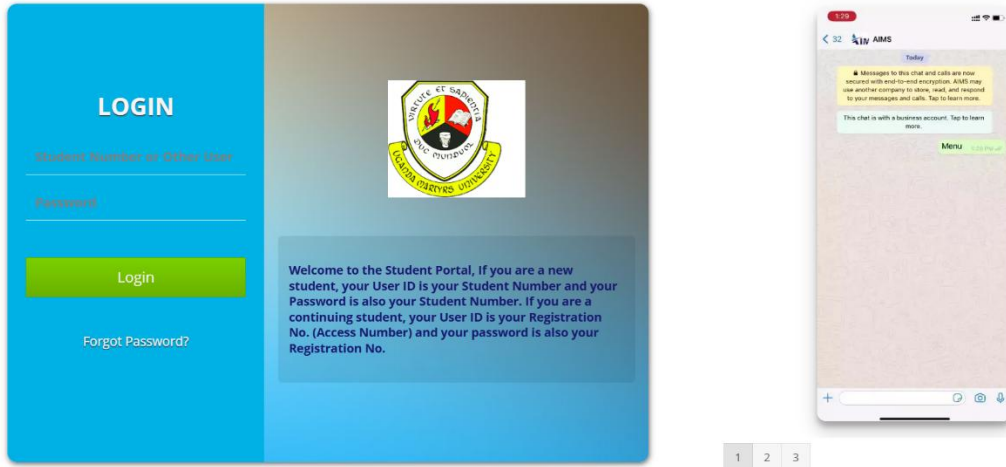


## GENERATING CODE (PRN) TO MAKE PAYMENTS

1. Open your browser eg Google Chrome/ Firefox, Edge, or Safari
2. Search for **student.umu.ac.ug**. The Login page will open as below.



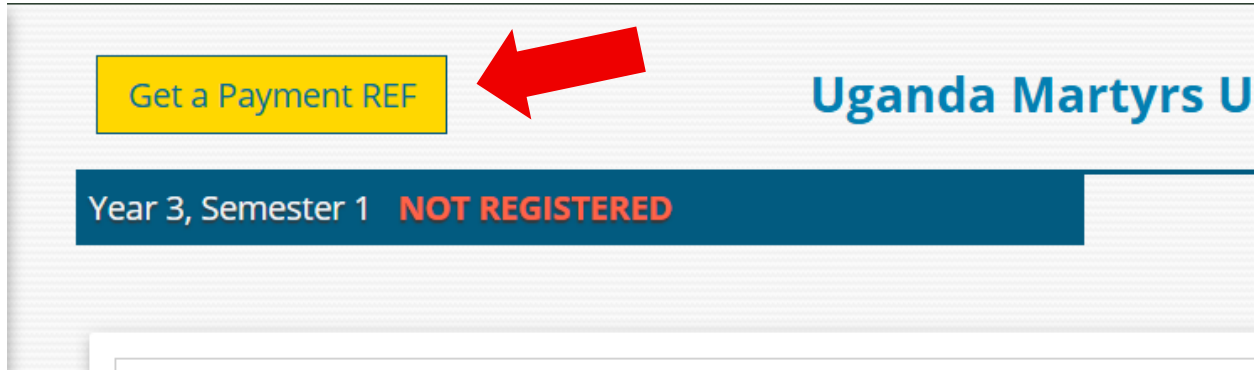
3. Enter your details e.g. **your registration number (2024-M123-21345)** or **student number (2400501345)** as your username and then the password you set in.

After which your account will open to the default page on successful log in.

