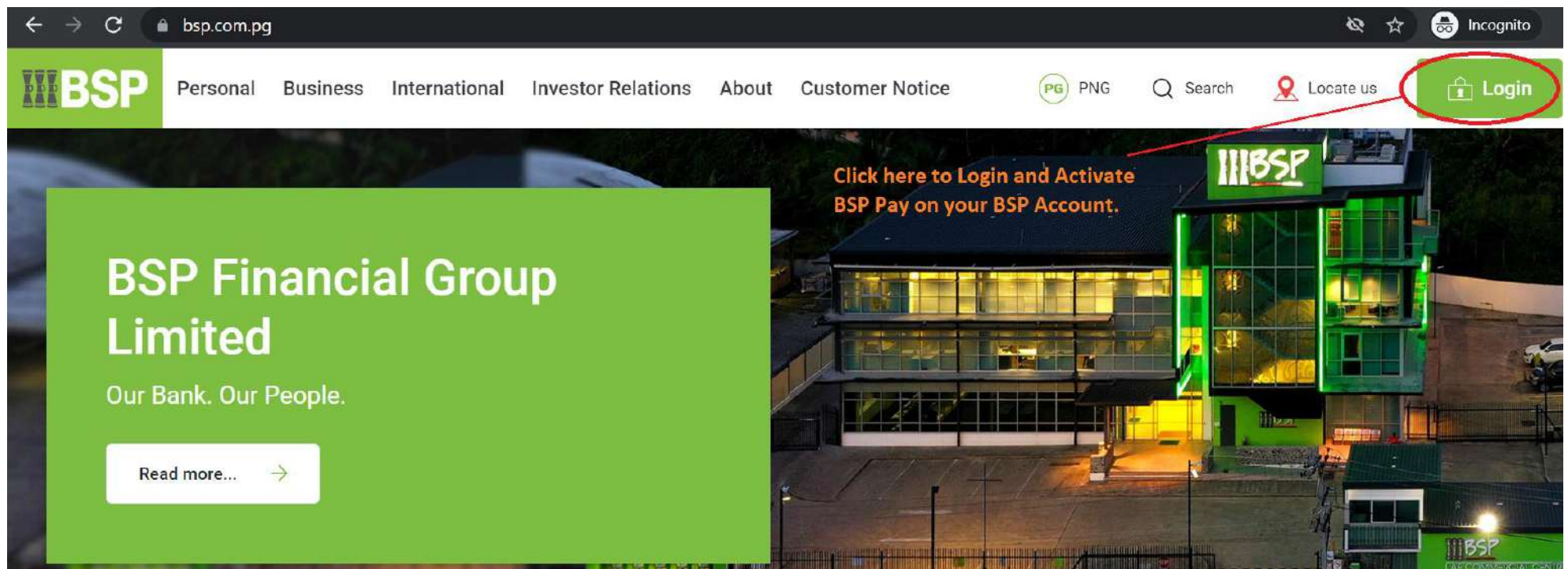


## Step by step guide to pay UPNG Fee Online and Register Courses Online

It is highly recommended that students should use a Laptop or a Desktop PC to complete online payment and registration process. The dimensions of the mobile screens are not compatible with some of the features of BSP Pay as well as the UPNG UIS system.

### Step #1: Activate BSP Pay on your BSP Bank Account

Go to BSP Bank website <https://www.bsp.com.pg/> to login and activate **BSP Pay**. If you have already activated BSP Pay on your account, you can skip this step.



Click on **Login** and then click on **BSP Pay** as shown in screenshot below:

The screenshot displays the BSP Financial Group Limited website. The main page has a green header with the BSP logo and navigation links: Personal, Business, International, Investor Relations, and About. A large green banner contains the text "BSP Financial Group Limited" and "Our Bank. Our People." with a "Read more..." button. A modal window titled "Login" is overlaid on the right. It has a close button (X) and a lock icon. Below the title are two tabs: "Personal Banking" and "Business Banking". Under "Personal Banking", there is a "Sign in" icon and two buttons: "Personal Banking" (green) and "BSP Pay" (white with a red border). A red arrow points to the "BSP Pay" button, and red text above it reads: "Under Personal Banking login, Click 'BSP Pay' button to Login and Activate." Below the login options is a "Need help?" link with a hand icon.

