

Donor Delegation

Donor User Guide

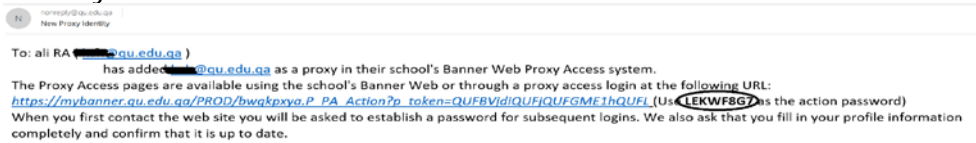
Prepared by,
Banner Team

Contents

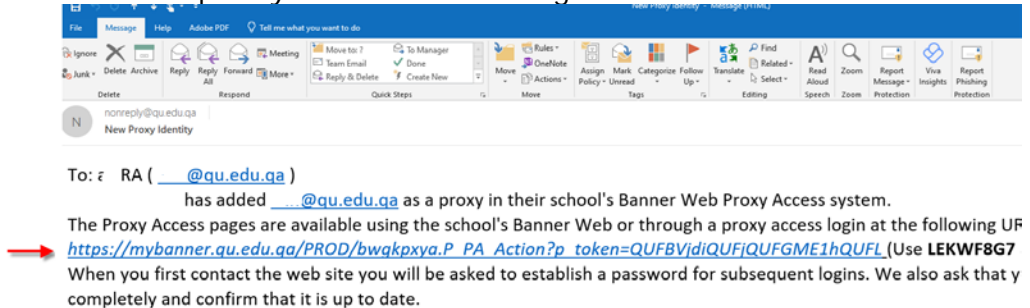
<i>First Time Parent Access</i>	3
<i>View Class Schedule</i>	6
<i>View Academic Transcript.....</i>	7
<i>Credit Card Online Payment</i>	9
<i>Debit Card Online Payment.....</i>	13

First Time Parent Access

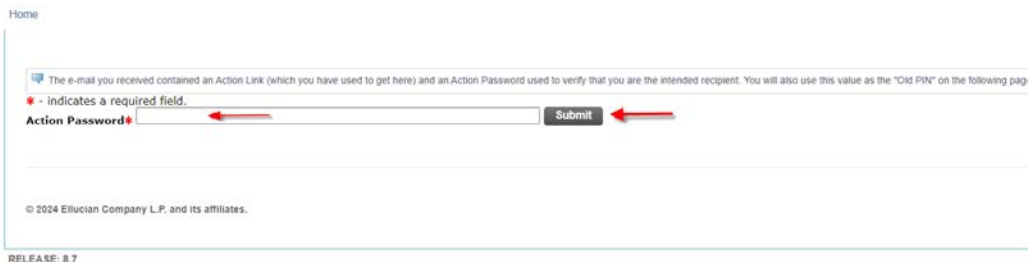
- 1) Copy the password from the email message with title "New Proxy Identity" as shown below.



- 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 field "Enter Old PIN". Then, insert new password in the field "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
الجدول الدراسي للطلاب
Concise Student Schedule
كشف الدرجات التمهيدية
Academic Transcript
الدفع الإلكتروني
Online Payment

© 2024 Ellucian Company L.P. and its affiliates.

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


Sign Out | Help

You will see a tab for each Banner Web user who has authorized pages for you to access. Select a named tab to enter PROXY MODE. You will then see a list of links for pages authorized by that user.

While in PROXY MODE any links and tabs above will be disabled. Select the Profile tab (or close your browser) to exit proxy mode.

When you activate a link, the focus will change to another browser window dedicated to proxy deploy. The window title and page content (including links) are only valid for the selected user.

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 to close the Proxy Access window. There is no need to close the window until you have completed all proxy access.


PARENT Menu for TSTUDENT1 TSTUDENT
 Concise Student Schedule الجدول الدراسي المختص
 Academic Transcript كنف الدرجات التفصيلي
 Online Payment الدفع الإلكتروني

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







Enter Secure Area
Login here to view your personal information.



Apply for Admission
Complete an application or view your application status.



Reset Password/Forget User
Reset Password/Forget User



View Class Schedule
View the current schedule of classes.

