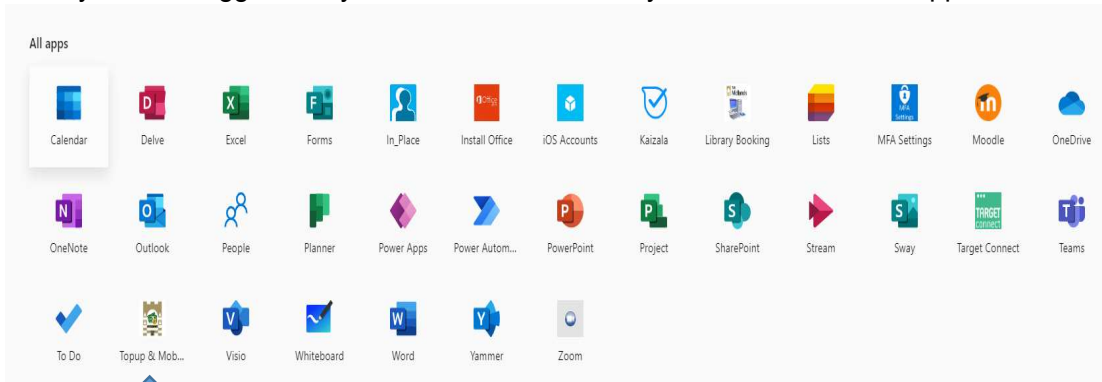


TUS Midlands (Athlone Campus)

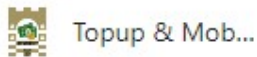
How to top up your AIT Student Print Account with Credit

1. Login to your Office 365 account. The steps on how to do this are in the Getting started with Student IT Facilities document that can be found on the student Learning Portal [https://www.ait.ie/uploads/downloads/Getting started with Student IT Facilities %28 Sept 22%29 1.pdf](https://www.ait.ie/uploads/downloads/Getting_started_with_Student_IT_Facilities_%28Sept_22%29_1.pdf)

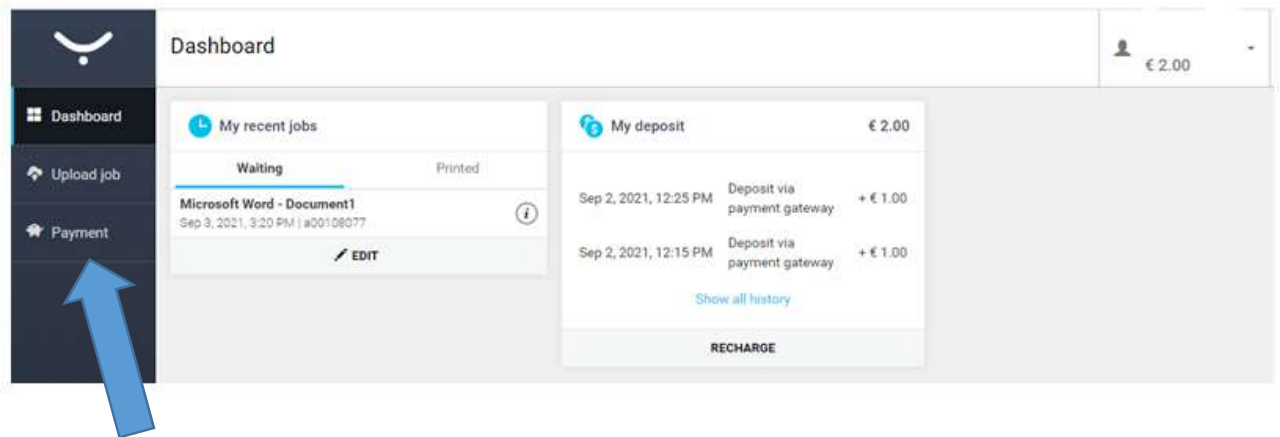
2. Once you have logged into your Office 365 account, you will see the list of applications



3. From the list of applications select the Student Topup and Mobile upload app



4. You will then see the screen below



5. Select Payment

The following screen will then be displayed

Payment

The screenshot shows a web interface with two tabs: 'Account details' and 'Recharge credit'. The 'Account details' tab is active, displaying 'Your balance is: € 2.00'. Below this are search filters for 'Operation type' (set to 'All'), 'Date from', and 'Amount from' to 'to'. There are 'SEARCH' and 'CLEAR ALL' buttons. A table lists transactions with columns 'Date' and 'Payment type'. A blue arrow points from the 'Recharge credit' tab to the search filters.

Date	Payment type
Sep 2, 2021, 12:25 PM	Deposit via payment gateway
Sep 2, 2021, 12:15 PM	Deposit via payment gateway

6. Select recharge credit

The following screen will then be displayed

Payment

The screenshot shows the 'Recharge credit' tab selected. There are two options: 'Electronic payment' (highlighted in blue) and 'Voucher'. Below these is an 'Amount:' field with a Euro symbol (€) and an empty input box. The 'globalpayments' logo is visible, and a 'PAY' button is at the bottom.

7. Type in the amount you want to top-up your card by (the minimum amount is €5)

8. Press Pay

The following screen will then be displayed

Amount: 5.00 EUR

Address line:

Address line:

Address line:

City:


Postal code:

Country:

9. Type in the address details of the card holder of the card you are using
10. Press Continue



The following screen will then be displayed

Payment Details

Card Number VISA 

Expiry Security Code

Cardholder Name

 Security processed by Global Payments 

11. Enter the card details as requested
12. Press Pay now
13. You will then be directed to the payment authorisation page, once the payment is complete it will say payment successful and your account will then be topped up.
14. Once your top-up is complete, please close the payment tab by pressing the x shown below

The image shows a web browser window with three tabs: 'Technological University of...', 'All apps | Microsoft Office', and 'Account details'. The active tab is 'Account details', which is highlighted with a blue arrow pointing to the 'Close Tab' button. The browser address bar shows the URL 'studenttopup.ait.ie:9443/end-user/ui/payment/account-detail'. The page content includes a dark sidebar with a logo and navigation items: 'Dashboard', 'Upload job', and 'Payment'. The main content area is titled 'Payment' and has two tabs: 'Account details' (active) and 'Recharge credit'. Below the tabs, it displays 'Your balance is: € 2.00'. There are two input fields: 'Operation type:' with a dropdown menu set to 'All', and 'Amount from:' with an empty text box. A 'Dat' label is visible to the right of the 'Operation type' dropdown.

Note: If you have any issues with topping up your student account, please log a call on the student IT helpdesk