



EDUCATION SOLUTIONS

Parent Guide

How to Make a Payment on eNROL

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

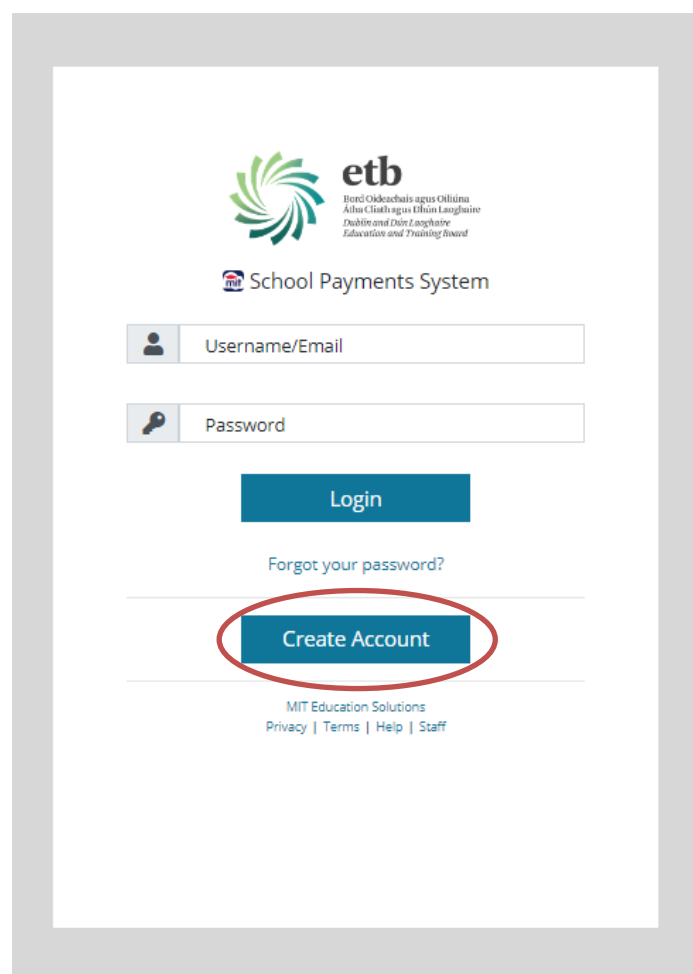
The purpose of this guide is to give you a step-by-step guide in creating an account and making payments. One of the benefits of eNROL is that once you have the account set up, you can edit your own account details, for example, if you to change your phone number or email address. You can reset your 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.

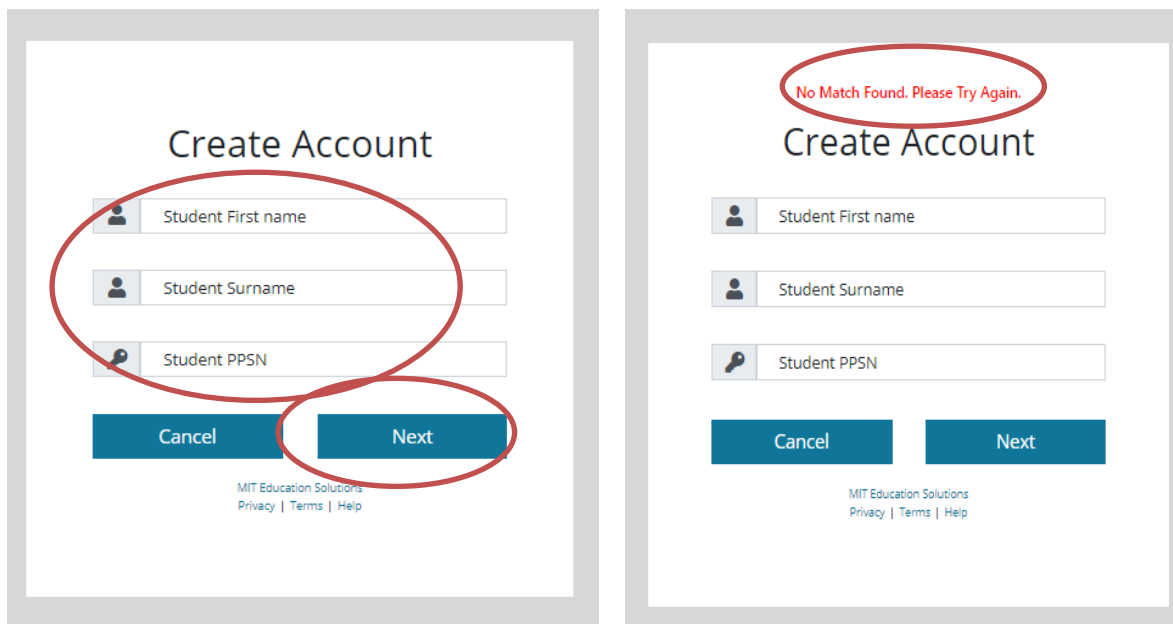
Go to the school websites and click on the payment link – your school can help you find this. This will redirect you to the login page for MIT eNROL