View Course Catalog
View course information, including course description.

Delegation Access
Login for parents and donors to view student information and make online payment.

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


Sign In | Help

Proxy Access Login

Home

Enter the e-mail address that was registered as a Banner Web proxy. Then enter the PIN that you previously defined. Banner Web users can register any e-mail address as a proxy and can then enable individual proxy access to selected Banner Web pages. All Banner Web pages are personal and confidential. The proxy PIN should never be shared. If you suspect that someone else may know your proxy credentials, enter your e-mail address and then reset your PIN using the "Forgot PIN" or "Reset PIN" button.

* - indicates a required field.

E-mail Address*

PIN*

Login Forgot PIN

© 2024 Ellucian Company L.P. and its affiliates. This software contains confidential and proprietary information of Ellucian or its subsidiaries. Use of this software is limited to Ellucian licensees, and is subject to the terms and conditions of one or more written license agreements between Ellucian and such licensees.

RELEASE: 8.7.1.1

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

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 المختصر
 Academic Transcript كشف الدرجات التقييمي
 Online Payment الدفع الإلكتروني

© 2024 Ellucian Company L.P. and its affiliates.

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

QATAR UNIVERSITY

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

© 2024 Ellucian Company L.P. and its affiliates.

RELEASE: 8.7.1

- 3) The student schedule will display class time slots 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.

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	JBA
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.

The screenshot shows a user profile menu with the following items:

- Profile
- TSTUDENT1 TSTUDENT (highlighted with a red arrow)

Below the menu is the "Proxy Authorizations" section, which includes a message: "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".

The "Donor Menu for TSTUDENT1 TSTUDENT" is listed below:

- Concise Student Schedule الجدول الدراسي للطلاب
- Academic Transcript كشف الدرجات التفصيلي (highlighted with a red arrow)
- Online Payment الدفع الإلكتروني

© 2024 Ellucian Company L.P. and its affiliates.

- 2) Click on "Submit"

The screenshot shows the "Academic Transcript" page with the following elements:

- Qatar University logo and "Sign Out | Help" link.
- Header: "Academic Transcript"
- Message: "***You are viewing TSTUDENT1 TSTUDENT's information***"
- Form: "Select the transcript level and transcript type."
 - Transcript Level: All Levels (dropdown)
 - Transcript Type: Web Transcript (dropdown)
 - Submit button (highlighted with a red arrow)

- 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

The screenshot shows the academic transcript page with the following details:

- Qatar University logo and "Sign Out | Help" link.
- Summary:

Current Term:	12.000	12.000	12.000	12.000	46.1
Cumulative:	72.000				258.4
- Form: "Web Transcript" (dropdown)
- Term: Fall 2012 (highlighted with a red arrow)
- College: Business and Economics
- Major: Management
- Student Type: Regular - Full Time
- Academic Standing: Vice President's List
- Additional Standing: Dean's List
- Table of Courses:

Subject	Course	Campus	Level	Title	Grade	Credit Hours
ACCT	331	Male Designated Area	UG	Cost & Management Accounting	A	3.00
DAWA	203	Male Designated Area	UG	Principles & Method of Dawa	B+	3.00
MAGT	306	Male Designated Area	UG	International Business	A	

- 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.

stitution:	3.000	3.000	3.000	3.000	12.00	4.00
ansfer:	0.000	0.000	0.000	0.000		
	3.000	3.000	3.000	3.000	12.00	4.00

