



EDUCATION SOLUTIONS

Student Guide

Logging into your MIT eNROL Account and Paying Fees

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Introduction

eNROL allows students to manage their own account details and fees. They can make online payments and then view their account history and print of statements if required at any time. While this guide will focus on logging and paying fees, there are several others functions on the site including uploading documents, uploading a photo and correspondence.

Logging into Your MIT eNROL Account

When you applied to the college, you would have received an acknowledgement email. In this email, you will be provided with a **Student ID** number and a **password**. There will also be a link for the college site. Click on this link to be brought to the college eNROL site where you can then use the student ID and password provided to log into your account. The **Username** field is your Student ID.

If you did not receive a password in the acknowledgement email, please click on the link provided to be redirected to the college eNROL site. You can then click on the **Forgot Your Password Link**.

The screenshot shows the MIT eNROL Student Login page. At the top, there is a navigation bar with the MIT logo on the left, 'Master College of Further Education' in the center, and a red 'STAFF LOGIN' button on the right. Below the navigation bar, there is a large banner image of students working at computers. Overlaid on the bottom left of this banner is a red box with the text 'eNROL College Management System'. To the right of the banner, there are two main sections: 'Apply Online' and 'Student Login'. The 'Apply Online' section has a button labeled 'APPLY ONLINE'. The 'Student Login' section includes a dropdown menu for 'Academic Year' (currently set to 'Academic Year 2021/22'), a 'Username:' field, a 'Password:' field, and a 'LOGIN' button. A red box highlights the 'Username:' field, and a red circle highlights the 'Forgot your password?' link below the password field. At the bottom of the page, there is a dark footer with the MIT Education Solutions logo, a security badge that says 'SECURITY VERIFIED & SECURED VERIFY SECURITY', and the text '© MIT Education Solutions 2021 | Gaelge | English'.

Enter your email address and click Submit. This must be the email address that you applied to the course with. Once confirmed, you will receive an email with your password.

The screenshot shows the MIT eNROL system interface. At the top, there is a navigation bar with 'Master College of Further Education' and a 'RETURN TO LOGIN' button. The MIT logo is in the top left. A red banner on the left reads 'eNROL College Management System'. The main content area has a background image of students at a computer. The 'Apply Online' section includes a button labeled 'APPLY ONLINE'. The 'Forgot your Password?' section contains instructions and a form with an 'Email:' label, an input field (circled in red), and 'SUBMIT' and 'CANCEL' buttons. The footer includes the MIT Education Solutions logo, copyright information for 2021, and the email address 'support@mit.ie'.

Paying a Fee

When you log in you will be brought to the Personal Details Page. This outlines the course you applied for, your student id and your application status. Once you have been offered a place your application status will change to Offered. At this point you will be advised to complete the registration form. You must complete before you can make a payment.

The screenshot shows the 'Personal Details' page in the MIT eNROL system. The top navigation bar includes 'PERSONAL', 'DOCUMENTS', 'CORRESPONDENCE', 'PAYMENTS', and 'LOGOUT'. The MIT logo is on the left. Contact information for Master College Town Hall, Master, Dublin 6 is shown on the right, including the phone number '+353 (01) 000 0000' and email 'support@mit.ie'. The main content area displays the following details:
Applicant Name : Orlaith Test
Course Name : Advanced Certificate in Business QQI Level 6
Application Id : 20210023
Application Date : 10/02/2021
Application Status : Registered
A photograph of a butterfly is shown on the right, with a 'CHANGE PHOTOGRAPH' button below it.

Step 1: Log in and navigate to the Payments Page

Master College Town Hall, Master, Dublin 6
Tel: +353 (01) 000 0000
support@mit.ie

PERSONAL DOCUMENTS CORRESPONDENCE **PAYMENTS** LOGOUT

ONLINE PAYMENT

Please choose Part Payment to pay for individual fees, Balance Payment to pay the remaining balance or Total Payment to pay for all fees.

Part Payment Balance Payment Total Payment

Fee Component	Fee (€)	Exemption (€)	Paid (€)	Refund (€)	Payment (€)	Balance (€)
ADHOC [Ad Hoc Fee]	20.00	0	0	0	0	20
Test Adhoc SK [Ad Hoc Fee]	100.00	0	0	0	0	100
	120	0	0	0	0	120

I have read and fully understand and agree with the Master College of Further Education [Terms & Conditions](#) Yes

Accepted payment methods: VISA, Mastercard, MAKE A PAYMENT NOW

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On the payment page you will see a list of all the fees associated with your course.

Step 2: Depending on your college, you may be able to make a part payment (to pay one fee or part of one fee), balance payment (to pay the remainder of your outstanding fees) or a total payment (paying all the fees in one payment). Select the Payment Type

Step 3: Select the amount you want using the dropdown menu under the Payment Heading for that fee. Make you are selecting the fee you want to pay.

Payment (€)

0

0

0

50

100

Yes

Depending on your college, you may be able to make part payments on a fee. In this example, we could choose to €50 or €100.

Step 4: Tick the box to confirm you have read the T&Cs and Click **Make A Payment Now**

PERSONAL DOCUMENTS CORRESPONDENCE **PAYMENTS** LOGOUT

ONLINE PAYMENT

Please choose **Part Payment** to pay for individual fees, **Balance Payment** to pay the remaining balance or **Total Payment** to pay for all fees.

▶ Part Payment ▶ Balance Payment ▶ Total Payment

Fee Component	Fee (€)	Exemption (€)	Paid (€)	Refund (€)	Payment (€)	Balance (€)
ADHOC [Ad Hoc Fee]	20.00	0	0	0	0	20
Test Adhoc SK [Ad Hoc Fee]	100.00	0	0	0	50	50
	120	0	0	0	50	70

I have read and fully understand and agree with the Master College of Further Education [Terms & Conditions](#) Yes

Accepted payment methods

VISA **MAKE A PAYMENT NOW**

Step 5: Enter Credit Cards Details

You will be redirected to a page where you need to enter your credit/debit card details. This is the exact same process as if you were buying something online.

When the payment has been processed a payment receipt will automatically pop up on the screen for you. You can print this off if you need to. Otherwise, you can come back and print it off at another time.

If you return to your payment page you will see that the outstanding balance has been reduced.

PERSONAL DOCUMENTS CORRESPONDENCE **PAYMENTS** LOGOUT

ONLINE PAYMENT

Please choose **Part Payment** to pay for individual fees, **Balance Payment** to pay the remaining balance or **Total Payment** to pay for all fees.

▶ Part Payment ▶ Balance Payment ▶ Total Payment

Fee Component	Fee (€)	Exemption (€)	Paid (€)	Refund (€)	Payment (€)	Balance (€)
ADHOC [Ad Hoc Fee]	20.00	0	0	0	0	20
Test Adhoc SK [Ad Hoc Fee]	100.00	0	50	0	0	50
	120	0	50	0	0	70