1. Log on to your student account on my.uwi.edu

2. Select your campus to Login

   The University of the West Indies
   - Cave Hill, Barbados
   - St. Augustine, Trinidad and Tobago
   - Mona Jamaica
   - Open Campus

Login Help:
Enter only your username in the field labeled User Name. Your username is your student ID.

Sign-in into:
- Check your Grades
- Check your Email
- Check your Account Summary
- Check your Class Schedule
- Connect with Friends

3. Enter your LOGIN INFORMATION: Student ID and Password
4. Select “My Secure Area” ICON ON THE LAUNCH PAD

5. Select “Student Services & Financial Aid”
6. Choose the option for "Student Records"
7. Click on “Online Payments”

8. Read the “ePayment Terms & Conditions” then select “Pay Via Credit Card Now”
9. Click on “Make a Payment”

10. Review the current balance then click “Make a Payment” AGAIN
11. Select “current account balance” radio button then enter the “amount” to be paid. Enter a description of payment in the Memo field and then select “continue”.

12. Under PAYMENT METHOD, select “Credit or Debit Card” from the drop down list then click “select”.
13. Enter the “Credit Card number”, and select “continue”

14. Enter the “Card Holder’s Name, Card Expiration Month and Year and CVV (number located at the back of the credit card)”, then select “Continue”
15. Select “Submit Payment” after verifying information

16. Review the Payment Receipt. An email will be sent to your email account with the payment details. THIS CONFIRMATION SHOULD BE PRINTED AND DROPPED OFF TO THE STUDENTS SECTION OF THE BURSARY.
17. SAMPLE CONFIRMATION EMAIL. This confirmation should be forwarded to the student section of the Bursary.

-------- Forwarded message --------
From: "admin@sta.uwi.edu" <admin@sta.uwi.edu>
Date: May 19, 2015 11:38 AM
Subject: Thank you for your payment
To: John Doe (STA)
Cc:

This is an automated message to confirm that your payment has been submitted
Please note that this payment is subject to approval and final verification.

-------- PAYMENT DETAILS --------
Student Name — [ John Doe ]
Student Account — [ xxxx:6587 ]
Term — [ Spring 2014 ]
Payment Method — [ xxxxxxxxxx2017 ]
Amount — [ $1.00 ]