



## EDUCATION SOLUTIONS

### Parent Guide

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# How to Make a Payment on eNROL

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Version 1.1

Date: February 2021

## Introduction

The MIT eNROL – **Electronic Payment System (EPS)** is designed to provide a school/college with the following functions:

- Online payment of school/college fees by parents/guardians
- Payment of fees when presenting at the school/college
- Creation and editing of fees
- Balancing/Lodgement of fees
- Integration with financial systems
- Communication with a parent/guardian
- Report generation

The EPS is a securely hosted web-enabled system where a parent/guardian can make an online payment for their child(ren). The parent/guardian creates an account, where they can log in, from any device, and see all outstanding fees for their child(ren). It will also provide the parent/guardian with a statement of all fees paid to date. The site allows parents/guardians to make full or part payments using all major credit cards. The EPS system also includes front of house payments in the school/college office via a variety of different methods i.e. cash, cheque, draft, and credit or debit card. Receipts are issued immediately providing details of payments and any balances due, which can be printed as required.

## Parent/Guardian Account


The purpose of this guide is to give you a step-by-step guide in creating an account and making payments. One of the benefits of eNROL is that once you have the account set up, you can edit your own account details, for example, if you to change your phone number or email address. You can reset your password if you have forgotten it and a full payment history will be at your fingertips at all times. This means you can download and print a statement at any time, view any outstanding fees wherever you are. If you have more than one child attending a particular school, the school can link your children as siblings. This means that you only have one account for the entire family.

## Create Account (Parent/Guardian)

Once the school has been in contact with you and you want to start paying fees for you child(ren) you must create an account.

Go to the school websites and click on the payment link – your school can help you find this. This will redirect you to the login page for MIT eNROL

**Step 1:** Click on *Create Account*.

 **etb**  
Education Technology Business  
MIT School Payments System

MIT School Payments System

 Username/Email

 Password

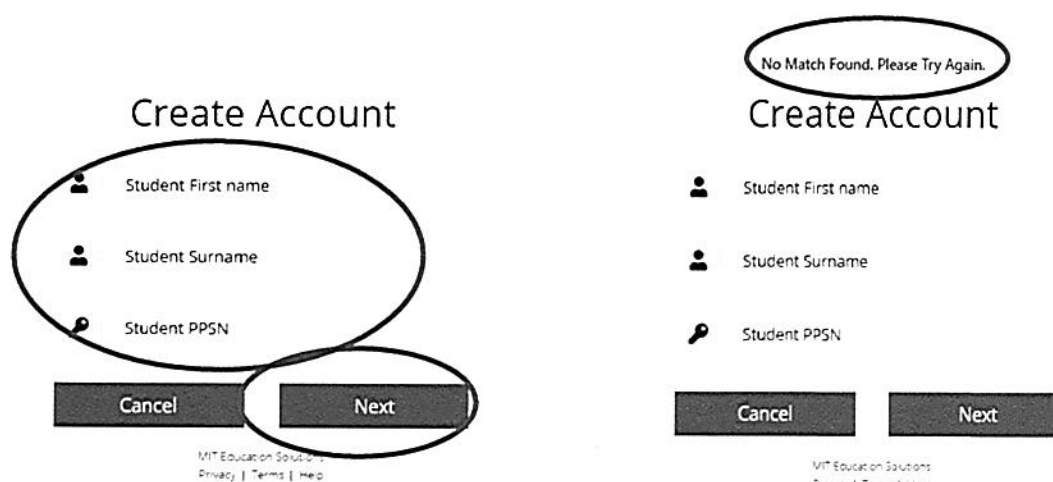
[Login](#)

[Forgot your password?](#)

[Create Account](#)

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[Privacy](#) | [Terms](#) | [Help](#) | [Staff](#)

**Step 2:** Enter first name, surname and PPSN of your child. Click **Next**.



**NOTE:** The names must be spelt the exact same way as the school has created the student's account. For example, the school may have set up a student under the surname Fitzgerald not realising that the family spell their surname with a 'G' – FitzGerald. If the parent is entering the surname with 'G' the system will not recognise the combination of names and PPS, they will see the error message above. Other examples where spellings could be different include: O'Sullivan – O Sullivan, McCarthy – Mc Carthy etc. If you see the error **No Match Found**, please contact the school and ask them to check the exact spelling of your child's name.