t

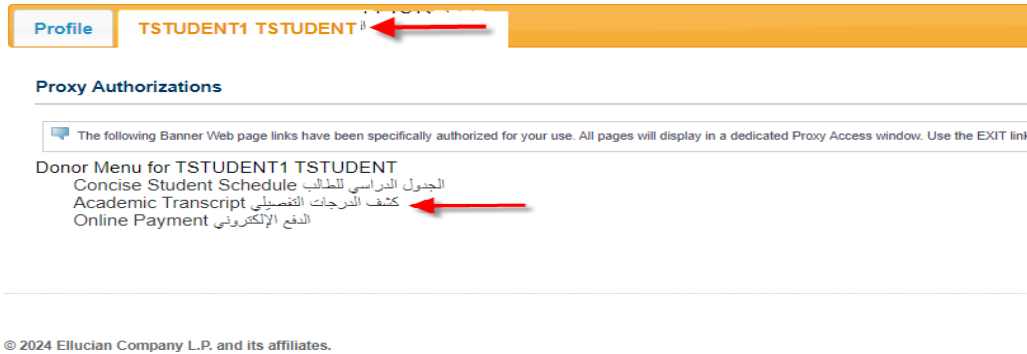
PT TOTALS (UNDERGRADUATE) -Top-

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
stitution:	141.000	126.000	126.000	126.000	456.00	3.61
ansfer:	0.000	0.000	0.000	0.000	0.00	0.00
	141.000	126.000	126.000	126.000	456.00	3.61

t

Credit Card Online Payment

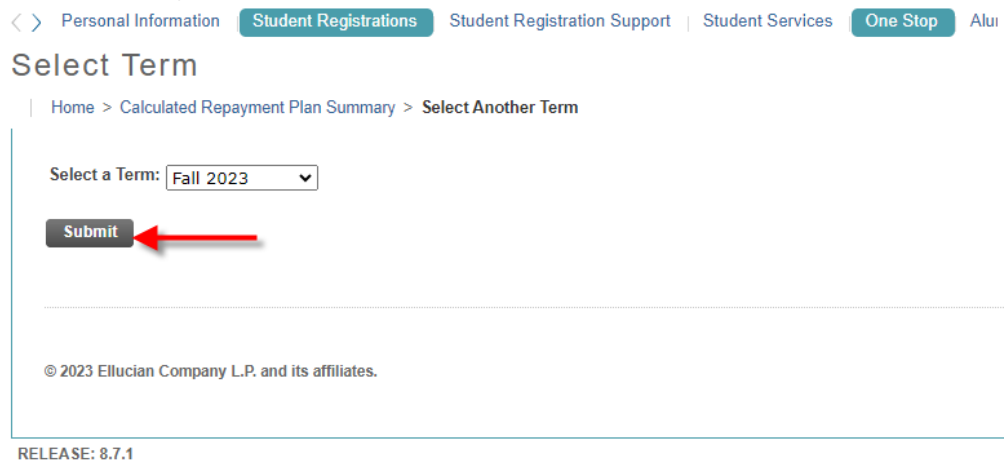
- 1) Click on "Online Payment" to start making payment under the Donor Menu



The screenshot shows a user profile menu for 'TSTUDENT1 TSTUDENT'. The 'Online Payment' option is highlighted with a red arrow. Below the menu, there is a section for 'Proxy Authorizations' with a list of authorized links, including 'Online Payment' (الدفع الإلكتروني), also highlighted with a red arrow.

© 2024 Ellucian Company L.P. and its affiliates.

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



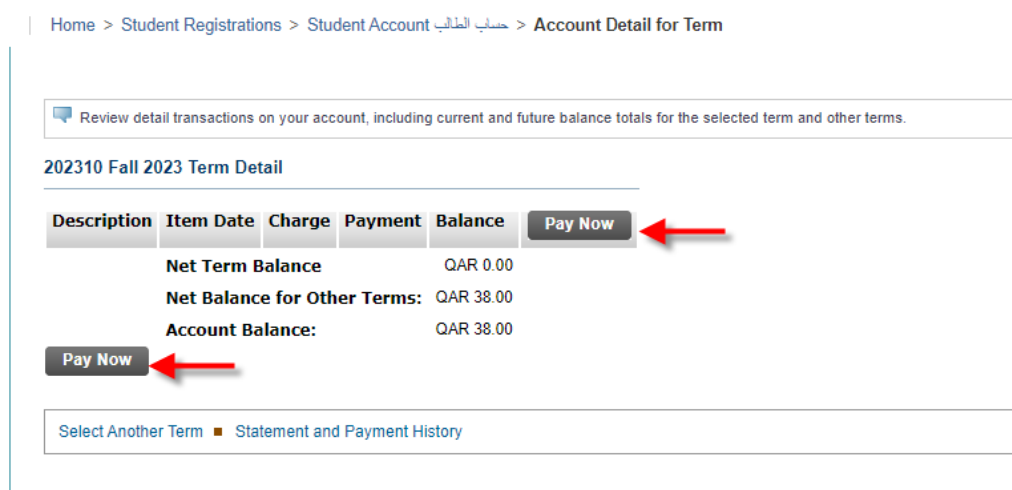
The screenshot shows the 'Select Term' page. The 'Fall 2023' term is selected in the dropdown menu. The 'Submit' button is highlighted with a red arrow.

