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DIRECTORATE OF ICT

HOW TO COMPLETE PAYMENT AFTER YOU HAVE GENERATED A PAYMENT REFERENCE NUMBER

To generate a payment reference number, refer to this guide for tuition and function fees, https://dicts.busitema.ac.ug/support/students-portal/guide-new-login-student-portal and for universal payments, refer to https://dicts.busitema.ac.ug/support/students-portal/universal-payment-guide

After you have obtained the payment reference number, payments to any generated payment reference number can be done via two ways. These include;

   i.   Payment using Bank (VISA)
   ii.   Payment using Mobile Money

Payment using Bank

Access any bank of your choice with the money and the reference number to complete the payment.

NB: The reference number validity is indicated in the notice displayed. See the image above. After the expiry date, you are required to generate a new reference number.

Payment using Mobile Money

This option works better with MTN network. On the phone with the line that holds the money, dial ***165*4*5*1*1#.** This will automatically prompt you to enter the generated PRN. Enter it and continue, confirm your information and the amount you wanted to pay. Follow the prompts until entering your PIN to confirm the transaction. The payment will be reflected in your portal after an average of 20 to 30 minutes.

For any questions and more guidance;

Go to https://dicts.busitema.ac.ug/support/chat and type in your question, the ICT team will be very positive to help and guide you.