Donor Delegation

Donor User Guide
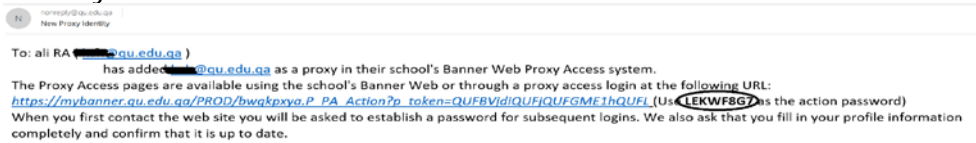
Prepared by,
Banner Team

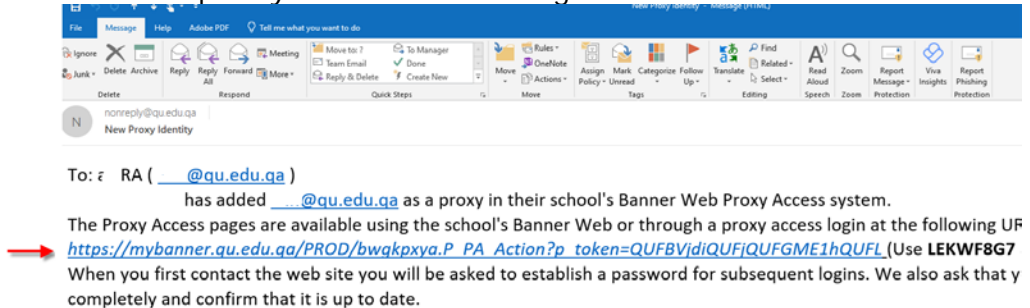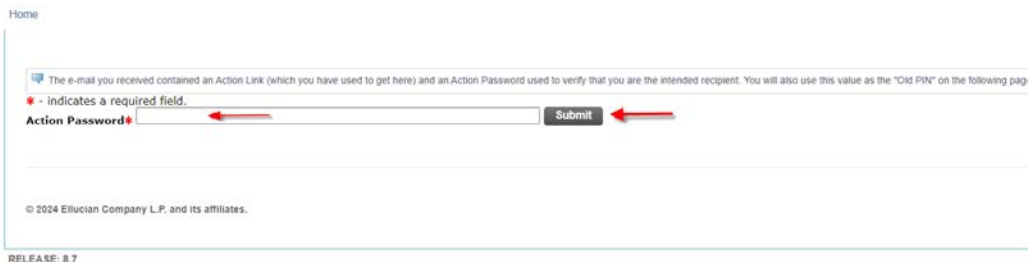# Contents

First Time Parent Access

1) Copy the password from the email message with title "New Proxy Identity" as shown below.

2) Click on the temporary link in email message.

3) Insert the copied password in the step one in the "Action Password" field and then click on the button "Submit"

4) Insert your email in the field "Enter e-mail address", copied password in step one in the filed "Enter Old PIN". Then, insert new password in the filed "Enter New PIN" and re-enter the password in the field "Validate PIN". After that, click on the button Save to access your account.

Reset PIN

Home

Enter your new PIN twice. A PIN can be a number, password or passphrase. For higher security, use a combination of uppercase letters, lowercase letters and numbers.

* - indicates a required field.

Minimum PIN length: 8 Maximum PIN length: 15

The PIN must contain at least one numeric character and at least one alphabetic character.

Enter e-mail address*	
Enter Old PIN*	
Enter New PIN*	
Validate PIN*	

Save ⬅

5) After accessing your account, Insert the first name, last name, and E-mail Address under the profile tab and then click on "Save" button.

✔ Your new PIN has been successfully saved.

| Profile | TSTUDENT1 TSTUDENT |

Proxy Profile

Please keep your Banner Web proxy information up-to-date.   ☐Click here to change your PIN

* - indicates a required field.