© 2023 Ellucian Company L.P. and its affiliates.

RELEASE: 8.7.1

- 3) Click on "Pay" Now button.

Account Detail for Term



The screenshot shows the 'Account Detail for Term' page for '202310 Fall 2023 Term Detail'. The 'Pay Now' button is highlighted with a red arrow. Below the table, there is another 'Pay Now' button, also highlighted with a red arrow.

Description	Item Date	Charge	Payment	Balance	Pay Now
Net Term Balance				QAR 0.00	
Net Balance for Other Terms:				QAR 38.00	
Account Balance:				QAR 38.00	

Select Another Term ■ Statement and Payment History

- 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

© 2023 Ellucian Company L.P. and its affiliates.

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



Select Payment Type

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

Reference ID: MjlyOTM1

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.

cybersource
A Visa Solution

Billing Information

* Required field

First Name *

Last Name *

Company Name

Address Line 1 *

City *

Country/Region *

State/Province

Zip/Postal Code

Phone Number *

Email *

Your Order

Total amount
171.00 QAR

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

Zip/Postal Code

Phone Number *

Email *

Payment Details

Card Type *

Visa Mastercard

Card Number *

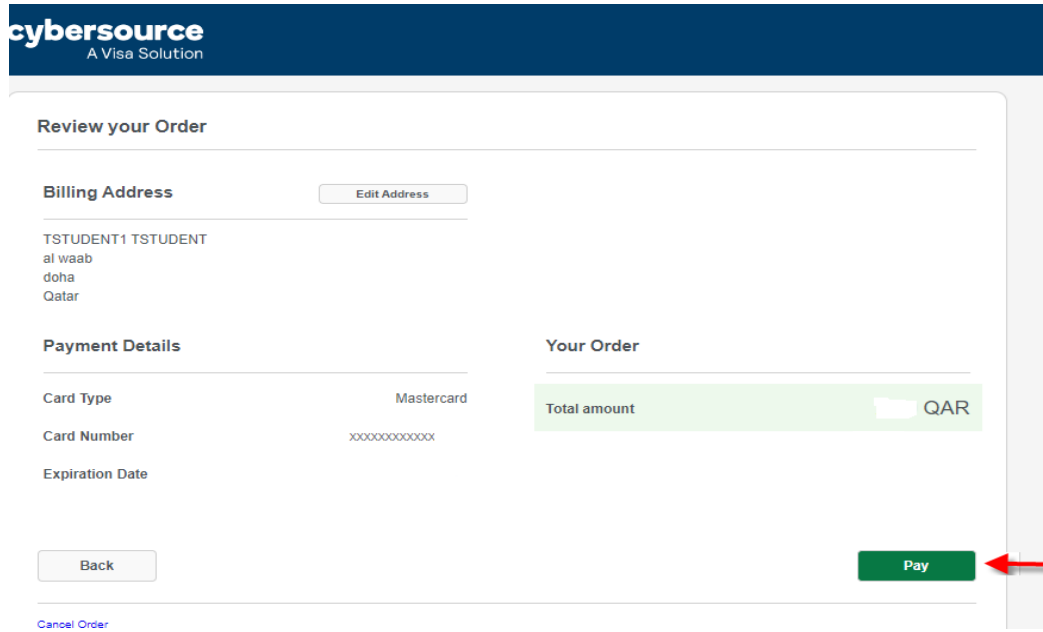
Expiration Month * Expiration Year *

CVN * This code is a three or four digit number printed on the back or front of credit cards.

