

RESIT REGISTRATION AND PAYMENT PROCESS

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	Login to UGPay	
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New York Contraction		

1. Enter your **SUDENT ID** number and **PASSWORD** respectively in the spaces provide.

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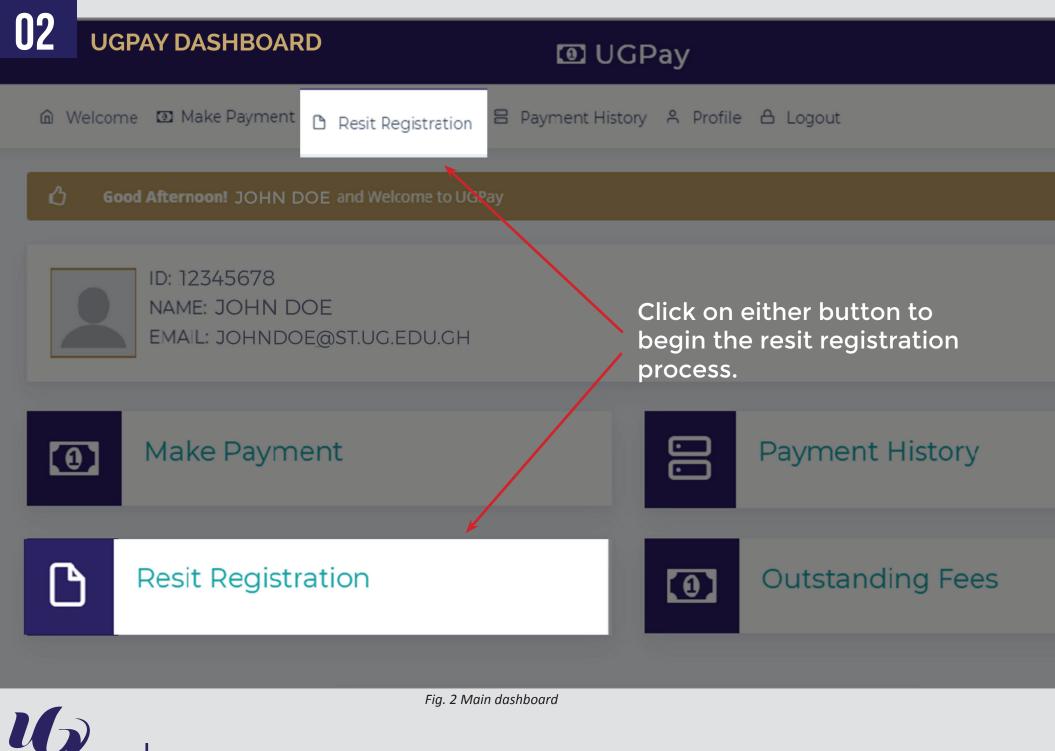
a.

2. Click on the **LOGIN** button. This will direct you to the UGPAY dashboard where you will follow the next instructions to register and pay for your resit courses.

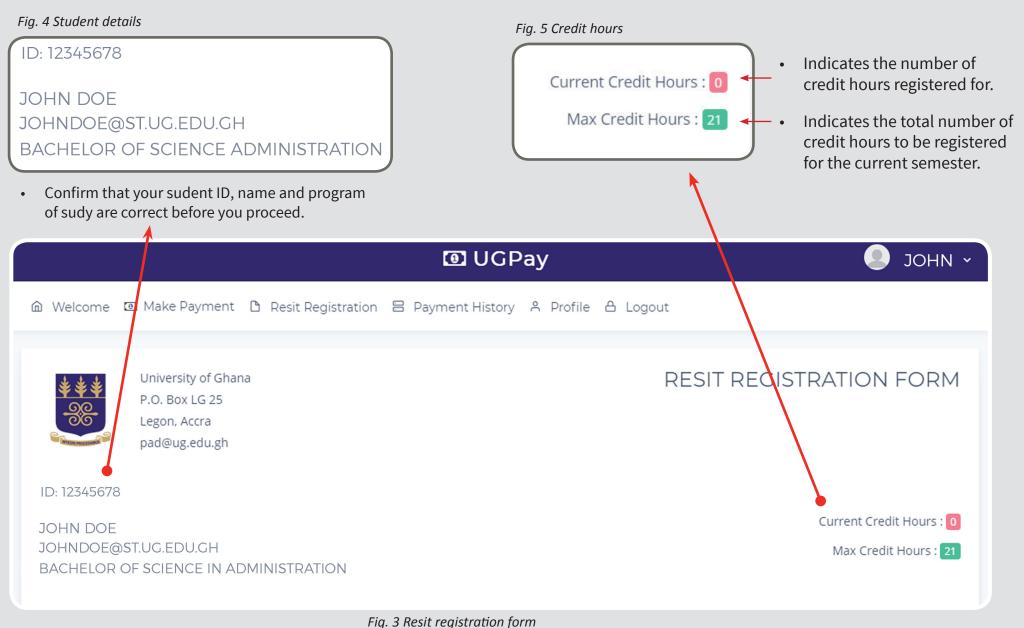
🔓 Login

Fig. 1 Login page





RESIT REGISTRATION AND PAYMENT PROCESS





MAIN RESIT REGISTRATION

ECON102 - INTRODUCTION TO ECONOMICS II	3	75 1	MAIN	ADD COURSE
ECON215 - ECONOMY OF GHANA I 🛆	3	75 3 SU	JPPLEMENTARY	ADD COURSE

