



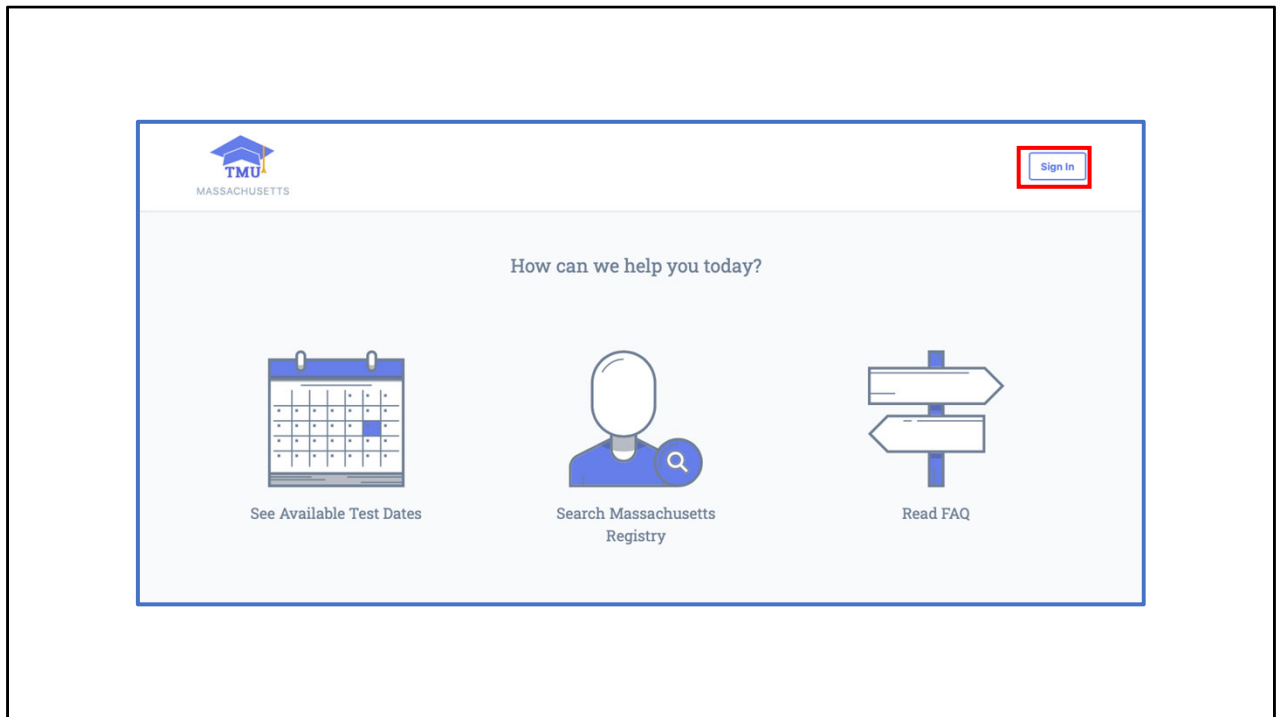


Student: How to Pay Testing Fees

**When testing attempts have been exceeded, No Show fees have accrued or self-funded*

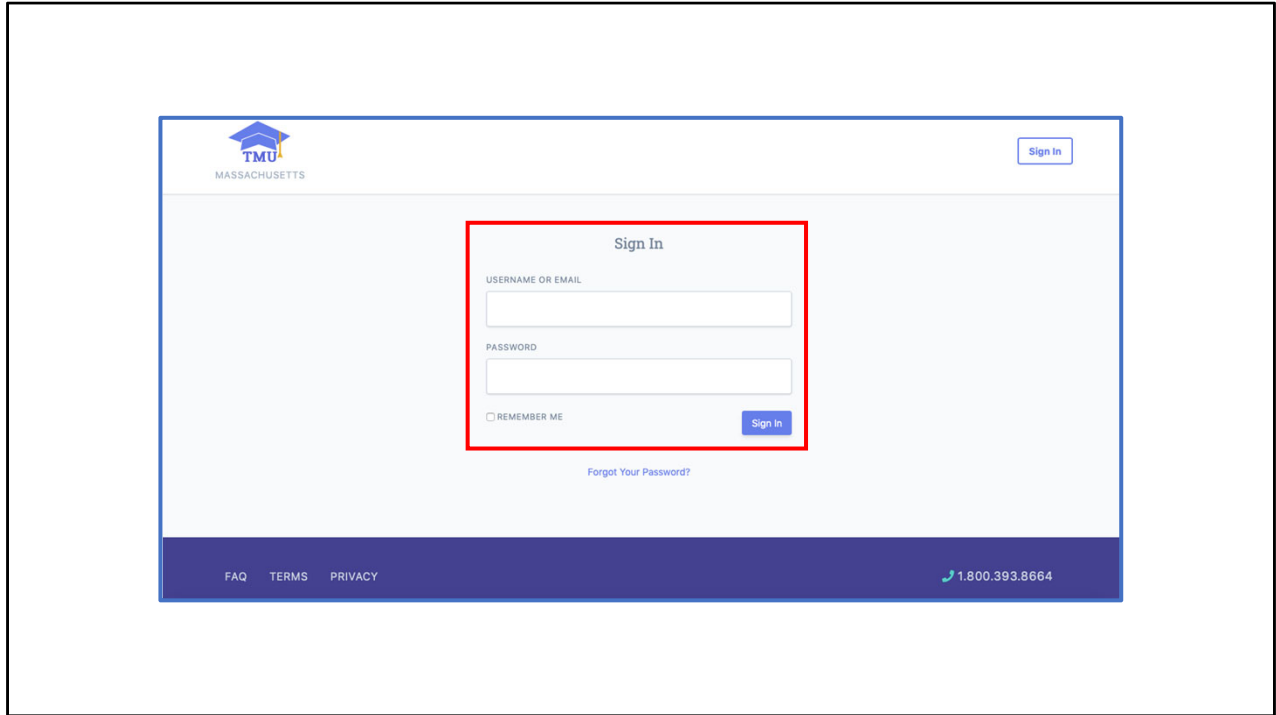
Log into: <https://ma.tmuniverse.com/>

