جامعة الشارقة
UNIVERSITY OF SHARJAH

# Student Guidelines for Online Payment

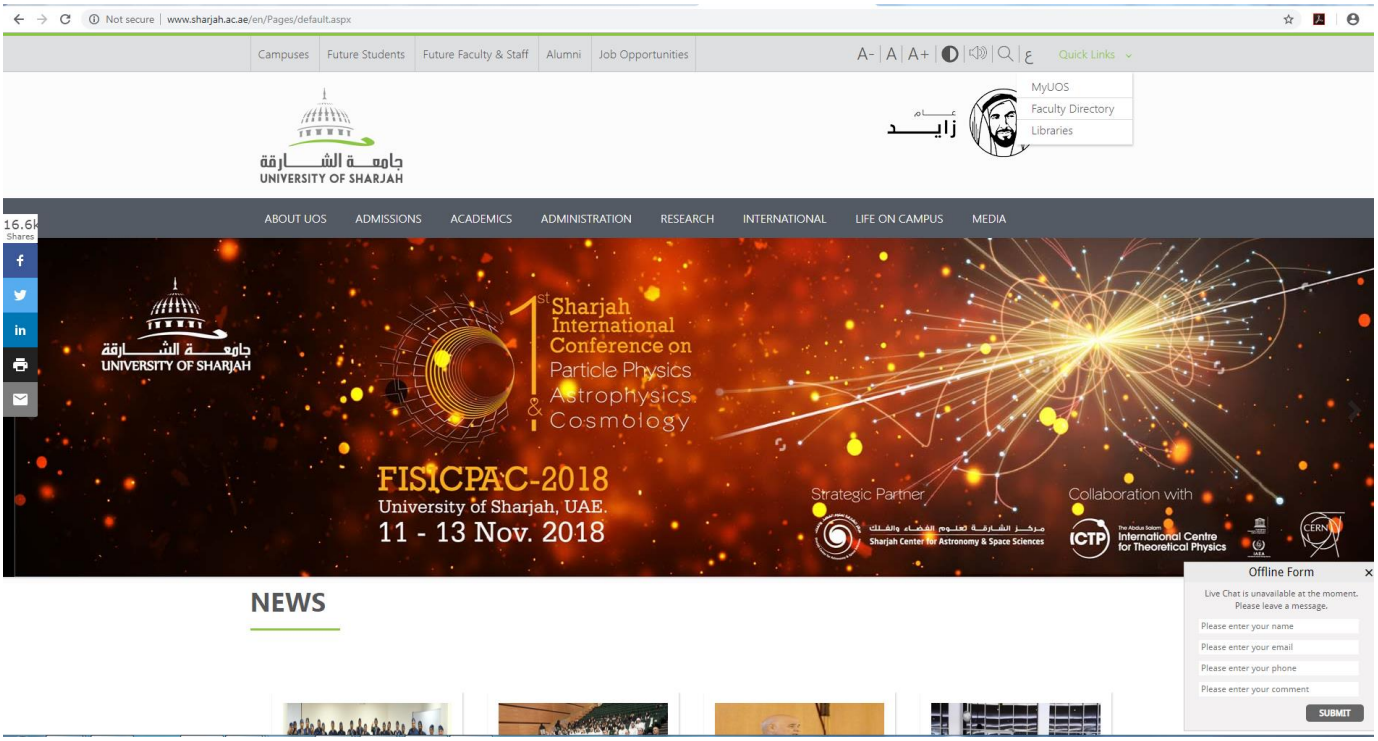
## Steps for online payment:

You have to login to MyUOS Portal first as follow:

1. Launch the Internet Explorer (or any other browser) by clicking on the icon:

2. Access either through UOS Public Website or directly type the following in the …..
http://www.sharjah.ac.ae/en/Pages/default.aspx

