How To Make a Payment Via Self-Service Banner

You can use this guide to view the fees on your student account and to make a payment using a debit or credit card. Please note that only registered students can access Self-Service Banner.

Step 1

• Log into Self-Service Banner using your ATU login details
• Select ‘Pay Fees’ from the menu

Step 2

• You will be directed to a new page. Select the current academic year and then click ‘Pay Now’

Step 3:

A pop-up screen will appear.

• Select the current academic year.
• The amount under the ‘Net Term Balance’ will default your total outstanding fees.
• If you do not want to pay the total amount, you can edit the value. Click the amount under ‘Net Term balance’ and edit as appropriate.
• Select ‘Pay Now’

Step 4:

• You will be directed to a ‘Billing Information’ screen where you will be asked to input the details of the debit/credit card holder.
• Select ‘Continue to Payment’. You can then enter the card details.