KARATINA UNIVERSITY DIRECTORATE OF ICT

GUIDE FOR PAYMENT OF FEES VIA THE UNIVERSITY STUDENTS' PORTAL

This guide is designed to enable you as a student undertake fee payments using E-Citizen.

The target for this guide is all undergraduate and postgraduate students of Karatina University.

STEP ONE: ACCESS THE KARATINA UNIVERSITY STUDENT'S PORTAL

Access the student's portal by using the link on the website or via <u>https://students.karu.ac.ke</u>. You will be directed to the login page below

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			KarU STU	DENTS						
			Sign in							
			Sign in to start you	rsession						
			Username:							
			Username	(100)						
			Password:							
			Password							
			Forgot password?	Sign In						

After logging in the student portal dashboard appears as shown below

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KarUSTUDENT			
Online	TOTAL BILLED: / Ksh. 32,000.00	TOTAL PAID:	BALANCE: Ksh. 0.00
MAIN NAVIGATION	View Details 🔿	View Details 🗨	View Details 🗨
🙆 Dashboard			
🔶 Financials	User Profile – ×	Personal Information	☐ 2 Update Profile
🞓 Academics	<	Admission No:	
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 Students Clearance 		Gender:	
🥰 Settings		Date of Birth:	
PERIODIC ACTIVITIES		Phone Number:	
Accommodation	< 🖉 Programme	Email Address:	
Lecturers Evaluation	A102 - Bachelor of Science in Agricultural Extension Education	Postal Address:	
Karl Election		University Email:	
	My Stage ¥151	University Email Password:	

STEP 2: VIEWING OF FEE STATEMENTS AND FEE BALANCES AND INITIATING PAYMENTS

Your student dashboard allows you to view your fee balances and credited payments for on the home screen

KarUSTUDENT	≡						î
Conline MAIN NAVIGATION	\bigcirc	TOTAL BILLED: Ksh. 32,000.00 View Details	\bigcirc	TOTAL PAID: Ksh. 32,000.00 View Details •	Q	BALANCE: Ksh. 0.00 View Details	

In order to view your detailed fee statement;

- a) Using Step 1 above in this tutorial, log in to your students portal
- b) On your student portal dashboard, select "<u>FINANCIALS</u>" option followed by the "FEE STATEMENT-PDF" option (see attached screen). A PDF copy of your fee statement will be available for you to view/download. (Note: You will need <u>Adobe Reader</u>/any other PDF viewer to view the statement upon download)

		KarUSTUDEN									۹	
		Orline	My F	Fees statement								
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PDF		• Financials				KARATIN P.O. BOX 1957- (+254) 20 2176 7	UNIVERSITY -10101, Kagochi, Karatina, Nyeri 13:(+254) 729/					
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Z		O Foor Statement			Student No:	-		Sellement:	KUCCPS			
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\geq		O Fees Statement - PDF		and the second se	Programme:	Bachelor of Education	(Ani)	Campas:	MADY			
Ξ		Q Receipts			DATE	DOC: NO.	DESCRIPTION	DEBIT	CHEDIT	BALANCE		
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Ē					09/07/2021	TRANSI	Internet Fee	2,000.00		(16,900.90)		
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					09/07/2023	TRANSI	Accommodation Fees	6,500.00		1000		
								34,508.00	34,500.00	-		

c) To make a payment, select "<u>FINANCIALS</u>" option followed by the "FEE PAYMENT" option (see attached screen)



	KarU STUDENT	=	e
	© Online	Pesa Flow Checkout	
	MÁIN NAVIGATION	Fee Balance 86,913	5.75
	<table-of-contents> Dashboard</table-of-contents>	Amount To Pay (Plus 50 KSHs Convenience Fee)	
5	🚸 Financials 🗸 🗸		
	O Fee Payment	Рау	
AYM	O Fees Statement - PDF		
SEI E P.	O Receipts		
" EI	O Fee Structure		
	A Special Exams		Enter Amount to pay (plus the 50 KSHS Fee) and click " <u>PAY</u> "
	 ✓ Students Clearance < 		
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	PERIODIC ACTIVITIES		
	Lecturers Evaluation		

Fee balance will be displayed as above. Type in the amount you want to pay as shown in step c.

d) A new window for E-Citizen Payments will pop-up as shown below. You can use any of the payment methods provided to complete the transaction.

	MASOMO, Mwanafunzi
PAYMENT REF WGAKEKX	TOTAL BILL KES 200.00
elect Payment Mode	
Mpesa	Pesaflow Direct
Kenya Commercial Bank	Equity Cash
Kenya Commercial Bank Co-operative Bank (KES)	Equity Cash RTGS

e) If the mode of payment is for example, MPESA, a new payment window will pop up (as shown below) with instructions for the payments.

Page 4 of 4

Pay Using M-PESA	KES 200
1. Click here to receive M-PESA Menu	
2. Enter your M-PESA PIN and click OK	
3. You will receive a confirmation SMS from M-PE	SA
After you receive a successful reply from M-PESA, cli	ick the complete
button below.	
Or follow instructions below	
1. Go to MPESA menu on your phone	
2. Select Paybill option	
3. Enter Business Number 222222	
4. Enter Account Number WGAKEKX	
5. Enter the amount 200.00	
6. Enter your MPESA PIN and Send	
7. You will receive a confirmation SMS from MPES	5A
0	

f) Once the payment mode is completed, you will receive the confirmation message and the same will be applied to your student account immediately. Use step B above to confirm if your payment has reflected.

NOTE 1: You are required to honor the amount keyed in in STEP C above. If partial payment is done, use the instructions in STEP D to finish the payment.

NOTE 2: For any billing errors/discrepancies, kindly liaise with the Student Finance section via <u>finance@karu.ac.ke</u> for resolution of your billing.