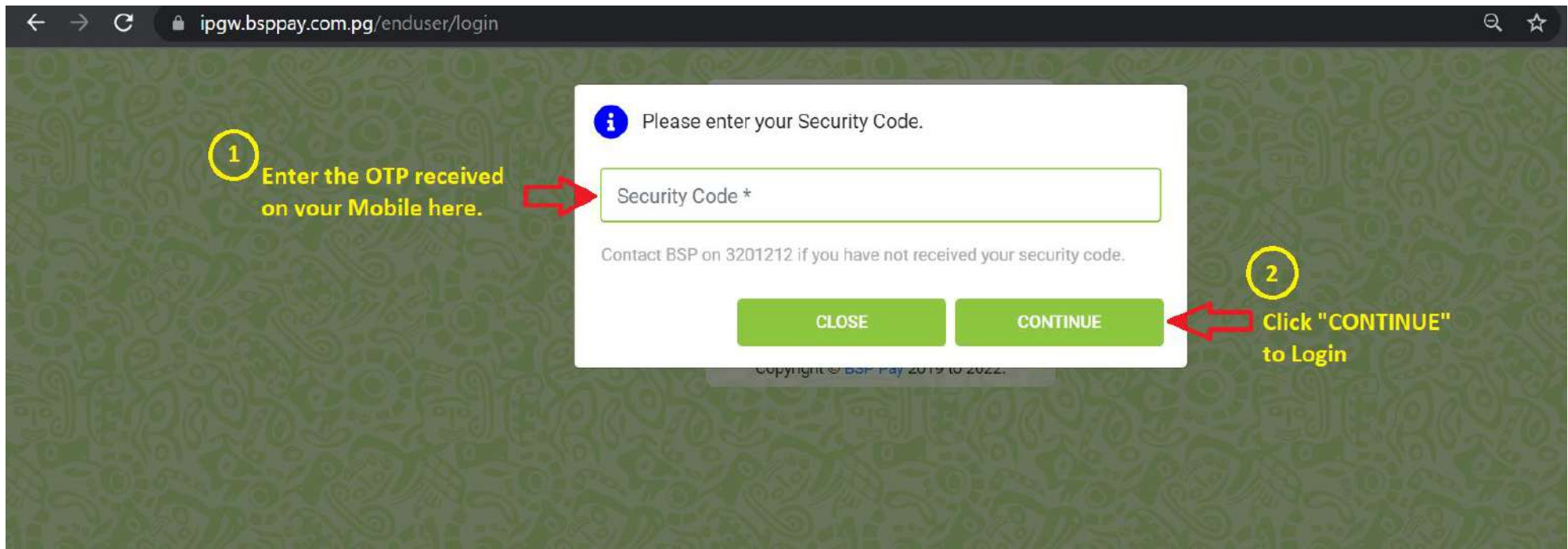
Enter your BSP ID#. **BSP ID** is a unique number provided by the BSP bank when you open an account. For those who use BSP Internet banking, the **Username** you use to login is your **BSP ID**. To login to BSP Pay, please follow the instructions on the screenshot below:



For any information regarding your BSP Account and using of BSP Pay on your Account, please refer to BSP website <https://www.bsp.com.pg/personal-banking/ways-to-bank/bsp-pay/>.

BSP ID can be also be obtained from BSP Phone Banking, \*131#, Option-5 →My Services, Option-10 →View UserID

After you click the **SIGN IN** button, you will receive a **One Time Password (OTP)** on the Mobile Number linked with your BSP Account. Enter the OTP and click **CONTINUE** as shown in the screenshot below:




**Note:** One Time Password (OTP) or Security Code may not be delivered on to your mobile if you did not link your Mobile number with your BSP Bank Account.



After you successfully login to BSP Pay, Click the **Use Online** tab to activate BSP Pay on your Account. Please refer to the screenshot below:

The screenshot shows the BSP Pay website interface. At the top, there is a navigation bar with the BSP Pay logo and a 'LOGOUT' button. Below this is a green banner with the text 'My Account(s)' and a sub-instruction: 'Select an account for payment and press save. Only one bank account can be selected for your online payments.' A 'DISABLE ALL ACCOUNTS' button is also present in the banner.

The main content area displays a summary of a selected account:

- BSP** logo
- Currency:  PGK
- Type: Kina
- Name: Kina

Below this summary, the account details for a 'KUNDU PACKAGE ACCOUNT' are shown:

Account Number	7003 
Account Type	Cheque Account
Available	PGK 
Use Online	<input checked="" type="checkbox"/>

Two red annotations are present:

- A red box highlights the account details, with a red arrow pointing to the text: **You A/c No# and the Balance Amount are shown after Successful Login.**
- A red circle highlights the 'Use Online' toggle switch, with a red arrow pointing to the text: **Toggle this bar on to the right to activate BSP Pay on your Account.**

**You can Logout after you activate BSP Pay on your BSP Account.**

## Step #2: Login to UPNG UIS (University Information System)

After you activate BSP Pay on your Account, you will have to login to **UPNG Information System (UIS) Student Portal**. The Student portal is accessible through the link <https://uis.upng.ac.pg/>

Click on **Student** icon as shown in screenshot below to login into the Student Portal.

Sign in to **ACADEMIA**  
by SEROSOFT

- Applicant →
- Student** →
- Parent/Guardian →
- Administrator →
- Teacher/Lecturer →

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UPNG

All continuing students should be aware of their passwords. If any student forgot the password, you can get it reset by a Help Desk officer. Send an email request to [itservices@upng.ac.pg](mailto:itservices@upng.ac.pg) from your registered **UPNG student email account** if you need a password reset.

For New students, their **Student ID#** (Which is also the **Username** for UIS) is mentioned on the Offer letter. Follow the instructions in the screenshot below to login to UPNG UIS.

Sign in to **ACADEMIA**  
by SEROSOFT

- Applicant →
- Student** →
- Parent/Guardian →
- Administrator →
- Teacher/Lecturer →

← Back

**Enter your Username & Password for the UPNG UIS System.**

**Username would be your UPNG Student ID# Number.**

**Login as Student**

Continuing Students can login with their existing login credentials.

For New Students, Login Credentials to UIS Student Portal are mentioned in the Offer Letter.