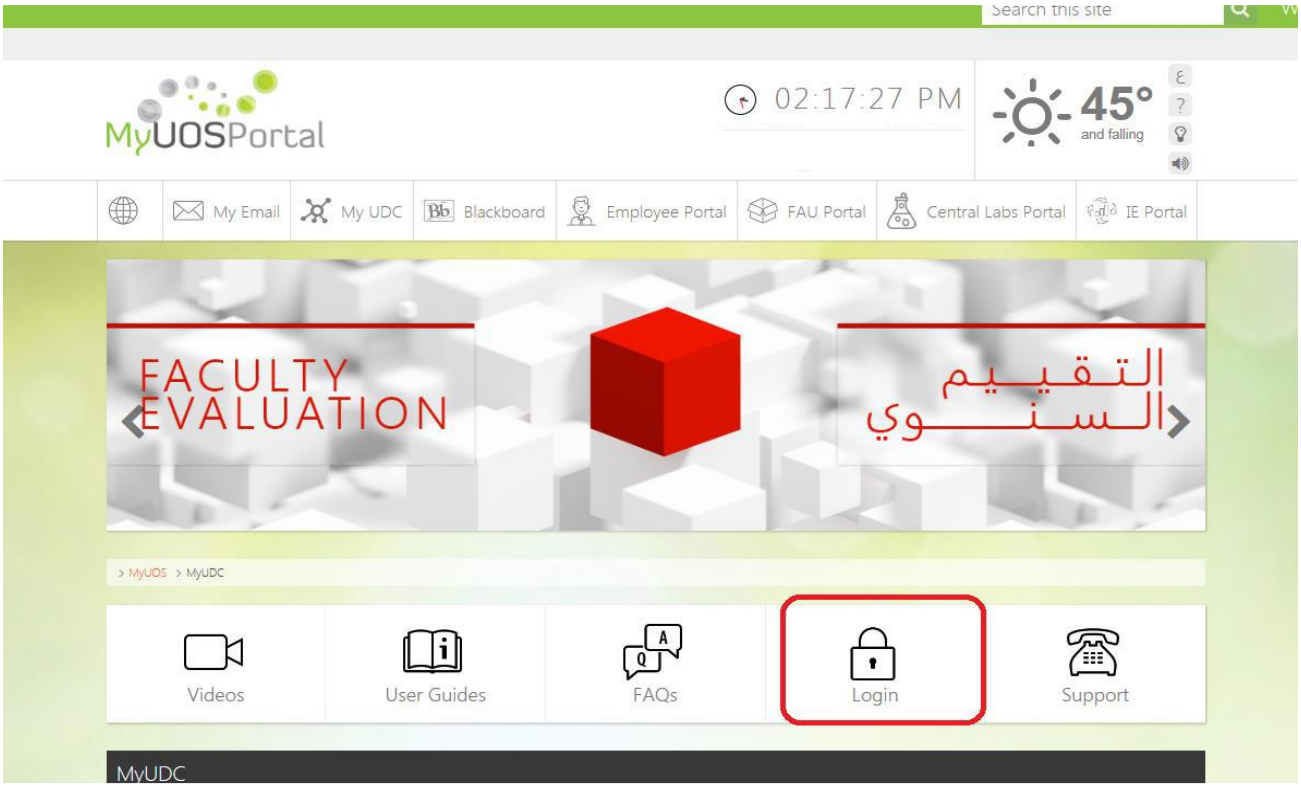
3. Click on MyUOS and Enter your username "**Sharjah\University ID**" and **Password**.