Fig. 6 Main resit registration

- **MAIN:** A course with this description under its type column shows that the course is open for registration in the current semester.
- ADD COURSE: Click on the "ADD COURSE" button to add the course aligned to it to your course registration list. A confirmation pop-up window will open for you to confirm your choice of course. However, a course added can be removed.

SUPPLEMENTARY: Any course with the supplementary description indicates that the course will be available for registration during the supplementary resitperiod for each semester.

NOTE: Once you add a course and make the respective payment, it cannot be removed from your list of registered courses. Also, until payment is made for the added courses, it will continue to remain an unregistered course. This will make your resit registration incomplete.



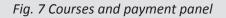
05 RESIT REGISTRATION FORM (CONT'D.)

Scroll down to the right buttom side on the main resit registration form page to view *Fig. 7.* This shows a tabulation of the total number of COURSES ADDED, CREDIT HOURS ADDED and the AMOUNT TO PAY for the selected courses. Shows the total number of courses the user has added to the course registration list. It is these courses that the user would be paying for.

This displays the total number of credit hours that corresponds to the resit courses added.

This panel displays the total cost of the course(s) the user has added to the list of resit courses registering for.

Click on this button to proceed to make payment. This will open a pop-up notification (shown in fig. 8) for you to confirm the course(s) you are paying for.



