and the account status is 'Year 3, Semester 1 NOT REGISTERED'. The 'A/C BALANCE' is 0/-. The main content area displays 'Invoices' with a table for 'Year 3, Semester 1'.

Invoice No	Invoice Amo...	Paid	Due	Naration	%	
1	1701800970-F11748144	UGX 110,000	0	110,000	Functional	0% Paid
<b>TOT:</b>		<b>110,000.00</b>	<b>0.00</b>	<b>110,000.00</b>		

- xii) Then you will be 3 options on the screen as indicated in the screenshot below;
- Use the first option to clear all your pending bills to Zero Balance.
  - Use the second option to pay a half or some part of your bills.
  - And the third option to deposit money on your account and you will chose when to pay it in future.
- Note that the money deposited on your account in option 3 will not be part of any payment not until you have cashed it out to make a payment.

The screenshot shows a dialog box titled 'Generate a Payment Reference'. It contains the instruction: 'Select one of the options available below to generate a Zeepay Payment Reference'. Below this, there are three options to select:

- ▶ I would like to pay all my pending invoices/bills (Total Amount: Ugx. 110,000)
- ▶ I only want to pay part of my pending invoices/bills
- ▶ I would like to deposit on my account to be able to pay for future invoices

- i) Therefore, to make a payment, using **option 2**, Enter the amount of money you want to pay.
- ii) Then Click **GENERATE REFERENCE** button.

Generate a Payment Reference ✕

Please enter the amount you wish to pay for each of the invoices listed below



Select

Functional Invoice, Year 3 Sem 1 → Amount Due: Ugx. 110,000	50,000
---	--------

**Total Amount: Ugx. 50,000**

← BACK
GENERATE REFERENCE →

You will get a payment reference like one in the screenshot below which you will take to the bank and make the payment.

	<h2>Bishop Stuart University</h2>														
<b>Zeepay Payment Advice Slip</b>															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Entity Name:</td><td style="background-color: #007bff; color: white;">[REDACTED]</td></tr> <tr><td>Entity ID:</td><td><b>1701800970</b></td></tr> <tr><td>Amount:</td><td><b>Ugx. 50,000/-</b></td></tr> <tr><td>Expiry:</td><td><b>Within 2 days</b></td></tr> <tr><td>Payable from:</td><td></td></tr> <tr><td>Any branch of:</td><td></td></tr> <tr><td colspan="2"> <ul style="list-style-type: none"> <li>STANBIC BANK</li> <li>BARCLAYS BANK</li> <li>POST BANK</li> <li>DFCU BANK</li> </ul> </td></tr> </table>	Entity Name:	[REDACTED]	Entity ID:	<b>1701800970</b>	Amount:	<b>Ugx. 50,000/-</b>	Expiry:	<b>Within 2 days</b>	Payable from:		Any branch of:		<ul style="list-style-type: none"> <li>STANBIC BANK</li> <li>BARCLAYS BANK</li> <li>POST BANK</li> <li>DFCU BANK</li> </ul>		<p>Zeepay Ref: <b>DD52686AB8344</b></p>  <p><b>Ugx. 50,000/-</b></p>
Entity Name:	[REDACTED]														
Entity ID:	<b>1701800970</b>														
Amount:	<b>Ugx. 50,000/-</b>														
Expiry:	<b>Within 2 days</b>														
Payable from:															
Any branch of:															
<ul style="list-style-type: none"> <li>STANBIC BANK</li> <li>BARCLAYS BANK</li> <li>POST BANK</li> <li>DFCU BANK</li> </ul>															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"> <b>Invoices Desc.</b>  <b>Invoice: 1701800970-F11748144 Total: /- Amount being paid: 50,000/-</b> </td> </tr> </table>		<b>Invoices Desc.</b> <b>Invoice: 1701800970-F11748144 Total: /- Amount being paid: 50,000/-</b>													
<b>Invoices Desc.</b> <b>Invoice: 1701800970-F11748144 Total: /- Amount being paid: 50,000/-</b>															

**NOTES:**

- a) The payment reference expires in 2 days. After 2 days, you will be required to generate a new one.
- b) Bank with listed banks.
- c) For any payment made, you should get a message (SMS) on your phone and the payment should be reflected on your account on your portal.
- d) Validation of students' information is done only once i.e. for the first time to log into the system.
- e) Enrolment and Registration is done every semester. Therefore, You **MUST** comply to same with the system to avoid inconveniences.

## SECTION B

Furthermore, the payment for National Council for Higher Education (NCHE) that is 20,000/= contribution has also been made easy with thought online.

To make this payment;

- i. Visit the link: <https://www.schoolpay.co.ug>
- ii. Click on NCHE fees
- iii. Select your **Institution** and **Enter your Registration Number**. Then Click Next
- iv. Select what you are paying for i.e.. **NCHE Annual Fees-UGX 20,000/=** and **Enter verification code**. Click Register Payment.
- v. A payment reference number will be generated which you can enter then use to pay through the different channels. The *Payment Reference Number stays Active until the payment is done*. It can also be used for future reference to get a copy of the digital receipt.
- vi. If you want to direct debit off your Mobile Phone, you can enter your MTN number on the website and click confirm, a prompt to deduct money will come, proceed and put in your pin.

### Other NCHE Payment platforms

#### A) MTN Mobile Money

- Dial \*165#
- Select payments
- Select School fees
- Select School Pay
- Enter Payment Reference Number from the Website
- Verify your details
- Enter amount to pay
- Confirm with your Mobile Money PIN

#### B) Airtel Money

- Dial \*185#
- Select School fees
- Select School Pay
- Select Pay fees
- Enter Payment Reference Number from the Website
- Enter amount to pay
- Verify your details
- Confirm with your Airtel Money PIN

#### C) Banking Hall / Agent Banking

- Simply present your Payment Reference Number from the Website over the counter or Agent and cash to be paid.
- Stanbic Bank
- Bank of Africa
- Centenary Bank
- DFCU
- Eco Bank

## HOW TO GET A RECEIPT TO TAKE TO THE UNIVERSITY

### 1) When using Mobile Money platforms;

You can get a receipt from our website. Go to school pay website>choose pay NCHE fees>check reference details>enter your **reference number** or **registration number**. You will be able to download and print the receipt.

### 2) When using Banking channels over the counter and Agent Banking;

You will get a receipt from the teller or the Agent.