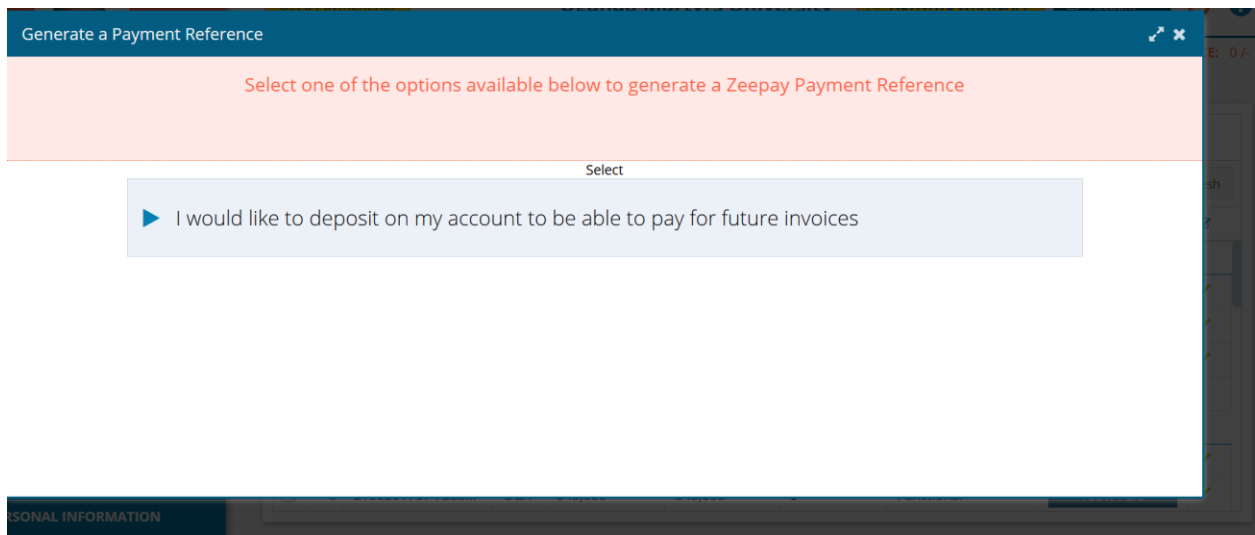
The image shows a screenshot of the student portal dashboard. The browser address bar shows 'https://student.umu.ac.ug/portal-2.3/?cache'. The dashboard header includes 'Uganda Martyrs University' and 'Uganda Martyrs University'. A navigation menu on the left includes 'FINANCE', 'REGISTRATION', 'MY COURSE', and 'PERSONAL INFORMATION'. The main content area shows 'Year 1, Semester 1 NOT REGISTERED' and 'A/C BALANCE: 700,000/-'. Below this is an 'Invoices' section with a table of invoices.

Invoice No	Invoice Amount	Paid	Due	Narration	%
Year 1, Semester 1, Acc Yr 2021/2022					
1 2100800559-768484137	UGX 2,435,500	0	2,435,500	Tuition	0% Paid
2 2100800559-F43288476	UGX 30,000	0	30,000	Functional	0% Paid
TOT:	2,465,500.00	0.00	2,465,500.00		

4. Next, you will be taken to the dashboard. Located **Get Payment REF** button and shown below. Click on it.



5. The below screen will appear, select to deposit on my account or you will find options of paying on the pending invoices, click on any of your choice.



6. Next you will taken to the screen below, you enter the amount of money you going to pay. Then click GENERATE REFERENCE button at the bottom.

Generate a Payment Reference

Please enter the amount you wish to pay. This amount will be posted to your account balance and can be used to clear any invoices you may get

Enter the amount you wish to pay

← BACK GENERATE REFERENCE →

7. The screen will load, and the image below shows how the payment reference form looks like.

Generate a Payment Reference

Close Continue to print Pay via Mobile Money

**Uganda Martyrs University**

**Zeepay Payment Advice Slip**

Entity Name: Zeepay Ref: **C227FB8D574BB**

Entity ID: **210050** Ugx. **400,000/-**

Amount: **Ugx. 400,000/-**

Expiry: **Within 2 days**

Payable from:

Any branch of:

- BARCLAYS BANK
- BARCLAYS-EURO
- BARCLAYS-USD
- CENTENARY BANK
- CENTENARY-EURO.1

8. The Reference will be generated and you can go to any nearest cente agent or bank listed on the reference form and make the payments. Then remember to check your portal again under invoices to see if the amount has reflected.