**Step 3:** Enter contact details and create a password, recovery question and click **Create Account**.

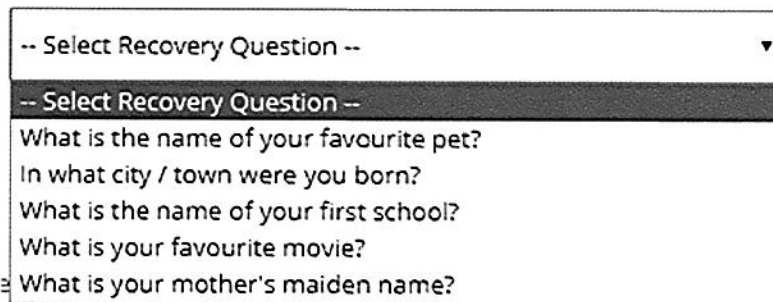


The password must include upper and lower-case letter, numbers, and a special character.

**Password Requirements: Minimum 8 and Maximum 20 characters, at least 1 upper case alphabet, 1 lower case alphabet, 1 number and 1 special character (special characters examples: ! @ & \* ? \$)**

**Step 4:** Choose a Recovery Question.

You are required to pick a Recovery Question from the options below. This is used if the password needs to be reset. Bear in mind that your favourite pet or movie may change, so picking a question with an answer that will not change is a good idea. For example, In what city/town you were born in?



-- Select Recovery Question --

- Select Recovery Question --
- What is the name of your favourite pet?
- In what city / town were you born?
- What is the name of your first school?
- What is your favourite movie?
- What is your mother's maiden name?

You must tick the boxes to say that they have read and understood the Terms & Conditions and Data Protection Statement. Click **Create Account**. Click on the blue link to read these documents.



I have read and understand and agree to MIT Education Solutions Terms & Conditions

I have read and understand and agree to MIT Education Solutions Data Protection Statement

You will receive an email confirming that the account has been set up. You will be taken to the Payment Dashboard. Here you can make a payment or review your account and log out.



## Parent/Guardian Login

When you have your account created. You can log in anytime using your Username (this is always your email address) and the password you created.

The image shows the login form for the "School Payments System". It includes a header with a school icon and the text "School Payments System". Below the header, there are two input fields: "Username/Email" with the value "mit" and "Password" with a masked value ".....". Below the input fields, there is a "Login" button circled in red. Underneath the "Login" button, there is a link "Forgot your password?". Below the "Forgot your password?" link, there is a "Create Account" button. At the bottom of the form, there is a footer with the text "MIT Education Solutions" and a list of links: "Privacy | Terms | Help | Staff".

## Forgotten Password

If you forget your password, you can request the password be reset securely via the system.

**Step 1:** Select the *Forgot Password Link*.

School Payments System

Username/Email

mit

Password

.....

Login

Forgot your password?

Create Account

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Privacy | Terms | Help | Staff

**Step 2:** Enter email address and click *Send*. This is the email address registered on your account, so if you have changed your email address on you account details page, enter the new email address.

Forgot Password

Username/Email

Cancel

Send

MIT Education Solutions  
Privacy | Terms | Help

An email is sent to that address. Please ensure to check your inbox (and spam/junk folder) for the email and follow the instructions.

## Payment Dashboard

When you log into your account the payments dashboard automatically opens on the family page. This provides a breakdown of all fees for all siblings.