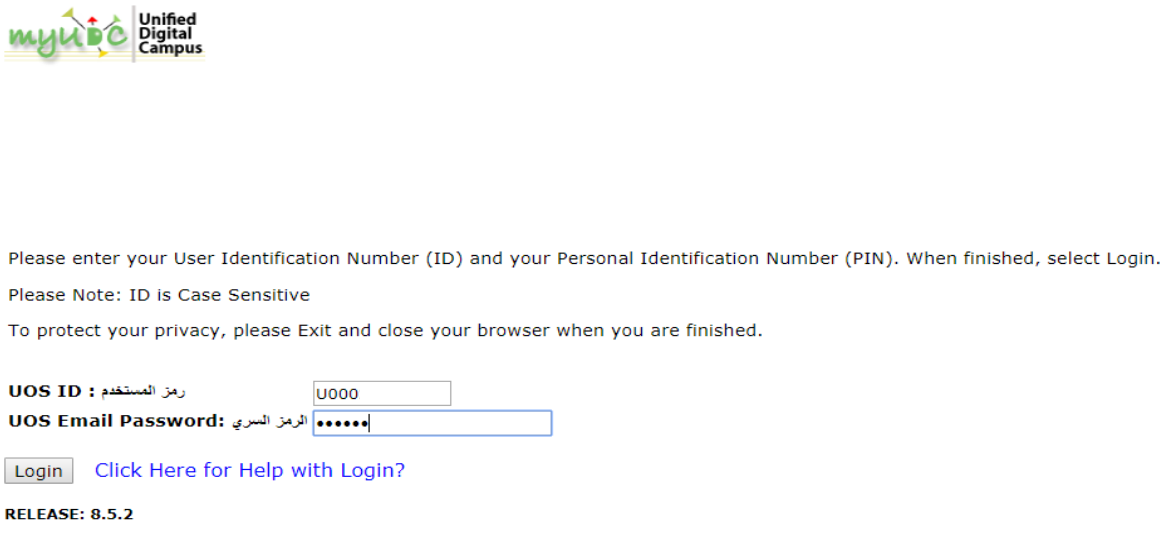
## How to access MyUDC in MyUOS Portal

Once in the MyUOS Portal, you may access MyUDC as follows:

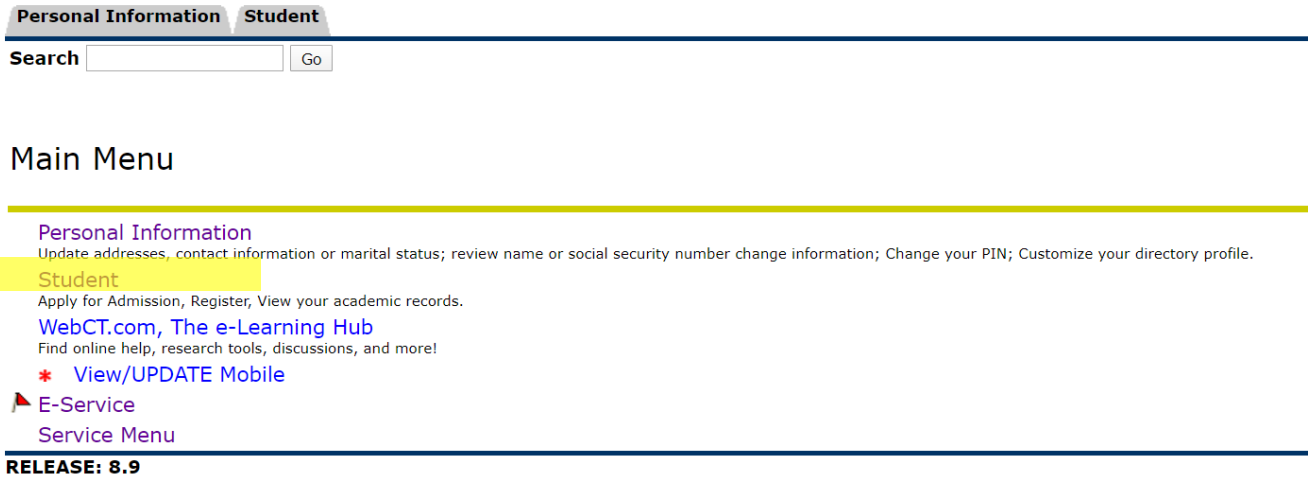
1. Click the "MyUDC" option in the main menu to go to the MyUDC "*login screen"* as shown