Username / Email

202300000 ←

Password



\*\*\*\*\* ←



[Forgot password?](#)


**Login**

If any student requires a **password reset**, you can email your request to [itservices@upng.ac.pg](mailto:itservices@upng.ac.pg)

After you successfully login to UPNG UIS System, Click on **My Fees** and follow the instructions as shown in Screenshots below:

Menu Search  


My Dashboard  Registrations 

16-12-2021 To 16-01-2022  [Apply](#) [Reset](#)



**Click on "My Fees" link to see Online Payment option.**



- My Academics >
- My Fees >**
- My Requests >
- My Services & Co... >
- My Profile >


### My Documents

Document	Public Date	Program	Batch	Semester/ Year/	Document
 No records to display					

Total Records: 0


Menu Search  


My Dashboard  Registrations 

16-12-2021 To 16-01-2022  [Apply](#) [Reset](#)

- My Academics >
- My Fees >**
- My Requests >
- My Services & Co... >
- My Profile >

### My Fees

- Bills
- Receipts
- Refunds
- Pending Refunds
- PDC
- Scholarships
- Online Payment** 

Program	Batch	Semester/ Year/	Document
 No records to display			

Total Records: 0

**Click on "Online Payment" to see the fee to be paid for 2023.**



All pending Bills/Invoices to be paid by the student are displayed. Please select the bill/invoice and click on **Make Payment**. Refer to the instructions on the screenshots below:

My Dashboard Registrations Online Payment

Bill Details Fee Head Details

Make Payment

Bill No.	Bill Date	Due Date	Bill Amount	Balance Amount	Amount to Pay
13	11/01/2022	31/01/2022	PGK 3,115.00	PGK 0.00	PGK 3,115.00

1 You should see a Bill/Invoice for the Compulsory Fee to be paid for 2023 here. Select the Bill to pay the amount.

Payment Process

Are you sure, you want to make payment of PGK 3115 ?

Yes No

A message with the amount to be paid is displayed for re-confirmation. Click "Yes" to make payment online.

Pre-Payment Summary

Name: Justin VAGI  
Email ID: 2021XXXXX@student.upng.ac.pg  
Mobile No.: 1234567890  
Total Amount: PGK 3115