Hi my name is Jasyn from D&SDT – Headmaster. Today I’m going to show you how a student will pay their testing fees

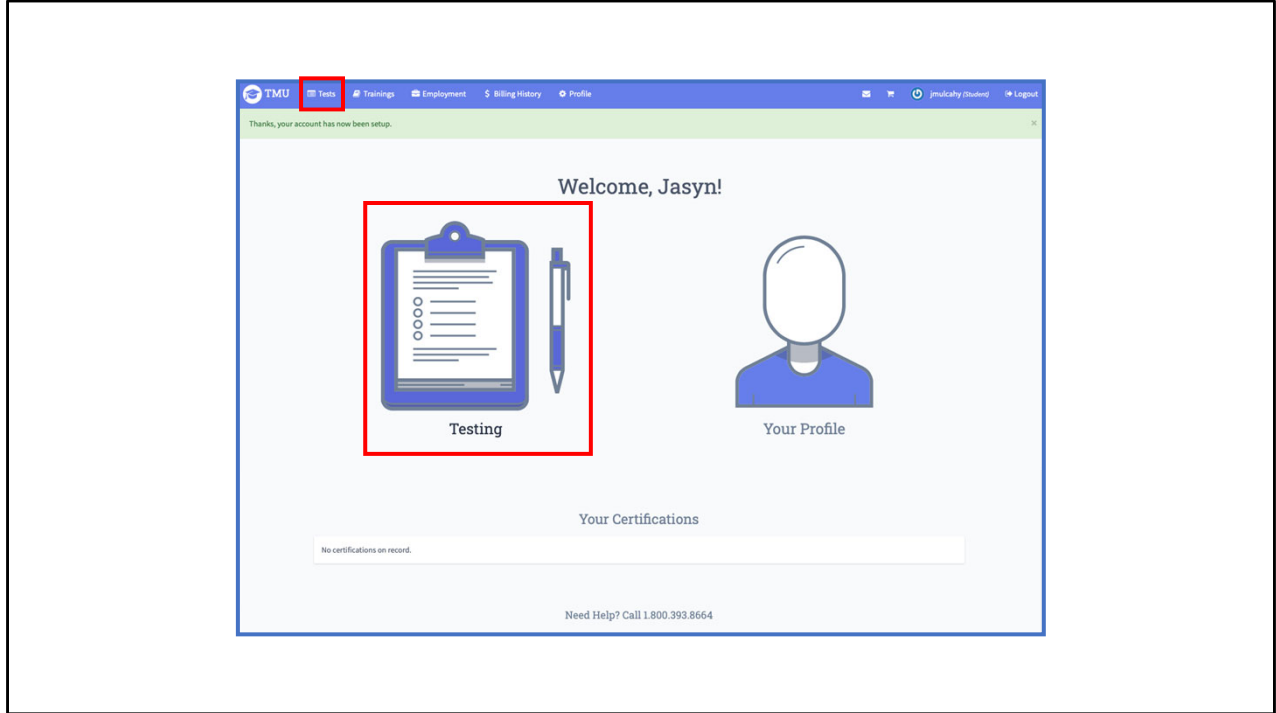


If they follow the link on the previous slide, it will take them to this home page

To log in they'll click the 'Sign In' button in the upper right-hand corner.



