



## ALLOCATING FUNDS ON THE PORTAL

### Steps

1. Make sure your device is connected to a stable internet.
2. Log in to the Busitema student portal by typing <https://myportal.busitema.ac.ug/>.
3. Go to **payments** and then **my transactions**.
4. Enter the **PRN** (Payment reference Number) that you used to make the payment.
5. Enter the amount you want to allocate.
6. Click **CHECK STATUS**. The system will pull the payment and update your account.
7. In case you have deposited the tuition directly on the student portal account then go on allocating the funds.