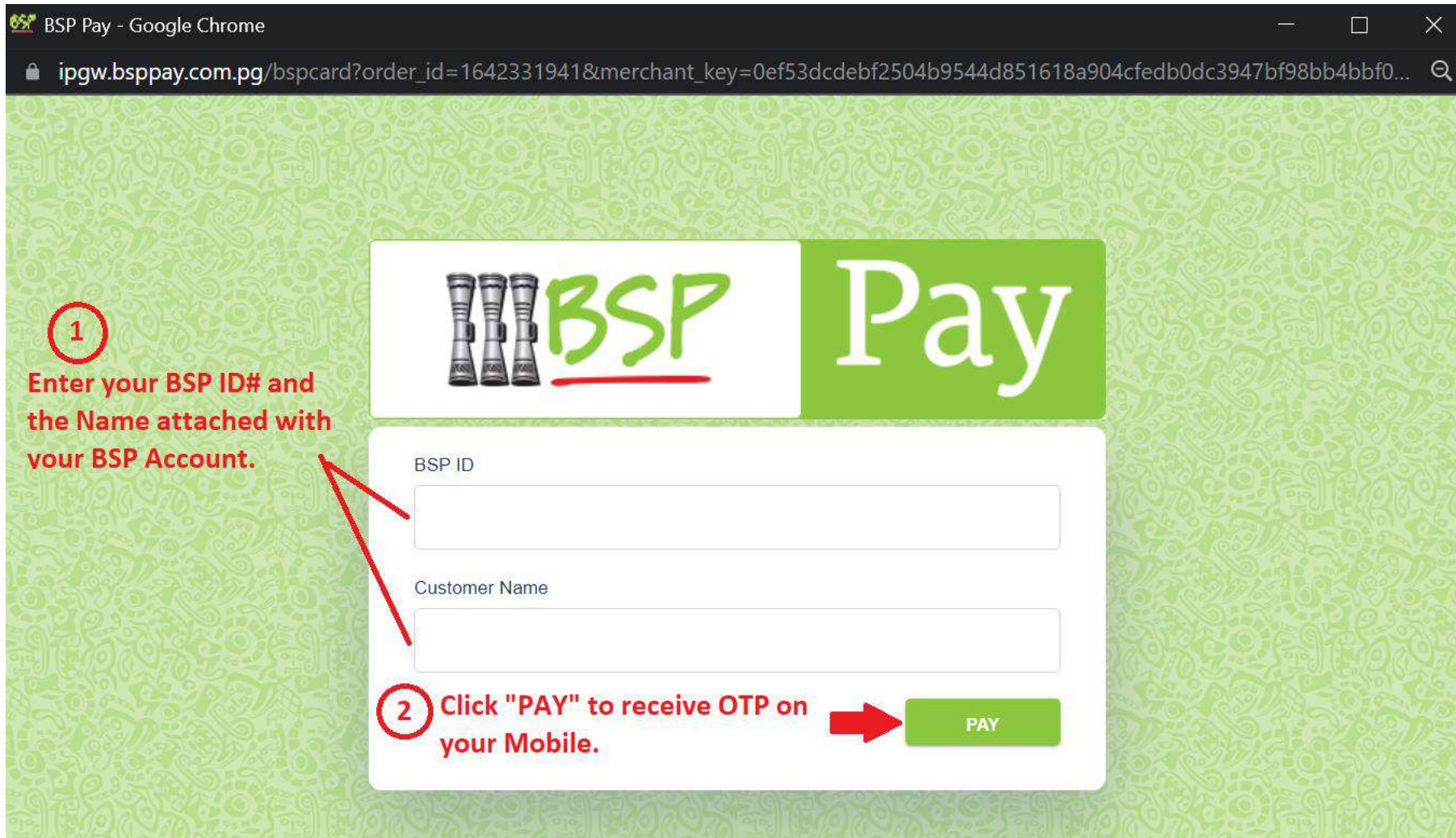
Pay Now Cancel

Click "Pay Now" to pay the fee through BSP Pay

### Step #3: Use BSP to pay Online

You will be redirected to the **BSP Pay** page to make the online payment.

Enter your **BSP ID#** and **Name** linked with your BSP Account and click on **PAY** button as shown in the screenshot below.



The screenshot shows a web browser window with the URL `ipgw.bsppay.com.pg/bspcard?order_id=1642331941&merchant_key=0ef53dcdeb2504b9544d851618a904cfedb0dc3947bf98bb4bbf0...`. The page features a green patterned background and a white form area. At the top of the form is the BSP Pay logo, which includes three silver BSP logos and the text "BSP Pay". Below the logo are two input fields: "BSP ID" and "Customer Name". A red arrow points from the first instruction to the "BSP ID" field. Below the input fields is a green "PAY" button. A red arrow points from the second instruction to the "PAY" button.

**1** Enter your BSP ID# and the Name attached with your BSP Account.

BSP ID

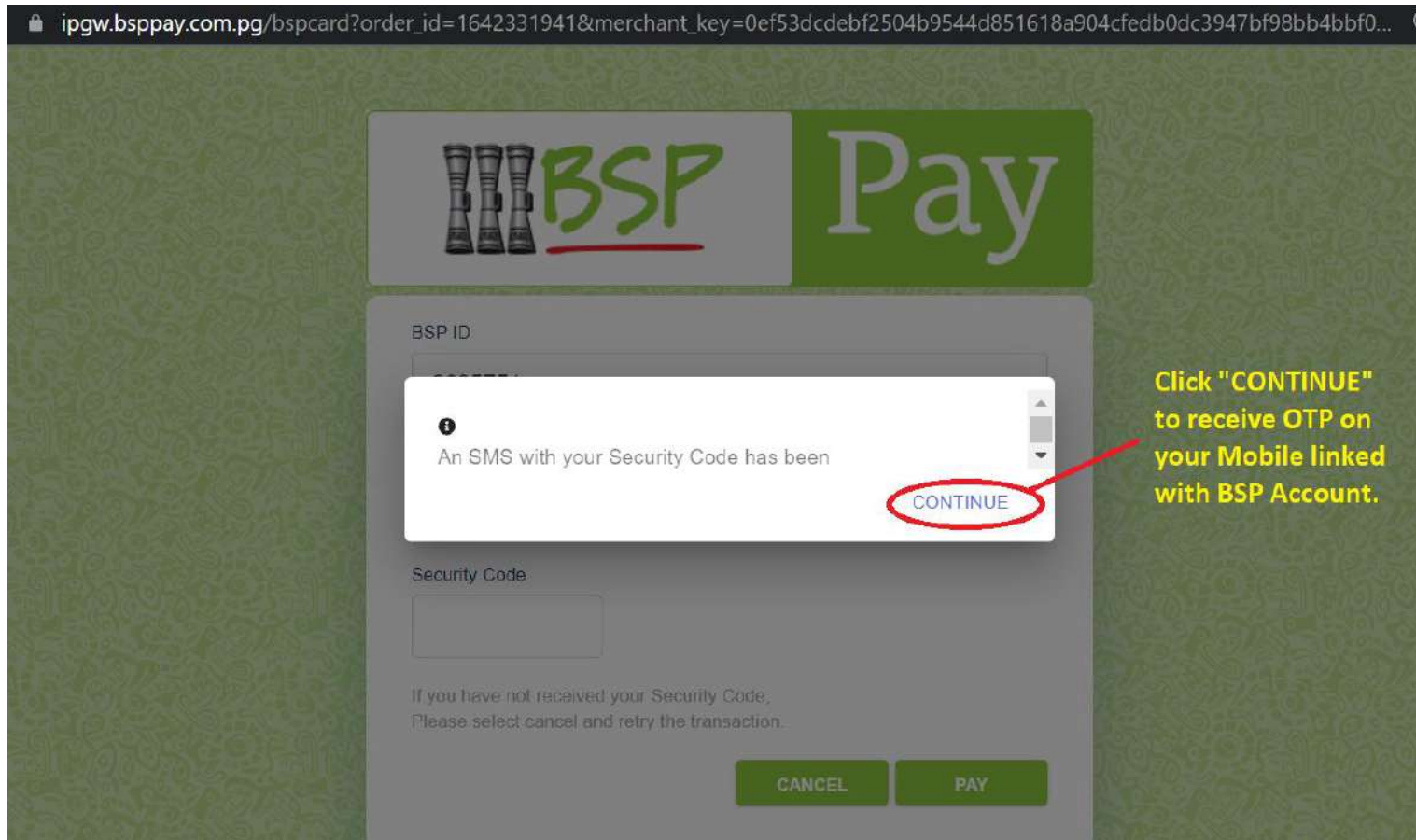
Customer Name

**2** Click "PAY" to receive OTP on your Mobile.

PAY

If the BSP ID# and the Account Name match, then you will receive an OTP (One Time Password) on your mobile phone linked with your BSP Account. Click **CONTINUE** as shown in the screenshot below to enter the OTP.