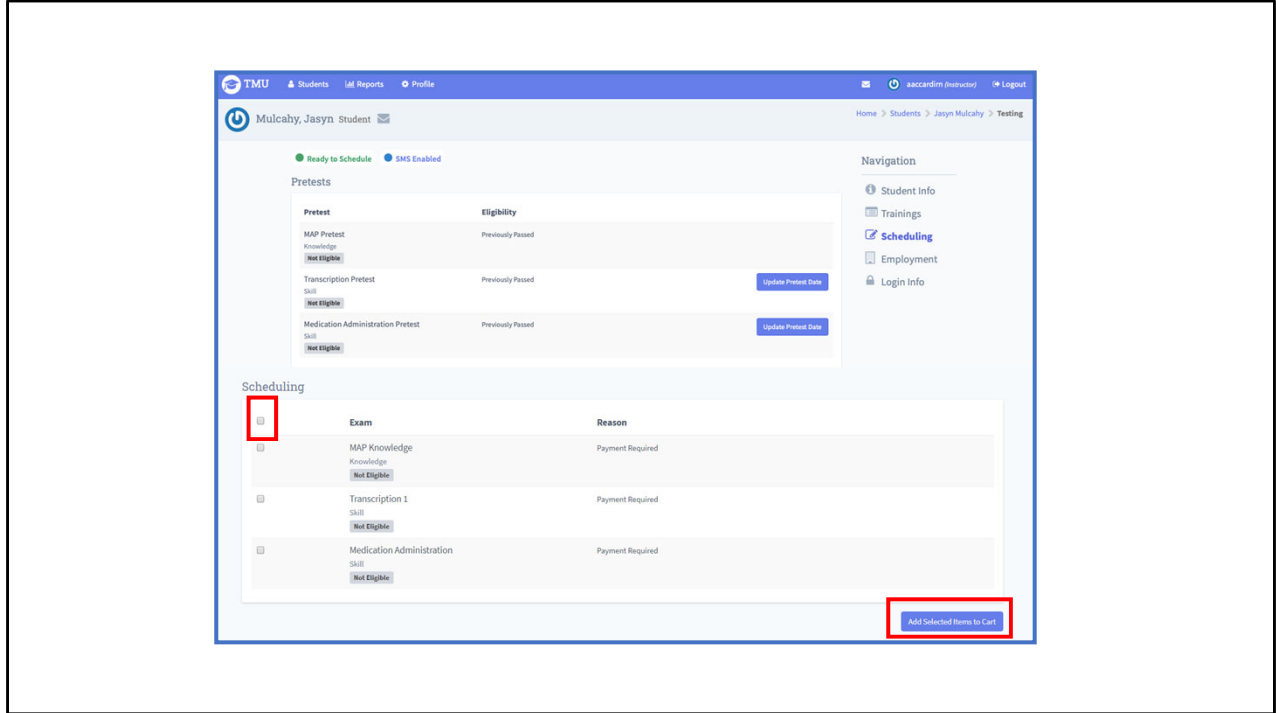
You will enter your log in information and click 'Sign in'



This is the Student home page

In order to pay for testing, the student will click on the “test” tab at the top of the page or the “Testing tab “ in the middle of the page

Which will bring you to....



This page. The student testing record.