**PAYMENTS** ACCOUNT HISTORY COMMUNICATIONS **LOGOUT**

### Payment Dashboard

FAMILY System Test Four System Test y  
Account Holder School  
MIT Education Solutions

2019/20 - Part Payment -

Student Name	Fee Component	Fee	Exemption	Paid	Refund	Balance	Payment
	Higher Options	7.50	0	0	0	7.5	0
	MOCKS- JC	120.00	0	0	0	120	0
	Voluntary Contribution	100.00	0	0	0	100	0
	<b>Total</b>	<b>227.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>227.5</b>	<b>0</b>

Please confirm that you have fully read, understood, and accept the terms and conditions by ticking the box below of the following document

[Terms & Conditions](#)  
[Read Document](#)

**Pay Now**

To look at the fees assigned to just one child, simply click their name from the row above. You will see all the fees that have been paid, exempt, refunded etc.

## To Make A Payment

**Step 1:** Click on 'Payments' tab

**Step 2:** Select the academic year and whether you want to make a part payment or full payment.

**Step 3:** Enter the amount you want using the drop-down menu opposite the fee you would like to pay. The denomination amounts are set by the school.

**Step 4:** The user must confirm they have read and understood the school's Terms & Conditions. And click **Pay Now**



PAYMENTS ACCOUNT HISTORY COMMUNICATIONS LOGOUT

### Payment Dashboard

FAMILY System Test Four System

Junior Cert 2

2019/20 Part Payment

Student Name	Fee Component	Fee	Exemption	Paid	Refund	Balance	Payment
Daniela Mulcahy	Higher Options	7.00	0	7.0	0	0	0
	MOCKS_UC	120.00	0	0	0	120	0
	Voluntary Contribution	100.00	0	0	0	100	0
<b>Total</b>		<b>227.5</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>220</b>	<b>0</b>

Please confirm that you have fully read, understood and accept the terms and conditions by clicking the box below of the following document:

**Terms & Conditions**  
Read Document

Pay Now

**Step 5:** The user is redirected to the payment processor page where they select card type and then enter the Cardholder name, Card number, Expiry date and CVC number. The payment processor is a secure online payment processor.

**MIT Education**

Order description: SID: 7008\_7005\_7057.Amt: 5000  
Tid: EPSDemo-7008\_7005\_7057.P:4.002

To pay  
**50.00 EUR**

#### How do you want to pay?

- VISA >
- VISA Debit >
- VISA Electron >
- MasterCard >
- Maestro >
- Discover / Discover >
- JCB >

[← Previous](#)

Your payment is secured by sage pay

Input your card details and click **Confirm Card Details**

**MIT Education**

Order description: SID: 7008\_7005\_7057.Amt: 5000  
Tid: EPSDemo-7008\_7005\_7057.P:4.002

To pay  
**50.00 EUR**

#### Your card details

**Name**

**Card**

**Expiry**

**CVC**

Confirm card details >

Your payment is secured by sage pay

On successful payment, a receipt is issued immediately on screen. You can print this receipt; however, the receipt is automatically saved and stored in their account.

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YOUR PAYMENT STATUS

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**Thank You.**

Your Payment was successful.

**Payment Receipt**

[Return To Payment Page](#)

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See below an example of a payment receipt.

<b>MIT Education Solutions</b> add1 add2 add3 Ireland Telephone: 051 000000 Email: support@mit.ie		<b>PAYMENT RECEIPT</b>		
		Receipt No.	EPSDemo-7008_7005_7057-P-4-002	
		Payment Date	2020-01-13 12:54:33	
		Payment Mode	Credit Card	
Student Name	Class Name	Order ID	Payment Type	Amount
	2 Scamus	EPSDemo-7057-P-4-001	MOCKS- JC	€50.00
<b>Total Paid</b>				<b>€50</b>
Dear Parent/Guardian				
I acknowledge receipt of payment of the above amount.				
Thank you very much.				
Yours sincerely				
Principal				
Mon, 13 Jan 2020 13:00:20				