## USER GUIDE PAYING TUITION FEES IN NOTTINGHAM HUB

- 1. You may access the NottinghamHub via:
  - a) Please log in to Nottingham Homepage and click to NottinghamHub
  - b) Please use this URL : hub.nottingham.ac.uk



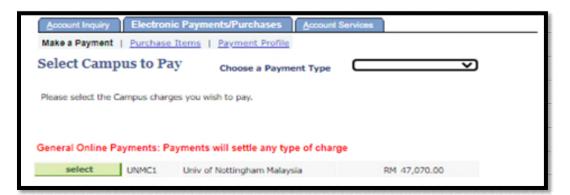


- 2. Click to Finance tiles
- and the web page will appear as below;

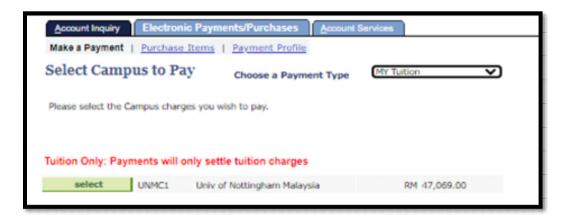
Student Home	Finance
Account balance	You have no outstanding charges at this time.
Funding	
Anticipated aid details	
Account history	
Pay amount due	
Enrol in payment plan	
Manage bank details	
Invoices	
Payment history	
Optional purchases	

3. Please click to Pay amount due

button and below page will appear;



 Please choose MY Tuition from the choose a payment Type list and all charges relating to tuition fees will be appear and select UNMC1 Univ of Nottingham Malaysia



5. Please key in the amount that you want to pay at **payment amount** if the fee charge already appears in the NottinghamHub,

If the fee is does not appear in the NottinghamHub, please key in the amount that you want to pay in the **ONLINE TUT DEPOSIT - MALAYSIA** column.

payment will appear once you	click Calcula	e Grand Total	. Once confi	irmed clic
button.				
Item Description	Plan Description	Item Term	Outstanding Charges	Paym Amo
Tuition Fee Home UG Dept: EE		2021 Academic Vear	47,070.00	
Online TUT Deposit - Malaysia			0.00	
Total			47,070.00	
Pay Char Pay differe	ges Zero o ent Campus	ut all amounts	Calculate G	rand Total
Currency used is Malaysian Ringgit	Cancel	Next		
Description		Outstanding Cha	arges Pa	yment Amo
Malaysia Campus		-	70.00	0
Currency used is Malaysian Ringgit				

6. To proceed with the payment, kindly click to

Continue to Make Payment

button.

Account Inquiry	Electronic Payments/Purchases	Account Services	1
Make a Payment	Purchase Items   Payment Profile		
Make a Paym	ient		
Payment can be n	nade using a Credit Card or FPX.		
Please see followi	ng instructions if you're paying through	Google Chrome or	Microsoft Edge:
1. Open a new Bro	owser window		
	ing in the browser bar:		
	chrome://flags/#same-site-by-default- t Edge: edge://flags/#same-site-by-defa		
	d" in the drop-down.		
4. Select Relaunch	h / Restart Button.		
<u> </u>	yment of 1.00 MYR will be control of the provider.	ollected through	h our secure
	Cancel Previou	s (	Continue to Make Payment

7. You will directly to the payment portal as per below. Select the payment method and key in the

» Proceed

button.

information required. Once complete, please click

Pay To DemoAcc347 - The University of Nottingham Malaysia Campus Payment of MC Test Online Payments Reference No / Payment ID 00000444000 / T092889241521 edit / Debit Card Details Timeout: 04:15	
Pay To DemoAcc347 - The University of Nottingham Malaysia Campus Payment of MC Test Online Payments Reference No / Payment ID 000000444000 / T092889241521 edit / Debit Card Details Timeout: 04:15	
Payment of MC Test Online Payments Reference No / Payment ID 000000444000 / T092889241521 edit / Debit Card Details Timeout: 04:15	
Reference No / Payment ID 000000444000 / T092889241521 edit / Debit Card Details Timeout: 04:15	
edit / Debit Card Details	
Cardholder Name Example ?	
Credit / Debit Card No.	
cvc/cvv2	
Expiry Date	
Card Issuing Country Malaysia	
Card Issuing Bank Please Select V	
I authorize THE UNIVERSITY OF NOTTINGHAM MALAYSIA CAMPUS*MYR to debit the above of	net charges from my credit /
debit card and I have read & agreed to iPay88 Privacy Statement.	