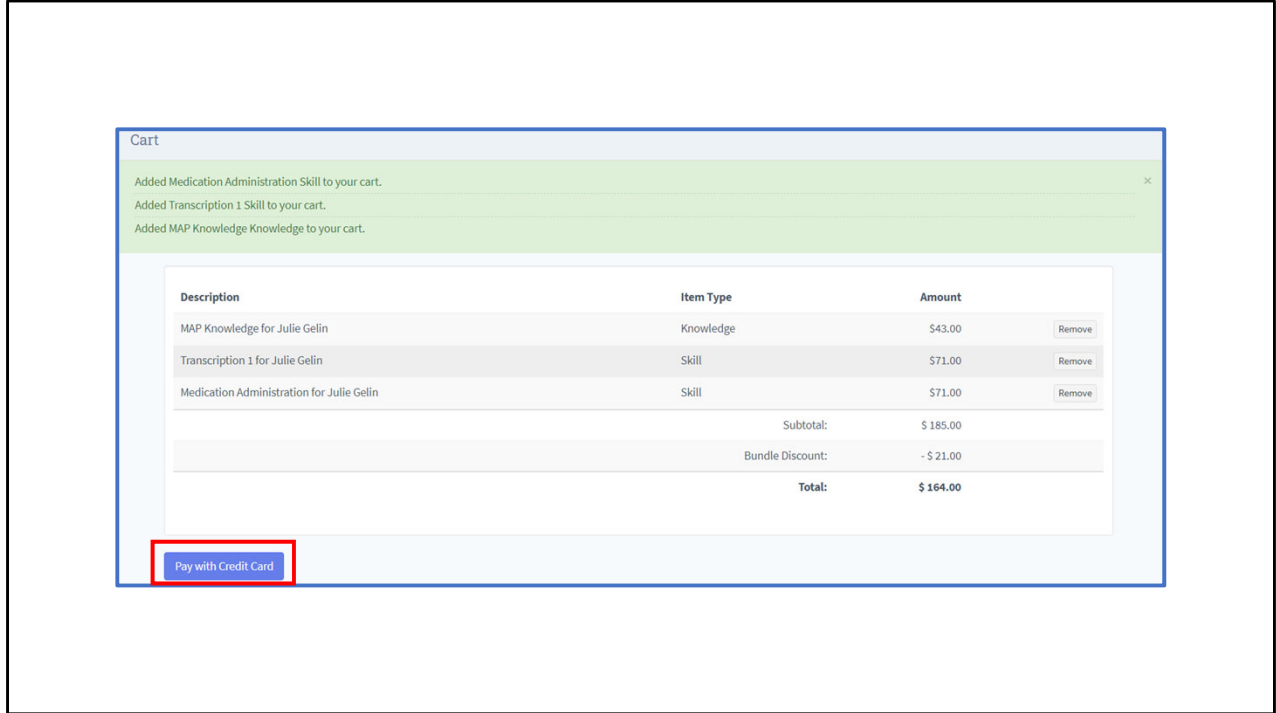
For a student to pay their no-show fee or pay their testing fees they will go to the scheduling section in the middle of the page

To add their testing fees to the cart, the student will check mark the box directly under the word 'scheduling'

Checking this box will automatically check all of the testing boxes listed for the student

When the fee boxes are checked, the student will click 'Add Selected Items to Cart' in the lower right corner of the page

Which will bring you to...