*If the BSP ID# and the Account Name do not match, an alert is displayed regarding the same. Please contact the BSP Customer Service by calling 3201212 or 70301212.*



Enter the **OTP** received on your mobile under Security Code and click on **PAY** button as shown in the screenshot below to make payment.

BSP Pay - Google Chrome

ipgw.bsppay.com.pg/bspcard?order\_id=1642331941&merchant\_key=0ef53dcdeb2504b9544d851618a904cfedb0dc3947bf98bb4bbf0...

**BSP Pay**

BSP ID  
26XXXX

Customer Name  
Customer Name

Security Code **1** Enter the OTP received on your Mobile here.  
98575

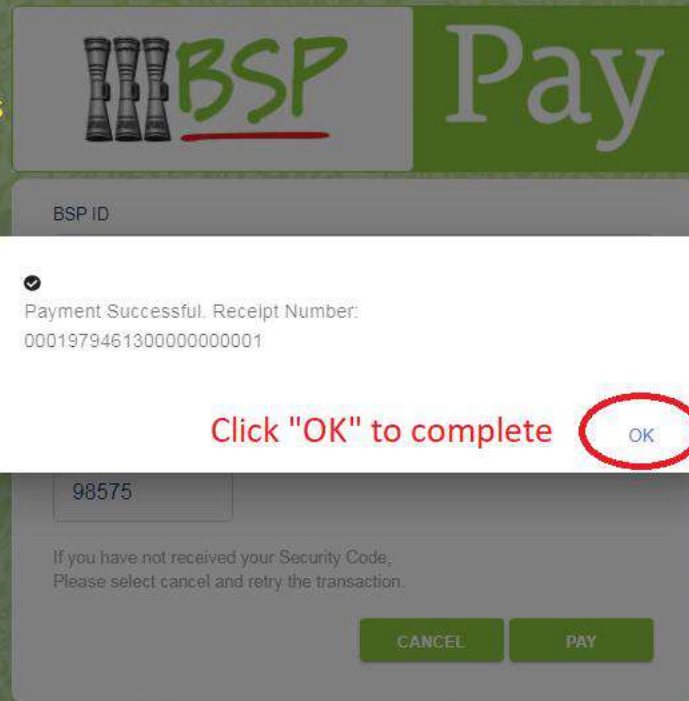
If you have not received your Security Code,  
Please select cancel and retry the transaction.

**2** Click "PAY" after entering OTP.

CANCEL PAY

A Success message along with a Receipt Number will be displayed if the online payment is successful. Please click on [OK](#) button as shown in the screenshot below:

You will receive a Success Message if your online payment transaction is successful.



The image shows a 'BSP Pay' window with a green header. A white dialog box is overlaid on top, displaying a success message. The dialog box contains a checkmark icon, the text 'Payment Successful. Receipt Number: 0001979461300000000001', and a red instruction 'Click "OK" to complete' with the 'OK' button circled in red. Below the dialog box, the main window shows a 'BSP ID' field with the value '98575', a security code field, and 'CANCEL' and 'PAY' buttons.

BSP ID

Payment Successful. Receipt Number:  
0001979461300000000001

Click "OK" to complete OK

98575

If you have not received your Security Code,  
Please select cancel and retry the transaction.

CANCEL PAY

Fee Payment is successful !!!.

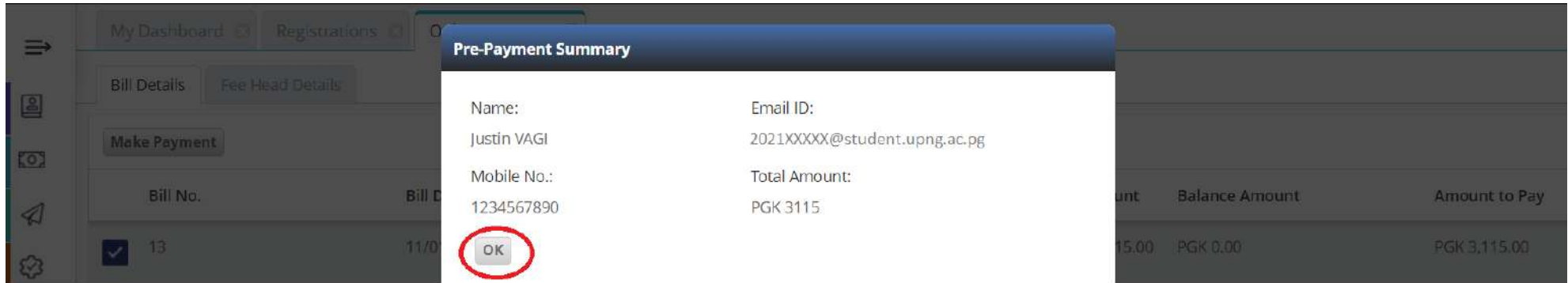
Thank you for the payment. Your Transaction id is 1641260951.  
Please close the window.