First Name *	F ⬅
Middle Name	
Last Name *	Al ⬅
Nickname	
E Mail Address *	fal ⬅
Permanent Phone Area Code	
Permanent Phone Number	
Permanent Phone Extension	
Mailing Address Line 2	
Mailing Address Line 3	
City	
Nation	Not Applicable ⌄

Save ⬅

6) Click on the student name to view the pages that authorize you to view them

| Profile | **TSTUDENT1 TSTUDENT** ⬅ |

Proxy Authorizations

The following Banner Web page links have been specifically authorized for your use. All pages will display in a dedicated Proxy Access window. Use the EXIT link

Donor Menu for TSTUDENT1 TSTUDENT
   Concise Student Schedule الجدول الدراسي للطالب
   Academic Transcript كشف الدرجات التفصيلي
   Online Payment الدفع الإلكتروني

7) To sign out, click on "Sign Out" in the right side at the top page

8) To sign in again, click on "Parent Delegation Access" in Banner main page at mybanner.qu.edu.qa

9) Insert your email and new pin which has been entered in step number 4 and then click on Login.

View Class Schedule

1) After login, click on the student name and then click on "Concise Student Schedule" under the Donor menu.

Profile	TSTUDENT1 TSTUDENT أ	

Proxy Authorizations

💬 The following Banner Web page links have been specifically authorized for your use. All pages will display in a dedicated Proxy Access window. Use the EXIT link

Donor Menu for TSTUDENT1 TSTUDENT
  الجدول الدراسي للطالب Concise Student Schedule
  كشف الدرجات التفصيلي Academic Transcript
  الدفع الإلكتروني Online Payment

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2) Select a term and then click on "Submit" button

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Sign Out | Help

Registration Term

You are viewing TSTUDENT1 TSTUDENT's information

Please select the appropriate semester.

Select a Term: [Summer 2019 (View only) ⌄]

[Submit]

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RELEASE: 8.7.1

3) The student schedule will display class time solts for the whole week. For example, the following schedule shows that this student is registered in an internship course from Sunday until Thursday and it starts at 8:00 am and ends at 5:50 pm.

جامعة قطر QATAR UNIVERSITY

Sign Out | Help

💬 This page lists the classes for which you are registered for the term. All of the detail information about the class is

Name:

Classification:	Senior
Level:	Undergraduate
College:	Business and Economics
Major and Department:	Management, Management and Marketing
	Business and Economics
Minor:	No Minor for Management

CRN	Course	Title	Campus	Credits	Level	Start Date	End Date	Days	Time	Locati
30093	MAGT 307 L01	Internship in Business	Male Designated Area	3.000	UG	Jun 29, 2014	Aug 25, 2014	MTWRU	8:00 am - 5:50 pm	TBA
			Total Credits:	3.000						

View Academic Transcript

1) After login, click on the student name and then click on "Academic Transcript" under the Donor menu.

2) Click on "Submit"

3) The academic transcript displays student's grades for each term separately. For example, the following student received an A in International Business course in the Fall 2012 as shown below

4) At the end of the academic transcript the cumulative GPA will appear and the following student has earned 3.61 out 4 as shown below.

QATAR UNIVERSITY
جامعة قطر

itution:	3.000	3.000	3.000	3.000		
sfer:	0.000	0.000	0.000	0.000		
	3.000	3.000	3.000	3.000	12.00	4.00
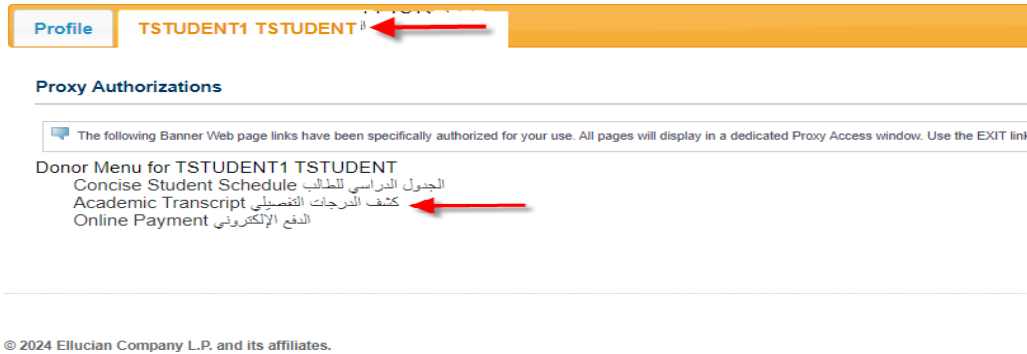
PT TOTALS (UNDERGRADUATE)   -Top-

