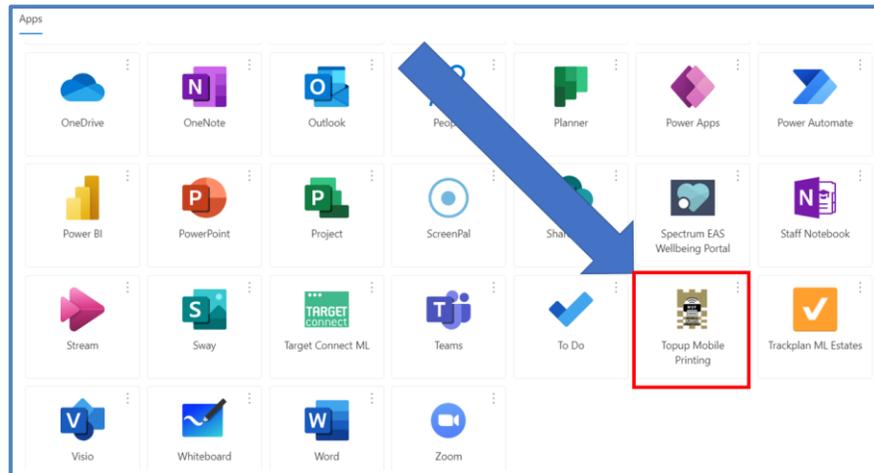


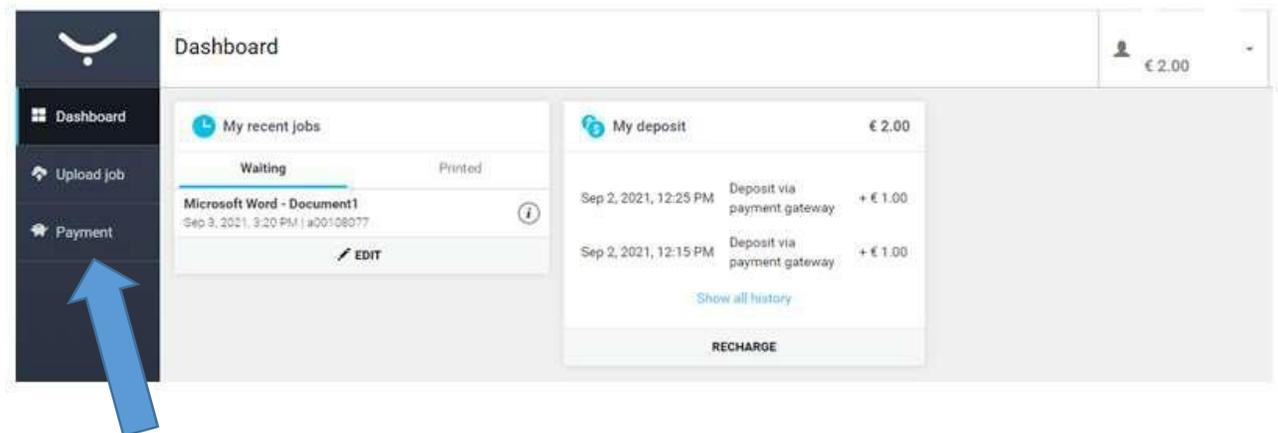
TUS Midlands (Athlone Campus)

How to top up your TUS Student Print Account with Credit

1. Login to <https://myapps.microsoft.com>
2. From the list of applications click on the **Topup Mobile Printing** app



3. You will then see the screen below



Payment

The screenshot shows a web interface with two tabs: 'Account details' and 'Recharge credit'. The 'Recharge credit' tab is selected. Below the tabs, it displays 'Your balance is: € 2.00'. There are search filters for 'Operation type' (set to 'All'), 'Date from', and 'Amount from' to 'to'. Below these are 'SEARCH' and 'CLEAR ALL' buttons. A table lists transactions:

Date	Payment type
Sep 2, 2021, 12:25 PM	Deposit via payment gateway
Sep 2, 2021, 12:15 PM	Deposit via payment gateway

A blue arrow points from the bottom of the page up to the 'Recharge credit' tab.

5. Select recharge credit

The following screen will then be displayed

Payment

The screenshot shows the 'Recharge credit' tab selected. There are two options: 'Electronic payment' (highlighted in blue) and 'Voucher'. Below these is an 'Amount:' label followed by a text input field with a Euro symbol (€) on the left. Underneath is the 'globalpayments' logo and a 'PAY' button.

6. Type in the amount you want to top-up your card by (the minimum amount is €5)

7. Press Pay

The following screen will then be displayed

Amount: 5.00 EUR

Address line:

Address line:

Address line:

City:

Postal code:

Country:

8. Type in the address details of the card holder of the card you are using
9. Press Continue

The following screen will then be displayed

Payment Details

Card Number VISA 

Expiry Security Code

Cardholder Name

 Security processed by 

10. Enter the card details as requested
11. Press Pay now
12. You will then be directed to the payment authorisation page, once the payment is complete it will say payment successful and your account will then be topped up.
13. Once your top-up is complete, please close the payment tab by pressing the x shown below

The image shows a web browser window with three tabs: 'Technological University of...', 'All apps | Microsoft Office', and 'Account details'. The 'Account details' tab is active and has a blue arrow pointing to its 'Close Tab' button. The browser address bar shows the URL 'studenttopup.ait.ie:9443/end-user/ui/payment/account-detail'. The page content includes a dark sidebar with a logo and menu items: 'Dashboard', 'Upload job', and 'Payment'. The main content area is titled 'Payment' and has two tabs: 'Account details' (selected) and 'Recharge credit'. Below the tabs, it displays 'Your balance is: € 2.00'. There are two input fields: 'Operation type:' with a dropdown menu set to 'All', and 'Amount from:' with an empty text box. A 'Dat' label is partially visible on the right side of the page.

Note: If you have any issues with topping up your student account, please log a call on the student IT helpdesk