EDUCATION SOLUTIONS

Student Guide

Logging into your MIT eNROL Account and Paying Fees

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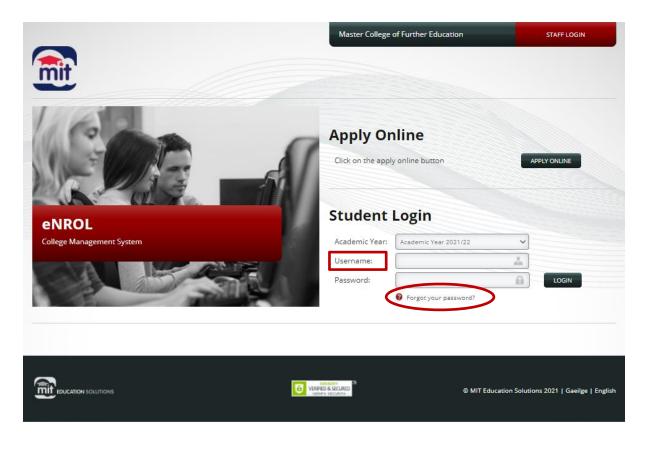
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Introduction

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.
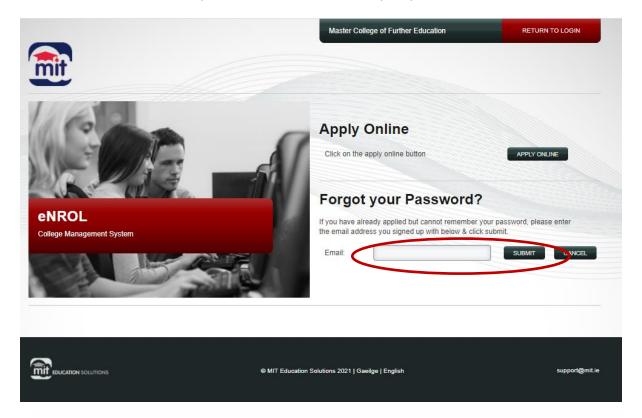
Logging into Your MIT eNROL Account

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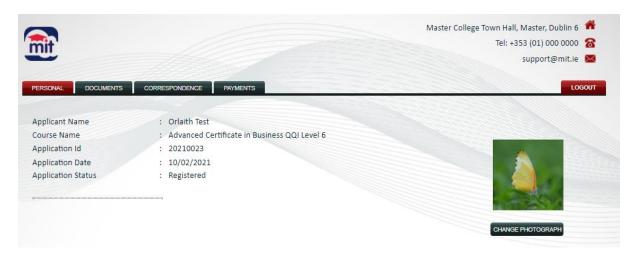
Enter your email address and click Submit. This must be the email address that you applied to the course with. Once confirmed, you will receive an email with your password.
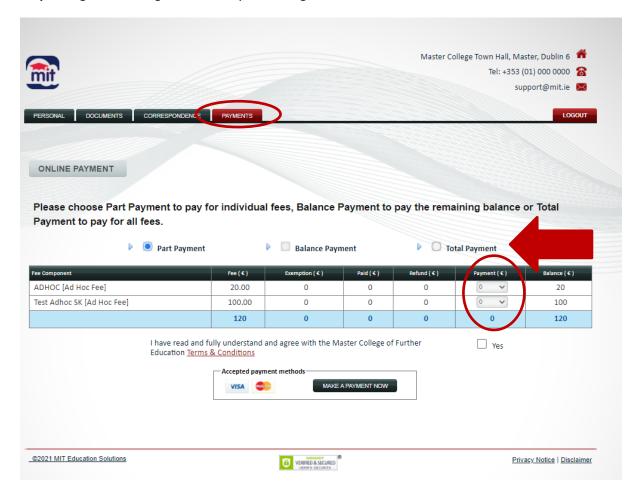

Paying a Fee

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 from. You must complete before you can make a payment.
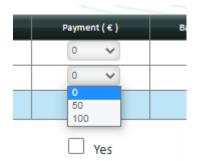
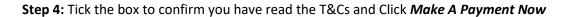**Step 1:** Log in and navigate to the Payments Page

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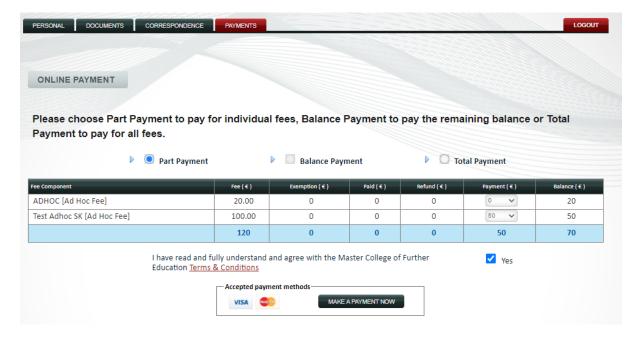
Step 2: Depending on your college, you may be able to make a part payment (to pay one fee or part of one fee), balance payment (to pay the remainder of your outstanding fees) or a total payment (paying all the fees in one payment). Select the Payment Type

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.

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*

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.