- 8. Click the submit button once you have confirmed the information are correct.
- This page will appear, and student will be notified through email. If you didn't receive any email from ipay88 after the successful transaction, please email to <u>ITServiceDesk@nottingham.edu.my</u>.

Account Inquiry	Electronic Payments/Purchases Account Services
Make a Payment	Purchase Items   Payment Profile
Make a Paym	nent
Payment Re	esult
r aymont ra	oo ar
Your paym	ent has been accepted. Save the following information for your reference.
Confirmation	) Details
	Reference Number 000000444000 Payment Amount 1.00
	Card Number 8301 Transaction Date 03/12/2021
	Transaction Status Successfully Posted
C	Currency used is Malaysian Ringgit
	View Confirmed Payment Make Another Payment

- 10. Click to view confirmation payment button if you wish to check whether the payment made is successful or not.
- 11. You may click to Make Another Payment button if you wish to settle any outstanding dues.

## USER GUIDE HOW TO PRINT OFFICIAL RECEIPT FROM NOTTINGHAM HUB

- 1. You may access the NottinghamHub via:
  - c) Please log in to Nottingham Homepage and click to NottinghamHub
  - d) Please use this URL : hub.nottingham.ac.uk
- 2. Please log in with your University username and password

	University of Nottingham, UK   CHINA   MALAYSIA NottinghamHub (Campus Solutions) Username	
The second	Sign in	
	Problem signing in?	
	Apply for a course	



3. Click to Finance tiles

and the web page will appear as below;

Student Home	Finance
Account balance	You have no outstanding charges at this time.
Funding	
Anticipated aid details	
Account history	
Pay amount due	
Enrol in payment plan	
Manage bank details	
Invoices	
Payment history	
Optional purchases	

4. Please click to Payment history button and below page will appear;

Account Inquiry Electronic Payments/Purchases Account Services				
From 03/06/20	о21 Э то 03/12/2021 Э		go	
Posted Payments	Personalise   Find   V	iew All	First 🖾 1-2 o	f 2 🗈 Last
Date Paid	Payment Type	Paid Amount	Print Receipt	
03/12/2021	Online Payment TUT - Ref # 000000444000	1.00	Print Receipt	
	Total Posted Payments for this view	1.00		
Currency used is Mal	aysian Ringgit			
Pending Payments				
	You have no pending payment	s.		

- 5. You will see all official receipts for all payment you have made. Please make sure to forward the proof of payment to Finance Office (<u>Finance-Office@nottingham.edu.my</u>), if you make a payment through other than NOTTINGHAM HUB for issuance receipt purposes.
- 6. Please click the **Print Receipt** button to view the receipt.

From 03/06/202	1 To 03/12/2021		90
Posted Payments	Personalise   Find   V	iew All   📠	First 🚺 1-2 of 2 🛄 Last
Date Paid	Payment Type	Paid Amount	Print Receipt
03/12/2021	Online Payment TUT - Ref # 000000444000	1.00	Print Receipt
	Total Posted Payments for this view	1.00	
Currency used is Malay	sian Ringgit		
Pending Paymente			

 If you having a problem to view the or print the official receipt, kindly drop an email to Finance Office (<u>Finance-Office@nottingham.edu.my</u>) for verifications. If the issue is due to system error, we will forward your enquiries to <u>ITServiceDesk@nottingham.edu.my</u>.