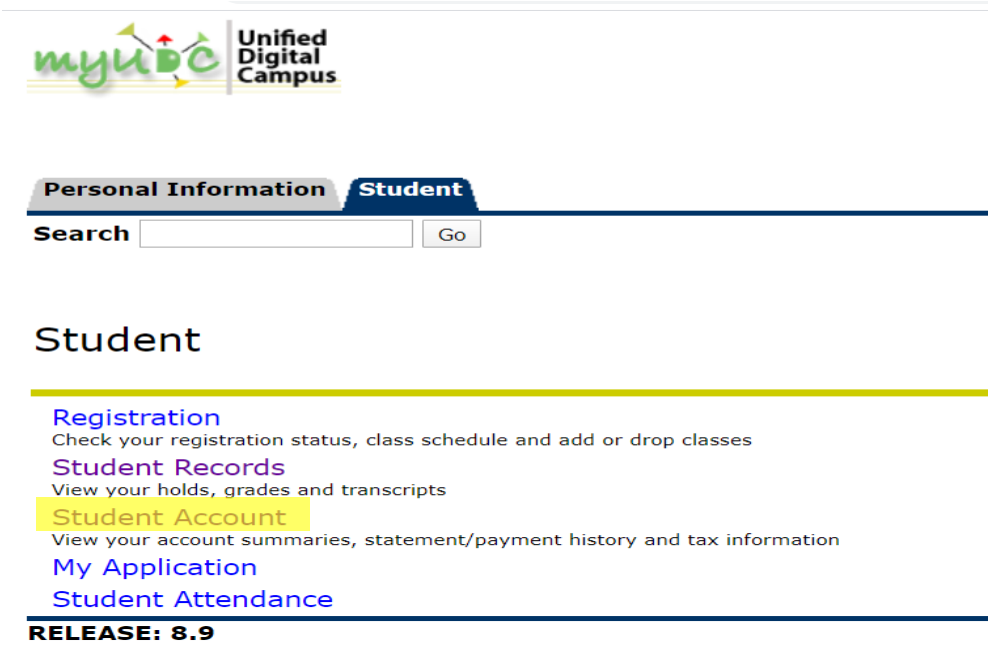

2. When prompted log in by inputting your username "ID in UOS" and password as shown.



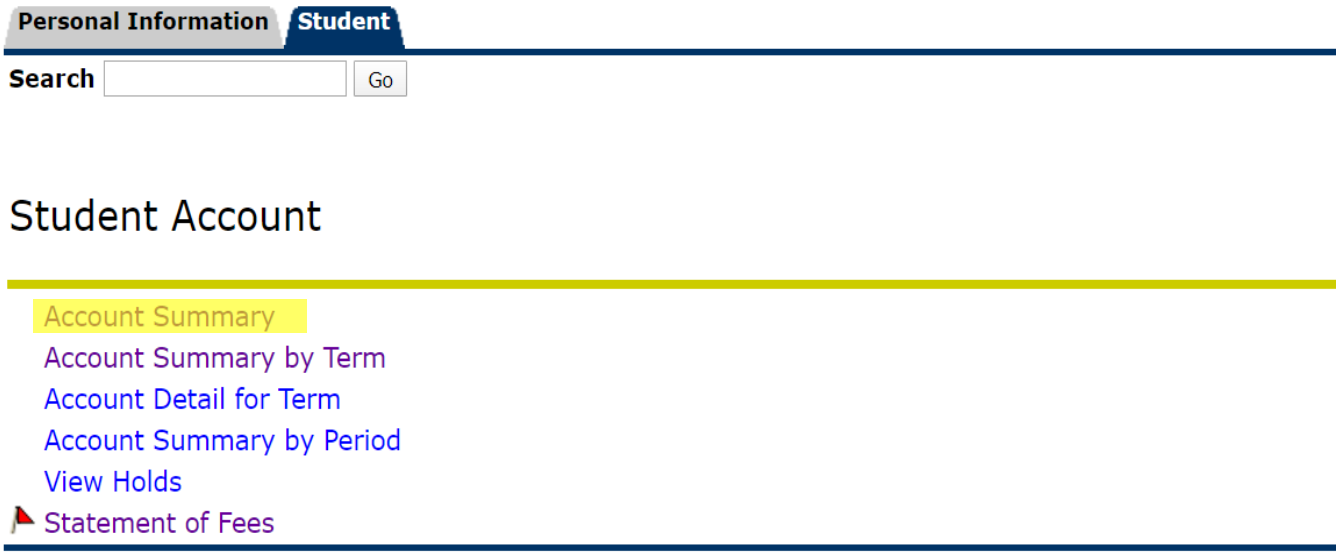
3. When logged in, the Banner Self-Service *Main Menu* will appear as shown below. Click the "Student" option.