Total

Courses Added

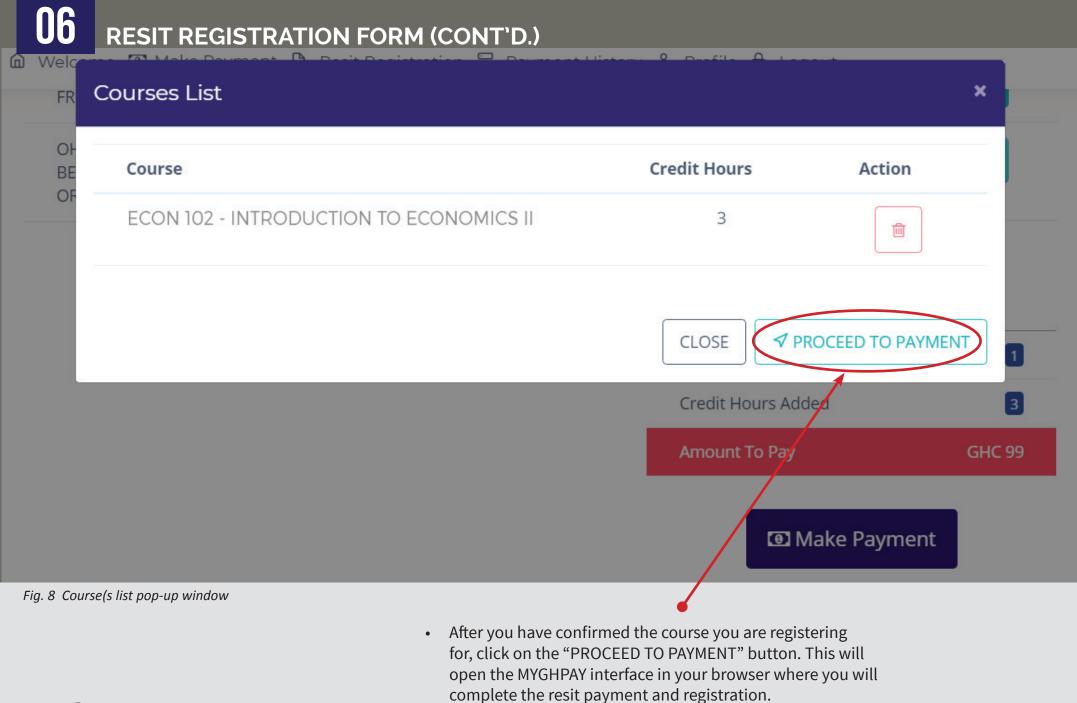
Amount To Pay

Credit Hours Added



Make Payment

GHC 99





07 MYGHPAY INTERFACE

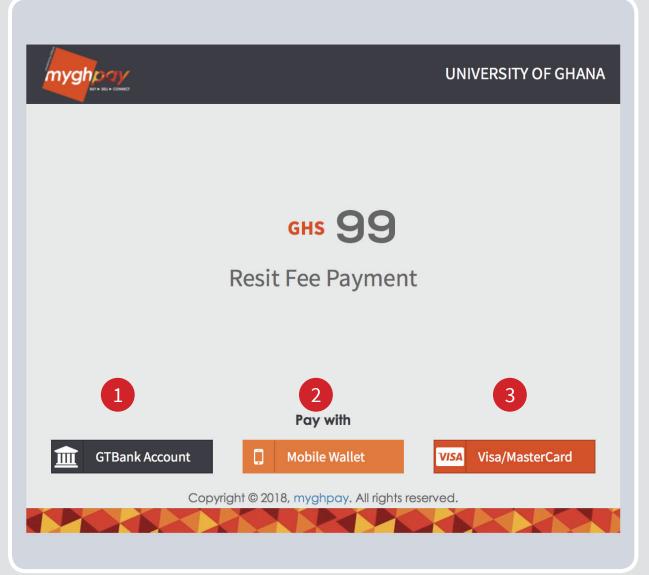


Fig. 9 Myghpay interface



2

Users with GTBank Accounts can pay by clicking this button. Continue to provide the necessary personal and account details and make payment.

Mobile Wallet

Users with mobile money accounts can pay by clicking this button. The window below will open to further provide your wallet account details. Click on pay and a notification will be sent to your phone to make confirmation by entering your security pin.

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	Mobile Wallet			
	Choose Wallet Network		Ŧ	
	Choose Wallet Network			
	MTN TIGO			
		_		
		Pay	Cancel	
		_	_	

NOTE: Only MTN and TIGO wallets can be used to make payment on the UGPAY platform

3

VISA Visa/MasterCard

Holders of UG Cruz card, Visa card or MasterCard can pay by clicking this button and provide their account details. After successful payment the "Proof of Resit Registration" button will be available for printing.

	UNIVERSITY OF GHA ACADEMIC AFFAIRS DIRECTOR RESIT REGISTRATION FORM	
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COURSE COI	DE(S)	CREDITS
ECON 102 -I	NTRODUCTION TO ECONOMICS II	3
Total Amount	GHC: 99	
Date: Februa	ary 23, 2018	



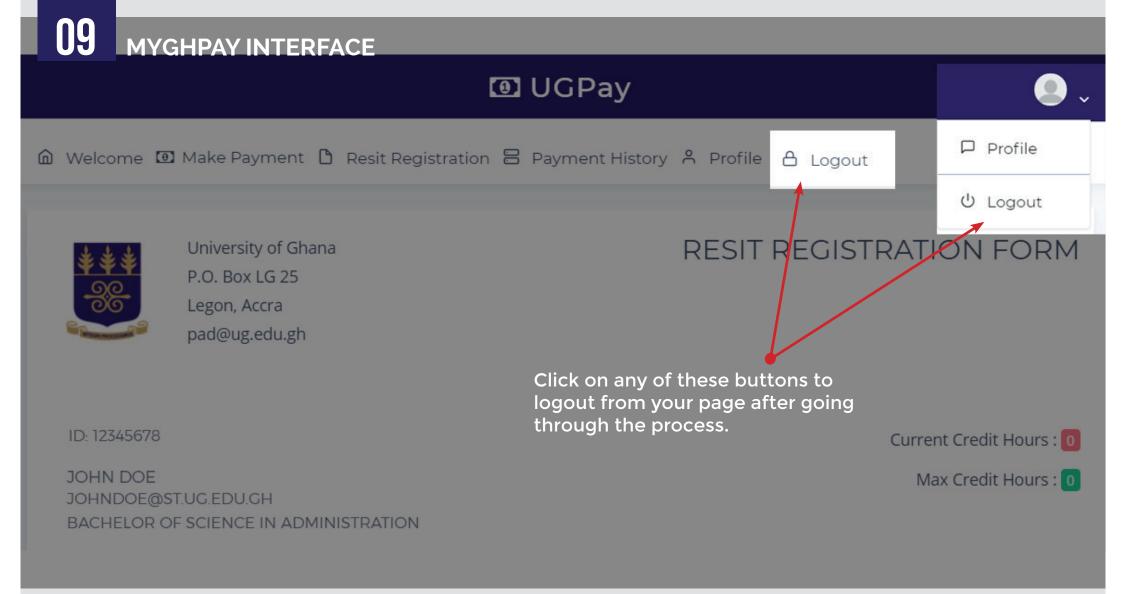


Fig. 10 Logout interface

• After payment has been done on the MYGHPAY interface, the user will be redirected to the Resit Registration Form. Scroll up to the top and logout from the page. This ends the resit registration and payment process.