You will see a Success Message above if your transaction is Successful.

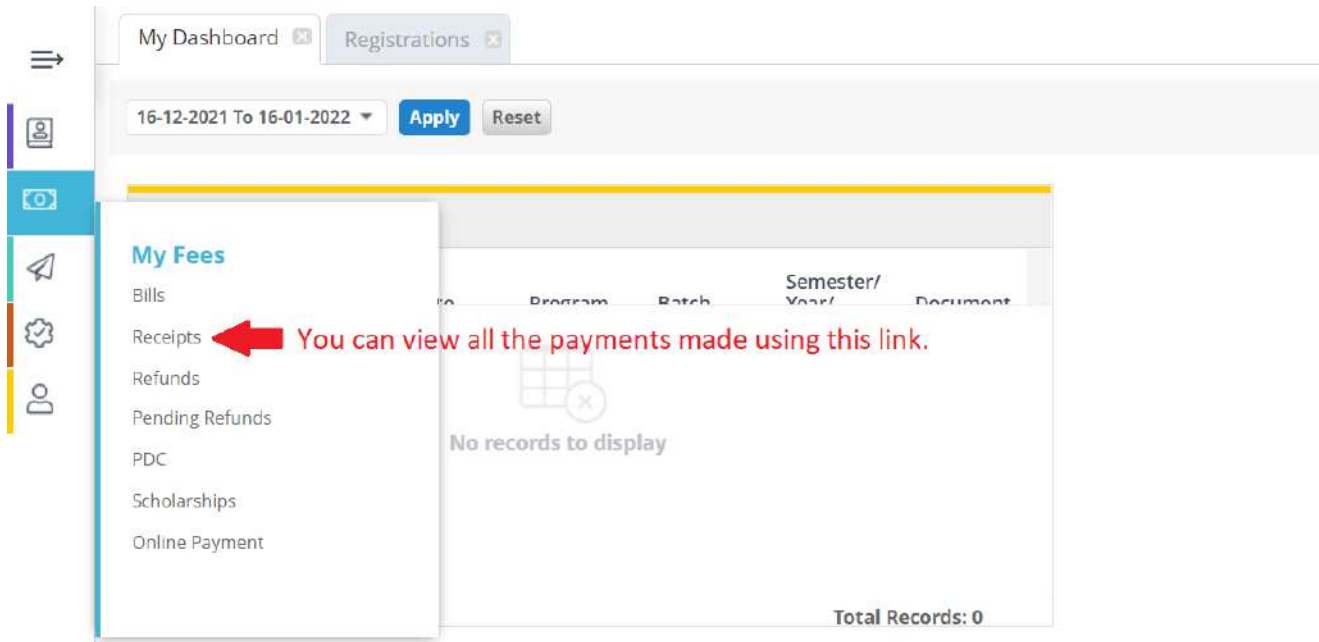
**Note:** Close the BSP Pay Window **ONLY** after you see the successful payment message along with a **Transaction Id**.

#### Step #4: Payment Confirmation and View payments made

Follow the instructions in the screenshots below to view the payments made online.

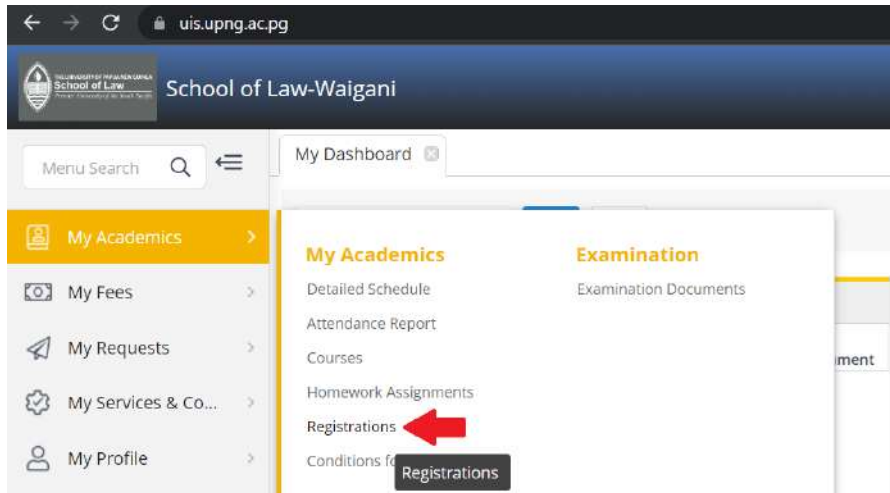


Click "OK" button after returning to UIS page. The Bill/Invoice to be paid will be removed if transaction is successful.




## Step #5: Online Course Registration

Login to the University Information System (UIS) using your login credentials. Upon successful login, Course Registration page appears by default. If it doesn't, click the Registrations link from My Academics menu.