Step 1: Click on *Create Account*.



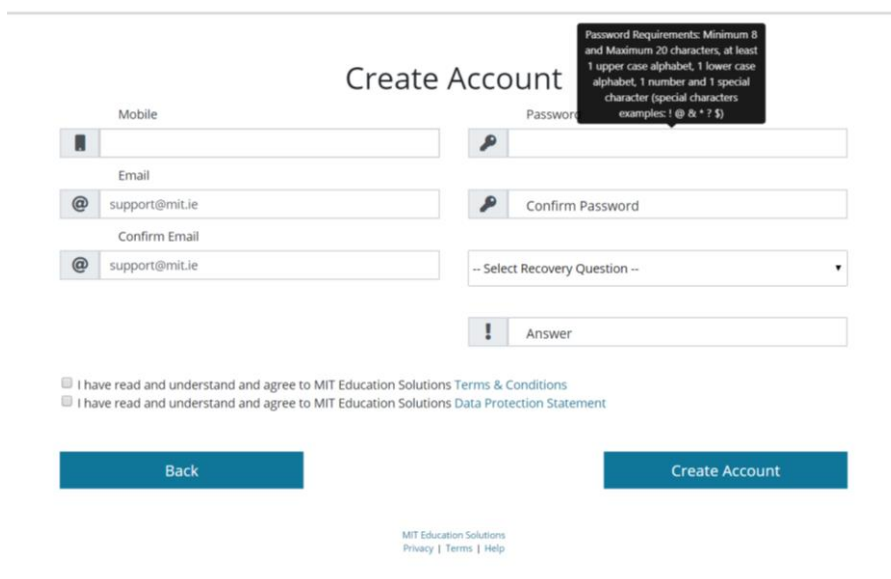
The screenshot shows the login interface for the MIT School Payments System. At the top, there is the etb logo and the text 'etb' followed by 'Bord Oideachais agus Oiliúnaí' and 'Dublin and Donegal Region' and 'Education and Training Board'. Below this is the 'School Payments System' logo. The main form contains two input fields: 'Username/Email' and 'Password'. A blue 'Login' button is located below the password field. A link for 'Forgot your password?' is positioned below the 'Login' button. A blue 'Create Account' button is located below the 'Forgot your password?' link and is circled in red. At the bottom of the page, there is a footer with the text 'MIT Education Solutions' and links for '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**.

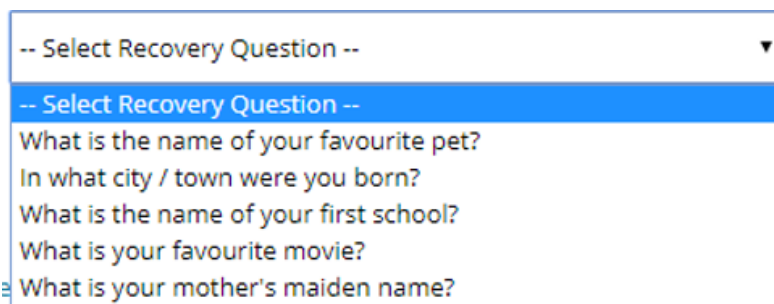


The password must include upper and lower-case letter, numbers, and a special character.

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.