Your Order

Total amount
171.00 QAR

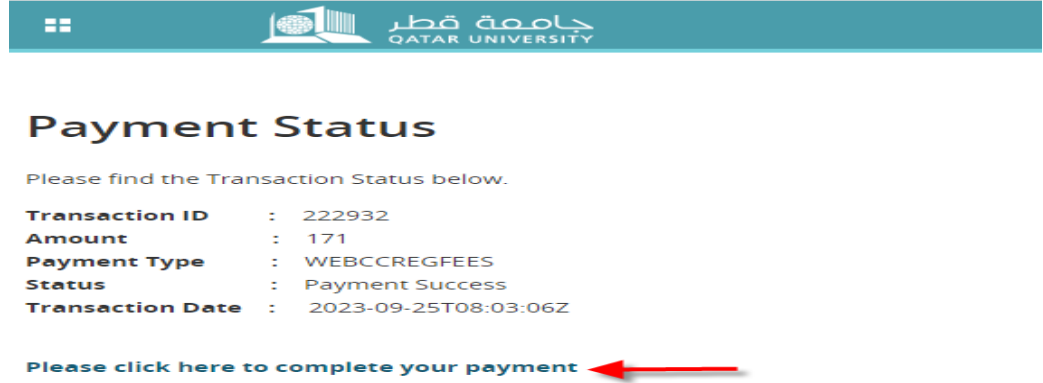
8) The payment confirmation page will display as shown below and click "Pay" button to process your payment



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

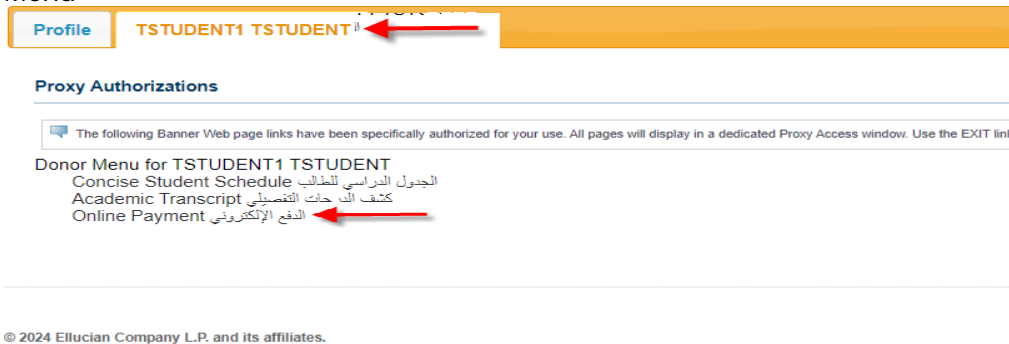


10) The payment status page will display and click on "Please click here to complete your payment" link to return to Banner Self-Service