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA	
itution:	141.000	126.000	126.000	126.000	456.00		3.61
sfer:	0.000	0.000	0.000	0.000	0.00		0.00
	141.000	126.000	126.000	126.000	456.00		3.61

Credit Card Online Payment

1) Click on "Online Payment" to start making payment under the Donor Menu

2) Select the term, click on the button "Submit".

3) Click on "Pay" Now button.

4) Insert the payment amount and then click on "Submit" button.

Tuition and Fees Payment

| Home > **Tuition and Fees Payment**

* indicates required field
Payment Amount:* [_____]

Submit ⬅

5) Select "Credit Card" option and click on "Continue to Payment" button as shown below

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Select Payment Type

You are about to make a payment, please validate the following deta

Reference ID: MjIyOTM1
Description: Registration Fees
Amount (QAR): 171.00

Select Payment Method
◉ **Credit Card**
○ **Debit Card**

Continue to Payment ⬅

6) Enter your information in the fields (First Name, Last Name, Address Line 1, City, Phone Number and E-mail).

💡 **Important Note: Please insert the first name, last name, and city in English in the highlighted fields and do not insert number to ensure successful payment. You also need to insert the phone number along with the email.**

7) Select card type (visa or MasterCard) and 16 digits of card number and expiration month and year along with CVN, which is located at the backside of credit card. Then, click on "Pay" button
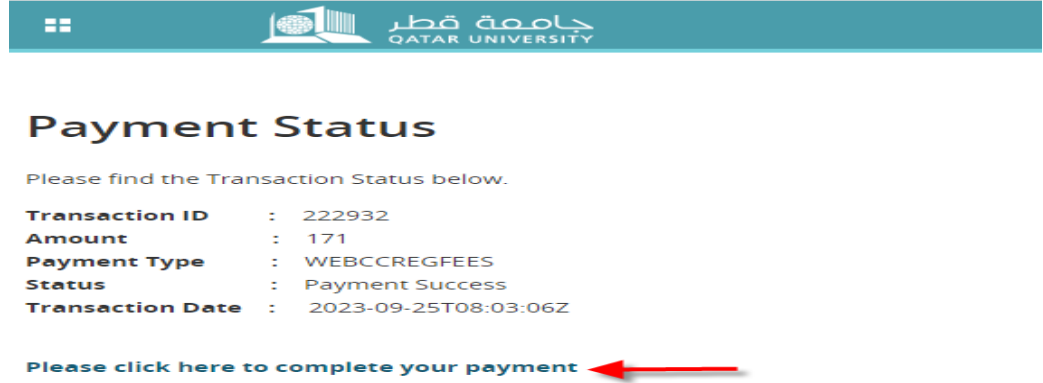

8) The payment confirmation page will display as shown below and click "Pay" button to process your payment

