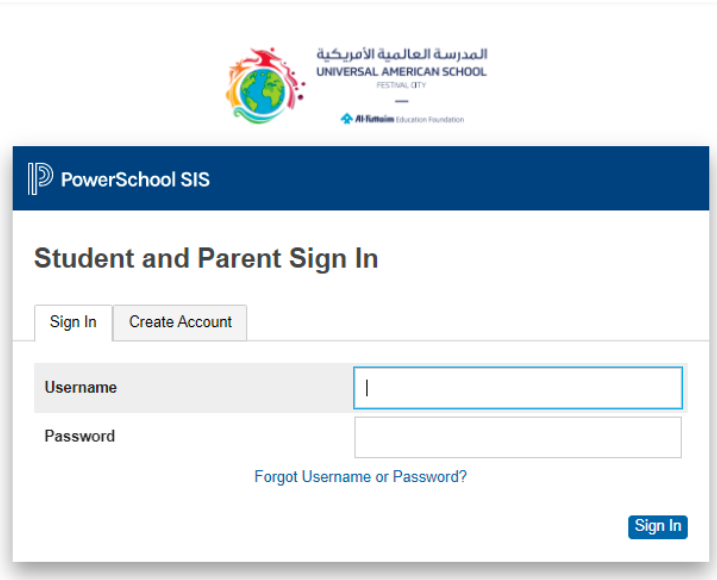
How to Guide: Fee Payment Online

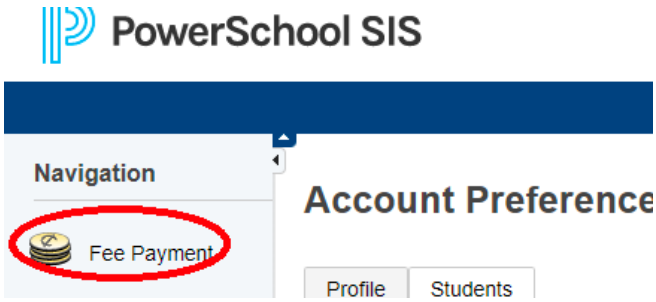
Information Technology Department | portalsupport@uasdubai.ae

A. How to login

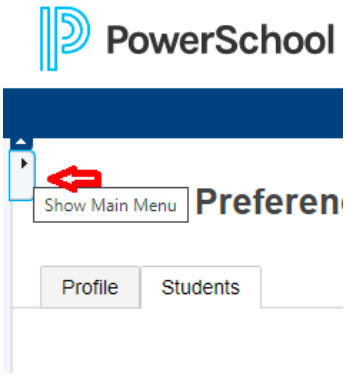
1. Navigate to UAS PowerSchool Parent Portal login page https://powerschool.uasdubai.ae/ , then enter the username and password provided by the school



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



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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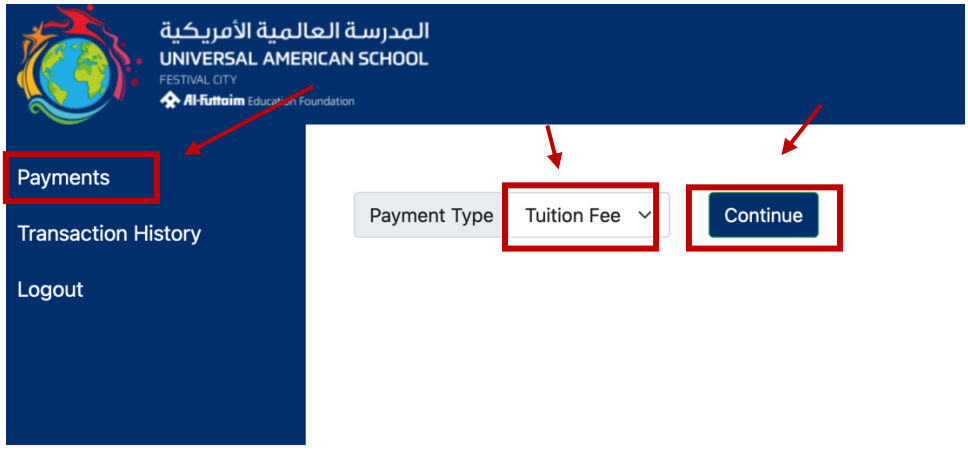
B. How to make payments

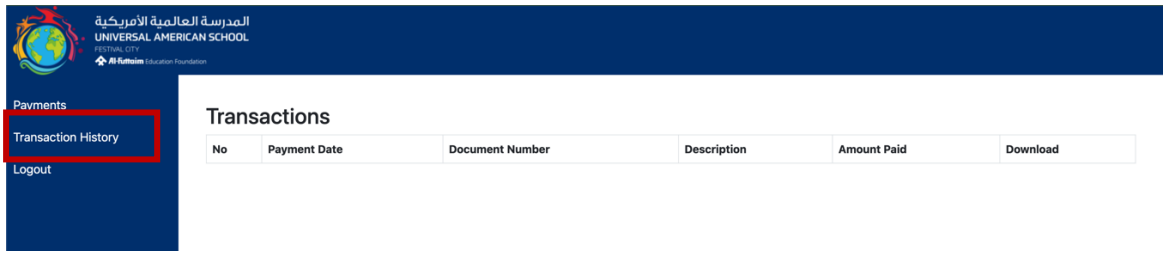
1. Once you have logged-in on the payment portal, navigate to the left side bar menu → "Payments" link
2. Using the drop-down menu, select payment type "Tuition Fee" and then click continue



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 → "Transaction history" link to view your previous payments and download receipts.



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.