Under Registrations screen, click on "Course Registration" tab.

A screenshot of the 'Registrations' screen. At the top, there are tabs: 'My Dashboard', 'Registrations', 'Profile Update', and 'Registration Documents'. A red arrow points to the 'Registrations' tab with the text 'Click the "Registrations" tab'. Below the tabs is a sub-menu with 'Semester/ Year/ Term Registration', 'Course Registration', 'Profile Update', and 'Registration Documents'. A red arrow points to the 'Course Registration' tab. Below this is a search form with three dropdown menus: 'Program:' (set to 'Bachelor of Laws'), 'Batch:' (set to '2021-2024'), and 'Semester/ Year/ Term:' (set to 'Y1-S1'). There are also two checkboxes: 'Show Repeat Courses' and 'Show Backlog Courses', both of which are unchecked. A blue 'Search' button is located at the bottom left of the form.

A list of courses mapped for your [Program, Year/Semester](#) of study will be displayed at the bottom of the header under Course Registration tab. There are 2 steps as shown below to complete your course registration:

The screenshot shows a web interface with two tabs: 'Course Registration' (highlighted with a red box) and 'Detailed Timetable'. Below the tabs is a section titled 'Course Registration' containing an 'Enroll' button (highlighted with a red box and labeled '2') and a search input field with the placeholder text 'Enter to auto search by subject name'. Below this is a table with the following columns: 'Select', 'Semester/ Year/ Term', 'Course Code/Name', 'Course Group Name', 'Type', 'Credits', 'Course Variant', 'Course Status', and 'Course Enrollment Status'. Two rows are visible in the table. The first row has an unchecked checkbox, 'Y1-S1', '4.23702 / Information Society', 'LLB INT 2021 Broadening', 'Optional', '3', 'Select Variant', 'Regular', and 'Pending'. The second row has a checked checkbox (labeled '1'), 'Y1-S1', '5.10703 / Contracts Law I', 'LLB INT 2021 Core Major', 'Optional', '3', 'Select Variant', 'Regular', and 'Pending'.

Select	Semester/ Year/ Term	Course Code/Name	Course Group Name	Type	Credits	Course Variant	Course Status	Course Enrollment Status
<input type="checkbox"/>	Y1-S1	4.23702 / Information Society	LLB INT 2021 Broadening	Optional	3	Select Variant	Regular	Pending
<input checked="" type="checkbox"/>	Y1-S1	5.10703 / Contracts Law I	LLB INT 2021 Core Major	Optional	3	Select Variant	Regular	Pending

1. Click the **Check Box** before the Courses that you want to register. Shown as **step1** in the picture above.
2. After you select all the courses that you want to register, click on “**Enroll**” button shown as **step2** in picture above.

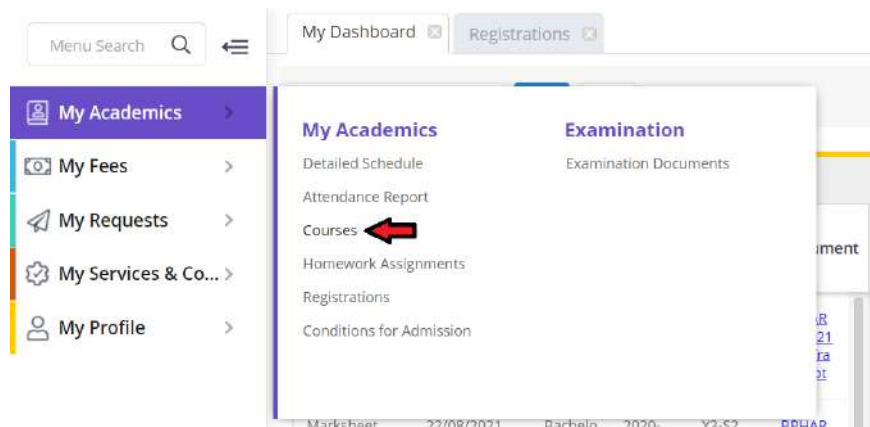
**Note:**

- 1) If you just click the check box against a course and did not click on **Enroll** button, the selected courses **will not** be enrolled.
- 2) The number of courses that can be registered depends on the normal course load fixed by the respective School for each Program of study. Usually the normal load is **4 courses** but some schools allow up to **5 courses** depending on the structure of the Program.
- 3) If you wish to overload, you will have to apply for a **course overload** at your School office which is subject to approval by the School authorities.