11
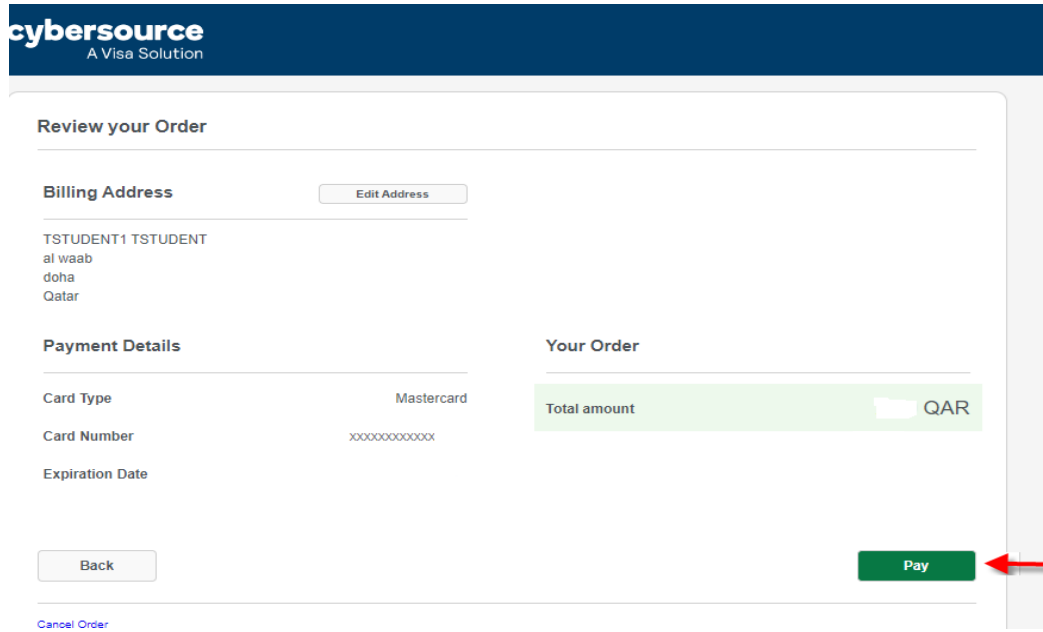
9) Enter the One-Time-Password (OTP), which you will receive as a message on your mobile phone, and click on "Submit" button.
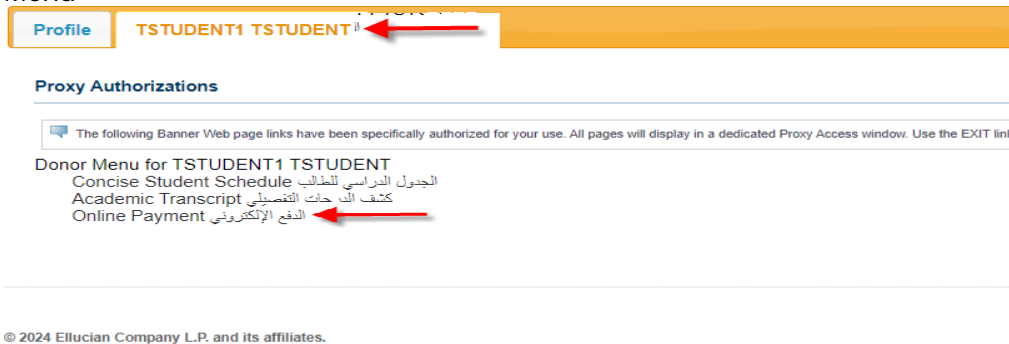

10) The payment status page will display and click on "Please click here to complete your payment" link to return to Banner Self-Service
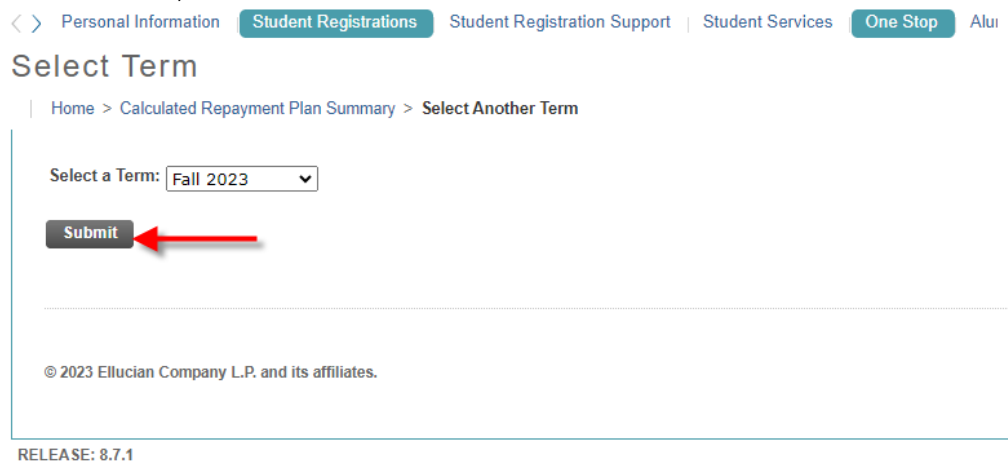
Debit Card Online Payment