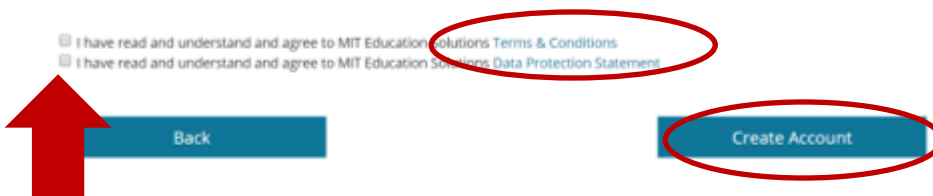
You are required to pick a Recovery Question from the options below. This is used if the password needs to be reset. Bear in mind that your favourite pet or movie may change, so picking a question with an answer that will not change is a good idea. For example, In what city/town you were born in?



The image shows a dropdown menu with the following options:

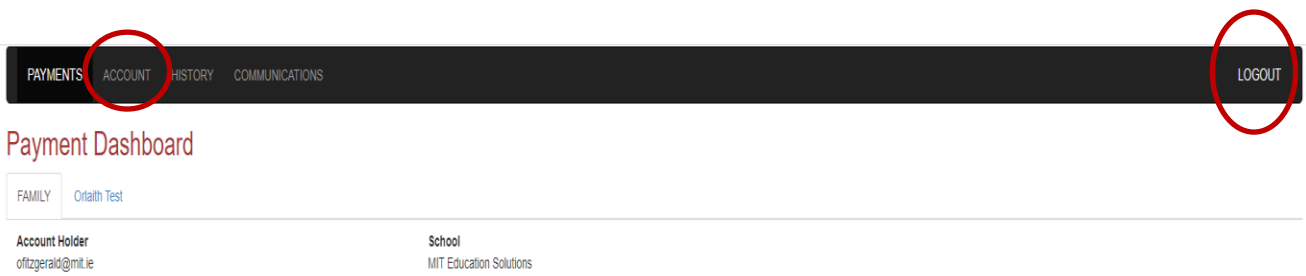
- Select Recovery Question --
- What is the name of your favourite pet?
- In what city / town were you born?
- What is the name of your first school?
- What is your favourite movie?
- What is your mother's maiden name?

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.



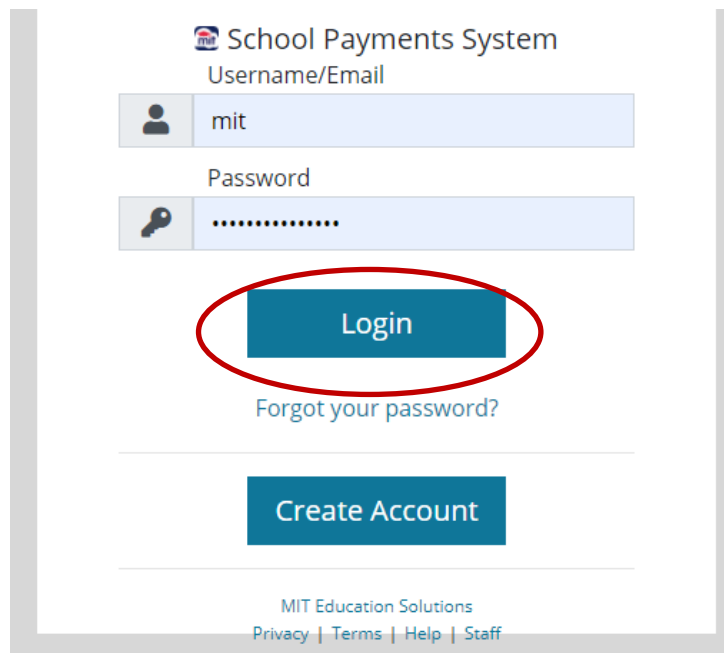
The image shows two checkboxes with text: I have read and understand and agree to MIT Education Solutions Terms & Conditions and I have read and understand and agree to MIT Education Solutions Data Protection Statement. Below these are two buttons: 'Back' and 'Create Account'. A red arrow points to the 'Back' button, and red circles highlight the checkboxes and the 'Create Account' button.