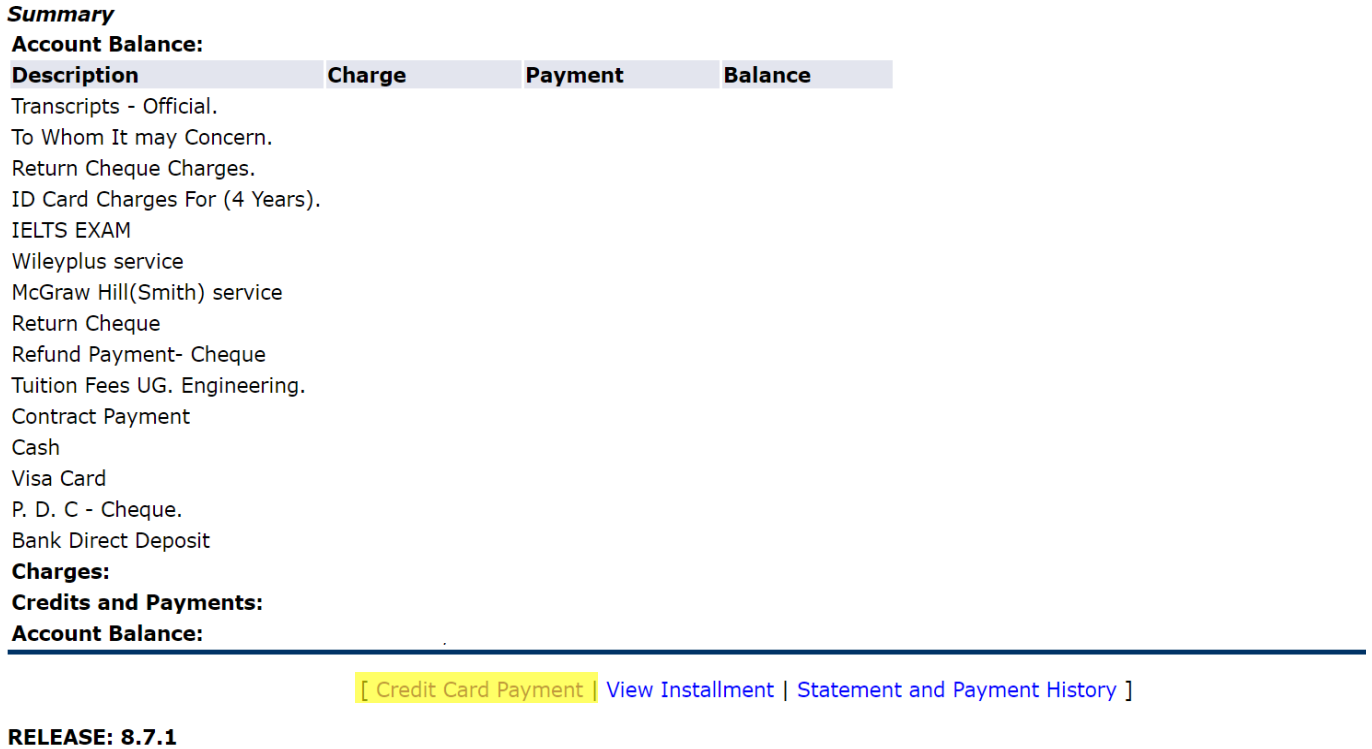

4. Select 'Student Account'



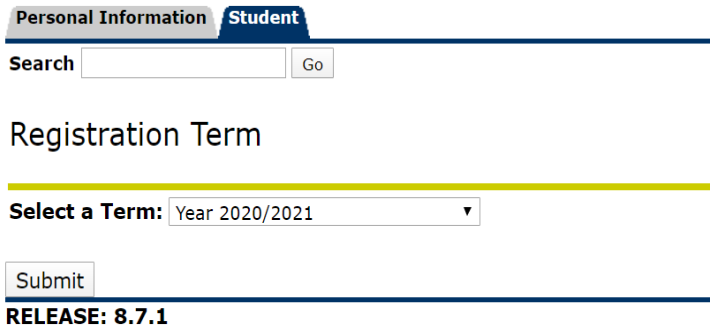
5. Choose ‘Account Summary’