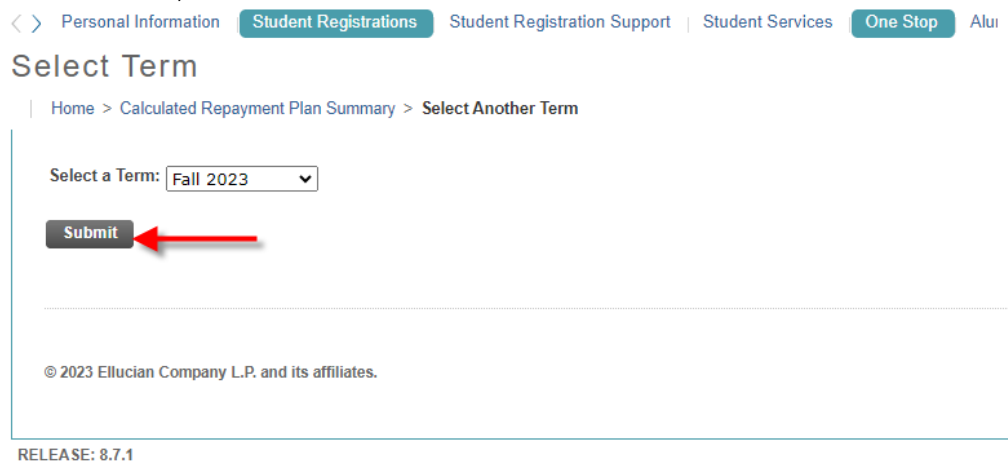
Debit Card Online Payment

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



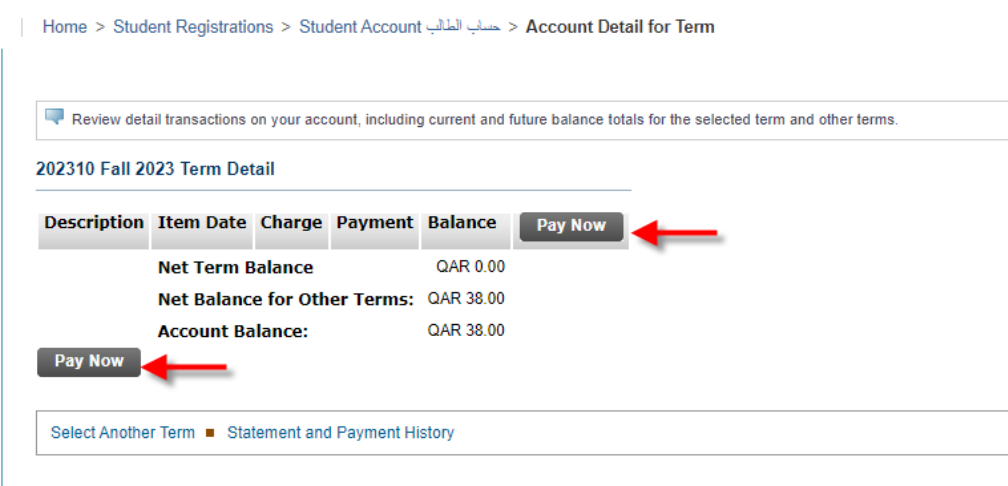
The screenshot shows a user profile menu with the following items: Profile, TSTUDENT1 TSTUDENT, Donor Menu for TSTUDENT1 TSTUDENT, Concise Student Schedule, Academic Transcript, and Online Payment. A red arrow points to the 'Online Payment' link. Below the menu, there is a section for 'Proxy Authorizations' and a copyright notice for 2024 Ellucian Company L.P. and its affiliates.

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



The screenshot shows the 'Select Term' page with a dropdown menu set to 'Fall 2023' and a 'Submit' button. A red arrow points to the 'Submit' button. The page includes a breadcrumb trail, a copyright notice for 2023 Ellucian Company L.P. and its affiliates, and a release version of 8.7.1.

- 2) Click on "Pay Now" button.
Account Detail for Term



The screenshot shows the 'Account Detail for Term' page for the 202310 Fall 2023 term. It features a table with columns for Description, Item Date, Charge, Payment, Balance, and Pay Now. The table shows a Net Term Balance of QAR 0.00, a Net Balance for Other Terms of QAR 38.00, and an Account Balance of QAR 38.00. Two red arrows point to the 'Pay Now' buttons. The page also includes a breadcrumb trail, a copyright notice for 2023 Ellucian Company L.P. and its affiliates, and a release version of 8.7.1.

Description	Item Date	Charge	Payment	Balance	Pay Now
Net Term Balance				QAR 0.00	
Net Balance for Other Terms:				QAR 38.00	
Account Balance:				QAR 38.00	

- 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

© 2023 Ellucian Company L.P. and its affiliates.

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



Select Payment Type

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

Reference ID: MjlyOTMx

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.

QPAY

Payment Unique Number: 641431 Amount
 Description: Your e-commerce order from Qatar University Qpay QAR 171.00

Enter your payment card details

Card Number

Card Expiry Date

By clicking the "Continue" button, you hereby acknowledge accepting the [Terms and Conditions](#) of payment.

NAPS HIMYAN Continue Cancel

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

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

QPAY

Payment Unique Number: 641431 Amount
 Description: Your e-commerce order from Qatar University Qpay QAR 171.00

Enter the One-Time-Password (OTP) you received

For increased security, your bank sent you a password valid for one time

Your OTP

NAPS HIMYAN Resend OTP Continue Cancel

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

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

Payment Unique Number: 641431 Amount
 Description: Your e-commerce order from Qatar University Qpay QAR 171.00

Enter your payment card details

Card Number: 416639*****7494

Your PIN

Invalid card pin




6	9	2
1	5	0
3	4	8
⌫	7	Enter

8) Click on "Pay" button.


Card Number: 416639*****7494

Your PIN

....

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



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](#) 