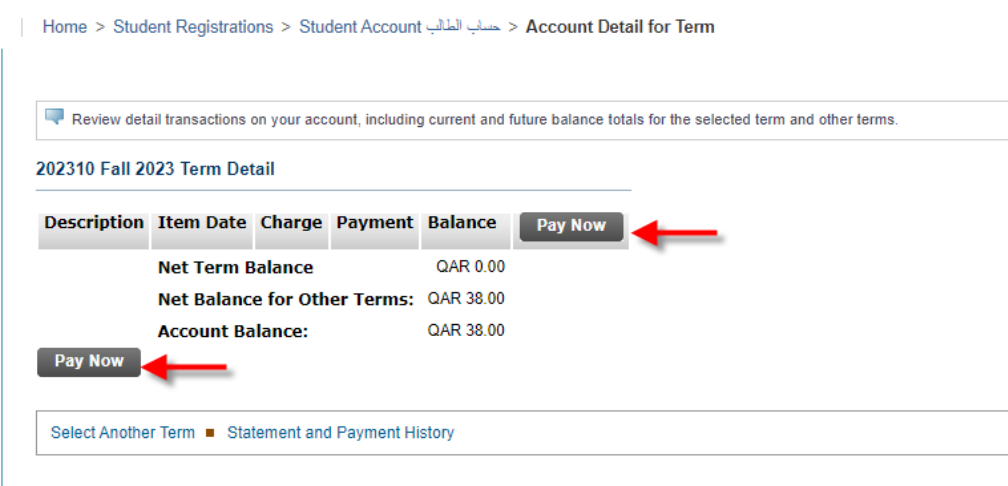1) Click on "Online Payment" to start making payment under the Donor Menu

1) Select the term, click on the button "Submit".

2) Click on "Pay Now" button.

3) Insert the payment amount and then click on "Submit" button.

Tuition and Fees Payment

| Home > **Tuition and Fees Payment**

✱ indicates required field
Payment Amount:✱ [   ]

Submit ⬅

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4) Select "Debit Card" option and click on "Continue to Payment" button as shown below

⸬   جامعة قطر
            QATAR UNIVERSITY

Select Payment Type

You are about to make a payment, please validate the following details and select t

Reference ID: MjIyOTMx
Description: Registration Fees
Amount (QAR):   171.00

Select Payment Method
○ **Credit Card**
● **Debit Card**

Continue to Payment ⬅

5) Enter the debit card number along with expiry date and click on "Continue" button.

6) Enter the One-Time-Password (OTP) which you will receive as a message on your mobile phone and click on "Continue" button.

7) Enter your debit card ATM pin number by clicking on the numbers

8) Click on "Pay" button.

Card Number: **416639******7494**

Your PIN

····

NAPS HIMYAN   Pay   Cancel

For proper completion of your transaction, please do not refresh this page or click the browser's back button.

6	9	2
1	5	0
3	4	8
⌫	7	Enter

9) The payment status page will display and click on "Please click here to complete your payment" link to return to Banner Self-Service

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Payment Status

Please find the Transaction Status below.

Transaction ID   : 222932
Amount   : 171
Payment Type   : WEBCCREGFEES
Status   : Payment Success
Transaction Date : 2023-09-25T08:03:06Z

Please click here to complete your payment