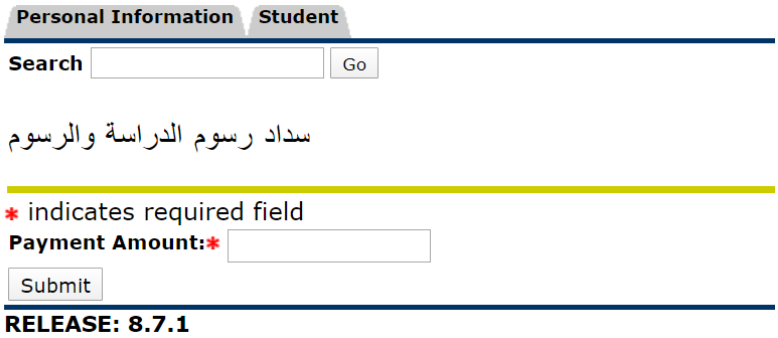

6. Scroll down to the bottom of the page and choose ‘Credit Card Payment’

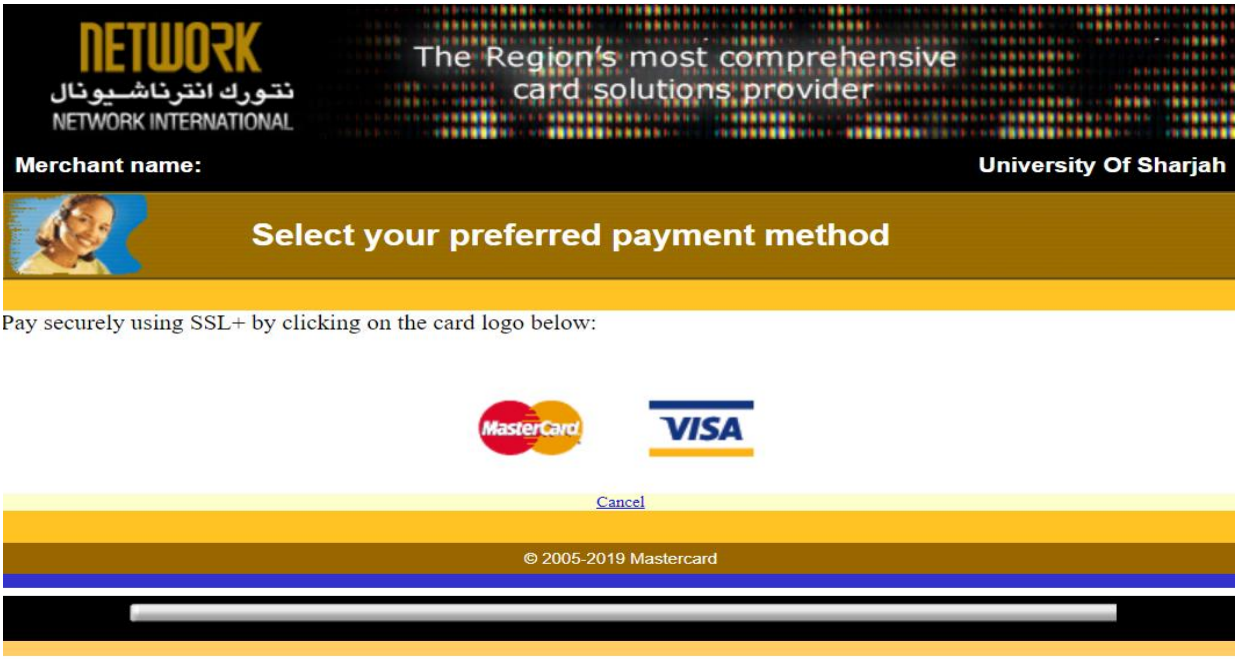


7. Select the current term.




8. Enter the amount you wish to pay.
   **Note:** Please have the amount entered as a whole number without any decimal points. For example: Enter amounts as 4,356.00 for the system won't accept amounts such as: 4,356.50




9. Complete the payment by choosing and filling the card details required.