How to Guide: Fee Payment Online



Information Technology Department | portalsupport@uasdubai.ae

A. How to login

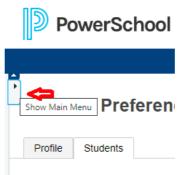
1. Navigate to UAS PowerSchool Parent Portal login page https://powerschool.uasdubai.ae/ , then enter the username and password provided by the school

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PowerSchool SIS			
Student and Par	ent Sign In		
Sign In Create Account			
Username	1		
Password			
	Forgot Username or Password?		
	Sign In		

2. On the main menu \rightarrow Click "Fee Payment" as shown below

PowerSchool SIS			
Navigation	Account Preference		

3. If you are using a mobile phone to access the portal, click on the arrow to open the main menu as shown in the image below:



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B. How to make payments

- 1. Once you have logged-in on the payment portal, navigate to the left side bar menu \rightarrow "Payments" link
- 2. Using the drop-down menu, select payment type "Tuition Fee" and then click continue

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Payments		·	
Transaction History	Payment Type	Tuition Fee 🗸	Continue
Logout			

- 3. Select an outstanding invoice from the list.
- 4. Click "Continue" to pay
- 5. Once the payment page is open, enter your **credit card** details and then submit. VISA/MASTER Card Accepted.
- 6. The Payment receipt is then generated and ready for download.

C. How to view payments history

1. Once have logged-in on the payment portal, go to the left side bar menu \rightarrow "Transaction history" link to view your previous payments and download receipts.

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Payments	Trans	actions					
Transaction History	No	Payment Date	Document Number	Description	Amount Paid	Download	
Logout							

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D. How to contact us

Should you require further assistance with the Portal, you can contact the team below Monday-Thursday 8AM-4PM and on Friday 8AM-12PM*.

	Phone	Email
Accounts and Payments	04 524 0444 and press #2	accounts@uasdubai.ae
Technical Support	04 524 0444, dial ext. 2220	portalsupport@uasdubai.ae

* Please note: UAS will be operating shortened hours during the summer break period and helpdesk teams will be available Monday – Friday 8:30am – 2:30pm.