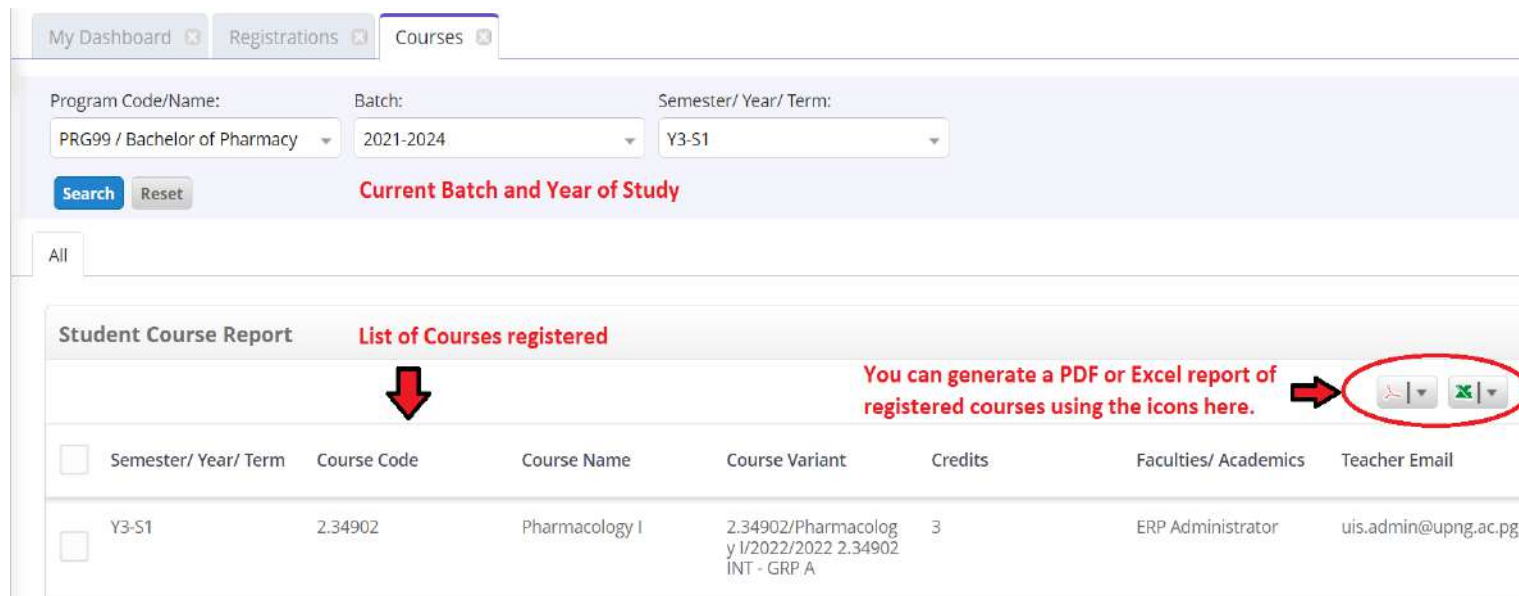


## Step #6: Viewing & Confirming the registered courses for the current semester

After login, click on “**My Academics**” link and then click on “**Courses**”.

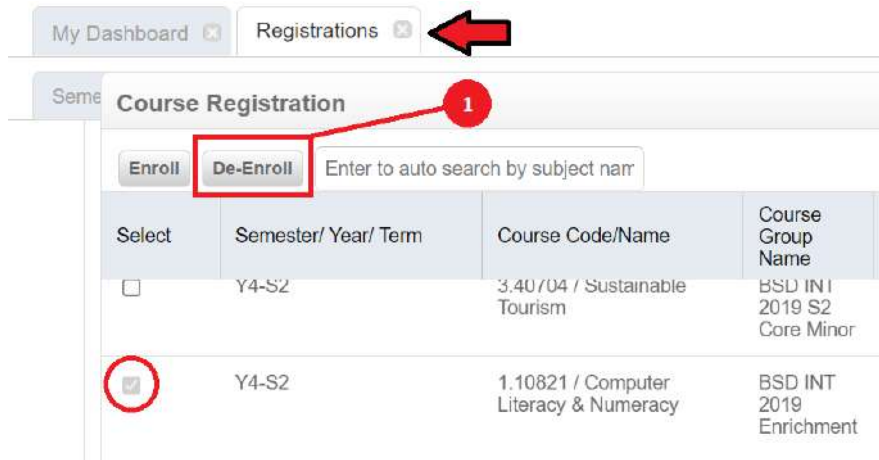


A list of courses registered in the current batch and Year/Semester of study are displayed as below. You can generate an PDF or Excel report of the registered courses by following the instructions on the screenshot below:



## Dropping and Changing a registered course in case of a mistake:

**Dropping a Course:** In case you chose a wrong course and would like to drop it and enrol in a different course, click on “**Registrations**” tab and you will see the Course Registration page. You will see ticked check boxes (☑) before the courses that you have registered. Select the course that you wish to drop and click on “**De-Enroll**” button on top of the courses list (step 1). Tick the course(s) that you wish to drop (step 2) and then click on **De-Enroll** button again (step 3) to complete course un-enrolment.



Select	Semester/ Year/ Term	Course Code/Name	Course Group Name
<input type="checkbox"/>	Y4-S2	3.40 /04 / Sustainable Tourism	BSD INT 2019 S2 Core Minor
<input checked="" type="checkbox"/>	Y4-S2	1.10821 / Computer Literacy & Numeracy	BSD INT 2019 Enrichment



Course Code/Name	Course Name
1.10821 / Computer Literacy & Numeracy	Computer Literacy & Numeracy
1.40406 / Principles of Green Environmental Engineering & Cleaner Production	Principles of Green Environmental Engineering & Cleaner Production

Repeat the instructions under [Step #5](#) to enrol a new course.

Logout from your Student Portal account by clicking “**Sign Out**” on the right side of your login page once you complete the registration process.



Student Name [Profile Icon]

- Change Password
- Change Language
- Sign Out**