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

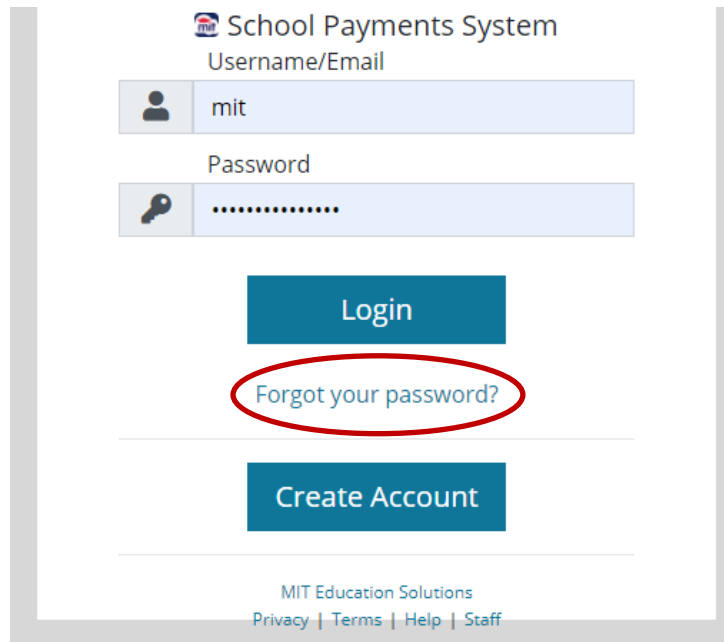
When you have your account created. You can log in anytime using your Username (this is always your email address) and the password you created.



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

.....

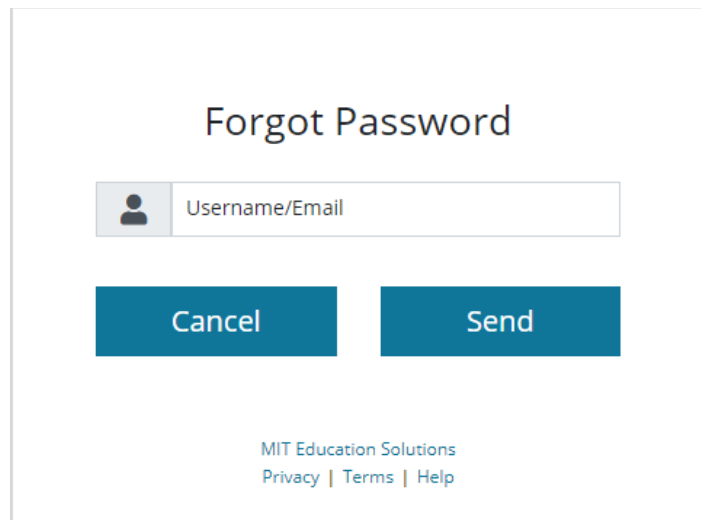
Login

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.

The screenshot shows the Payment Dashboard interface. At the top, there is a navigation bar with tabs: PAYMENTS, ACCOUNT, HISTORY, COMMUNICATIONS, and LOGOUT. Below this, the 'Payment Dashboard' title is displayed, with the 'FAMILY' tab highlighted and circled in red. The interface shows the account holder's name, school name (MIT Education Solutions), and the academic year (2019/20). There are buttons for 'Part Payment' and 'Pay Now'. A table titled 'PAYMENT (€)' lists fees for three students: Higher Options (7.50), MOCKS- JC (120.00), and Voluntary Contribution (100.00). The total fee is 227.50. Below the table, there is a checkbox for 'Terms & Conditions' and a 'Read Document' link.

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
	Total	227.5	0	0	0	227.5	0

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
Danah Mulcahy	Higher Options	7.50	0	7.5	0	0	0
	MOCKS- JC	120.00	0	0	0	120	0
	Voluntary Contribution	100.00	0	0	0	100	0
Total		227.5	0	7	0	220	0

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](#)

Play 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
TxId: EPSDemo-7008_7005_7057-P-4-002

To pay
50.00 EUR

How do you want to pay?

- VISA Visa
- VISA Visa Debit
- VISA Visa Electron
- MasterCard MasterCard
- Maestro Maestro
- Diners / Discover Diners / Discover
- JCB JCB

< Cancel

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
TxId: EPSDemo-7008_7005_7057-P-4-002

To pay
50.00 EUR

Your card details

Name
|

Card
0000 0000 0000 0000

Expiry
MM / YY

CVC
123

< Back

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.

YOUR PAYMENT STATUS

Thank You.

Your Payment was successful.

Payment Receipt

[Return To Payment Page](#)

See below an example of a payment receipt.

MIT Education Solutions
add1
add2
add3
Ireland
Telephone: 051 000000
Email: support@mit.ie

PAYMENT RECEIPT

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 Seamus	EPSDemo-7057-P-4-001	MOCKS- JC	€50.00
Total Paid				€50

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