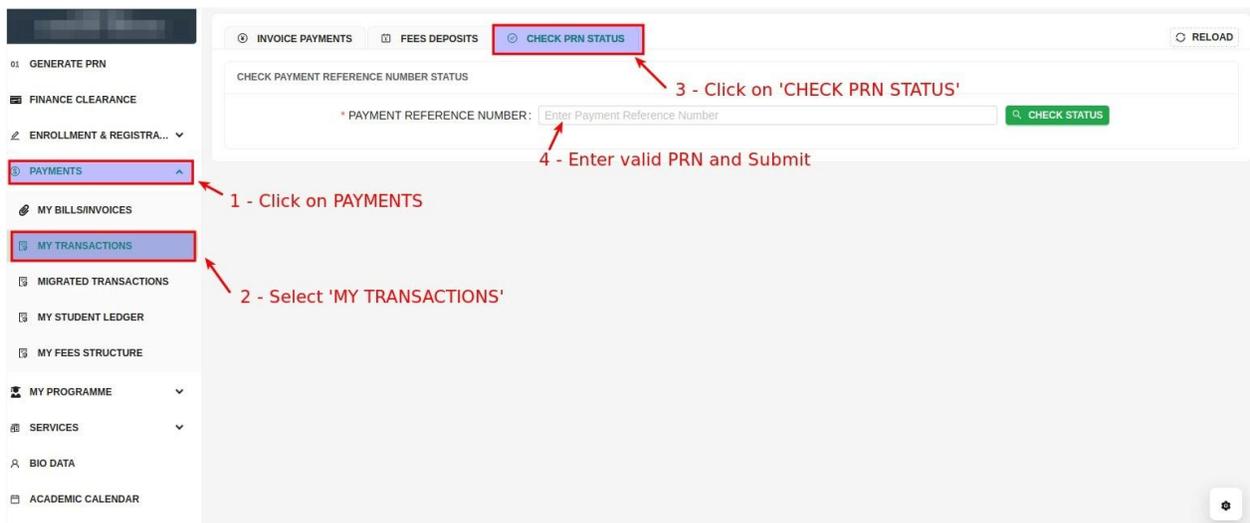


## DIRECTORATE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY AND SERVICES

### HOW TO SEARCH FOR PAYMENT THAT IS NOT REFLECTING

Login in to your students portal as usual. Make sure that you have the PRN that you used to pay the money. Then follow the steps as indicated in the screenshot below



The screenshot displays the student portal interface with the following elements and annotations:

- Navigation Menu (Left):** Includes options like GENERATE PRN, FINANCE CLEARANCE, ENROLLMENT & REGISTRA..., PAYMENTS (highlighted with a red box and arrow labeled "1 - Click on PAYMENTS"), MY BILLS/INVOICES, MY TRANSACTIONS (highlighted with a red box and arrow labeled "2 - Select 'MY TRANSACTIONS'"), MIGRATED TRANSACTIONS, MY STUDENT LEDGER, MY FEES STRUCTURE, MY PROGRAMME, SERVICES, BIO DATA, and ACADEMIC CALENDAR.
- Top Navigation:** Includes INVOICE PAYMENTS, FEES DEPOSITS, CHECK PRN STATUS (highlighted with a red box and arrow labeled "3 - Click on 'CHECK PRN STATUS'"), and RELOAD.
- Main Content Area:** Titled "CHECK PAYMENT REFERENCE NUMBER STATUS", it features a form with the label "PAYMENT REFERENCE NUMBER:" and a text input field containing "Enter Payment Reference Number". A green "CHECK STATUS" button is located to the right of the input field. A red arrow labeled "4 - Enter valid PRN and Submit" points to the input field.