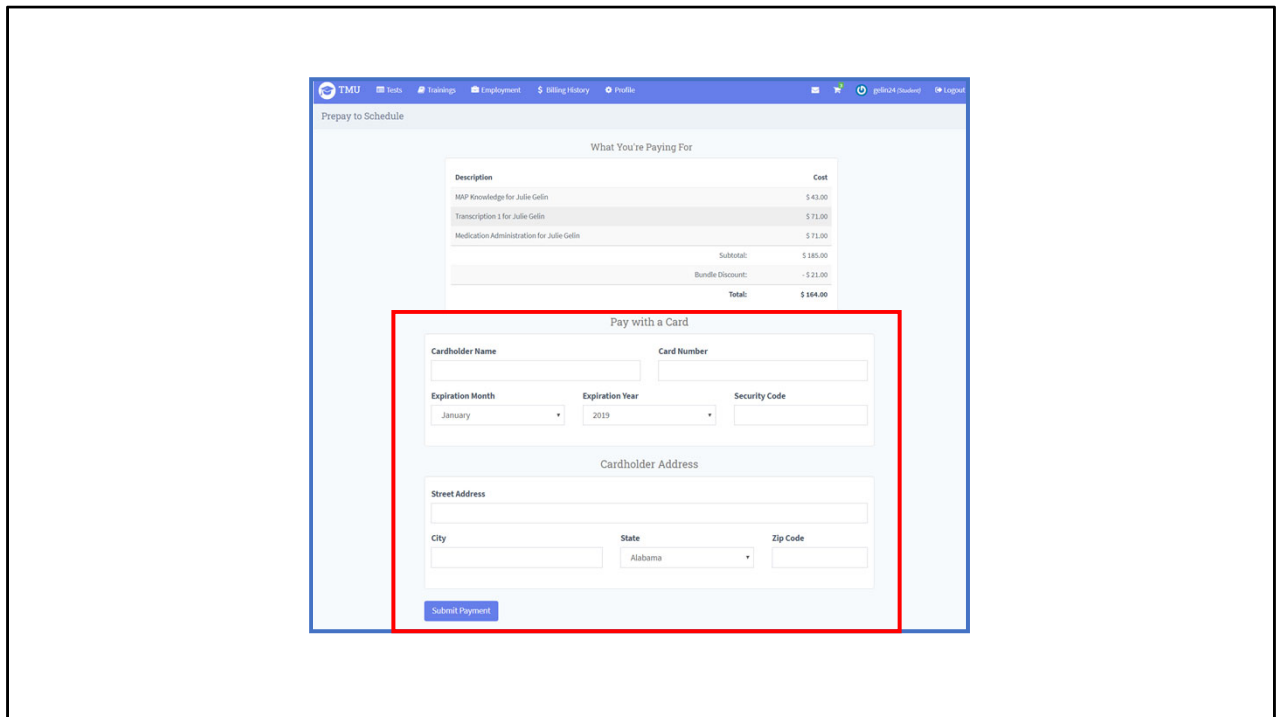


the cart

From the cart view, the student will see the list of tests to be paid and the associated cost

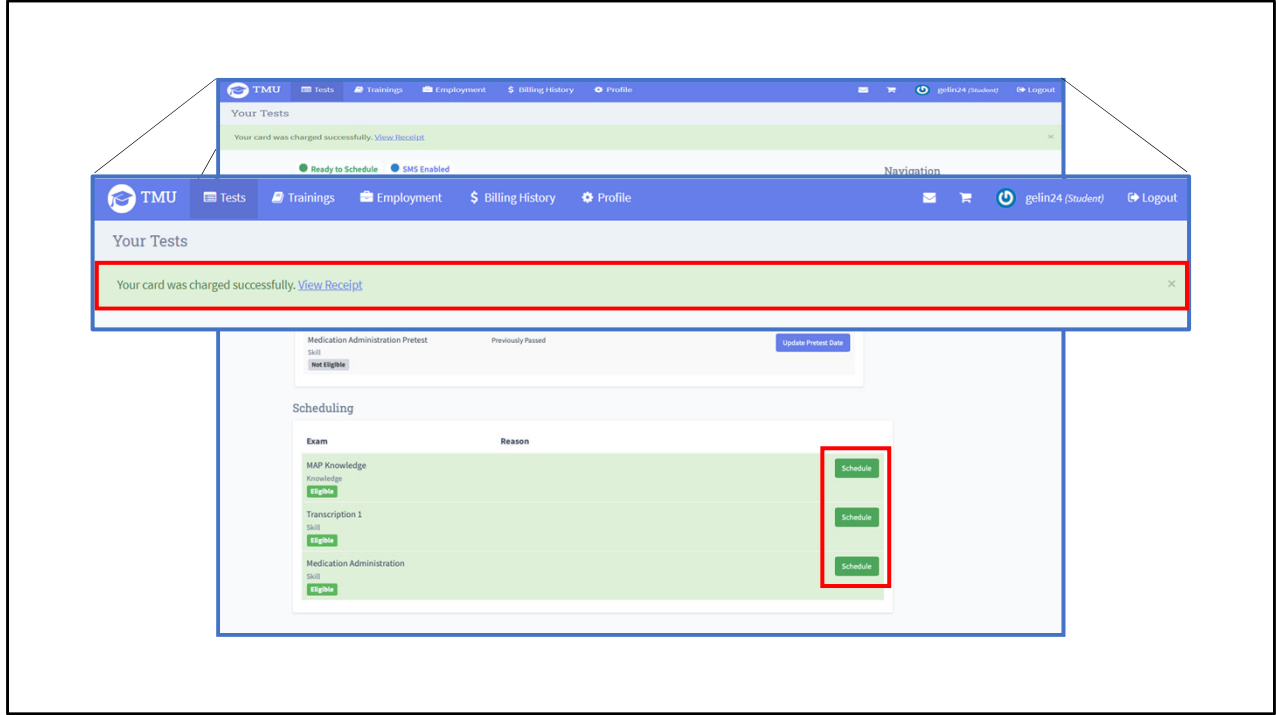
The student will pay with a credit card

To enter the card information, the student will click 'Pay with Credit Card' in the lower left corner



This popup window will appear

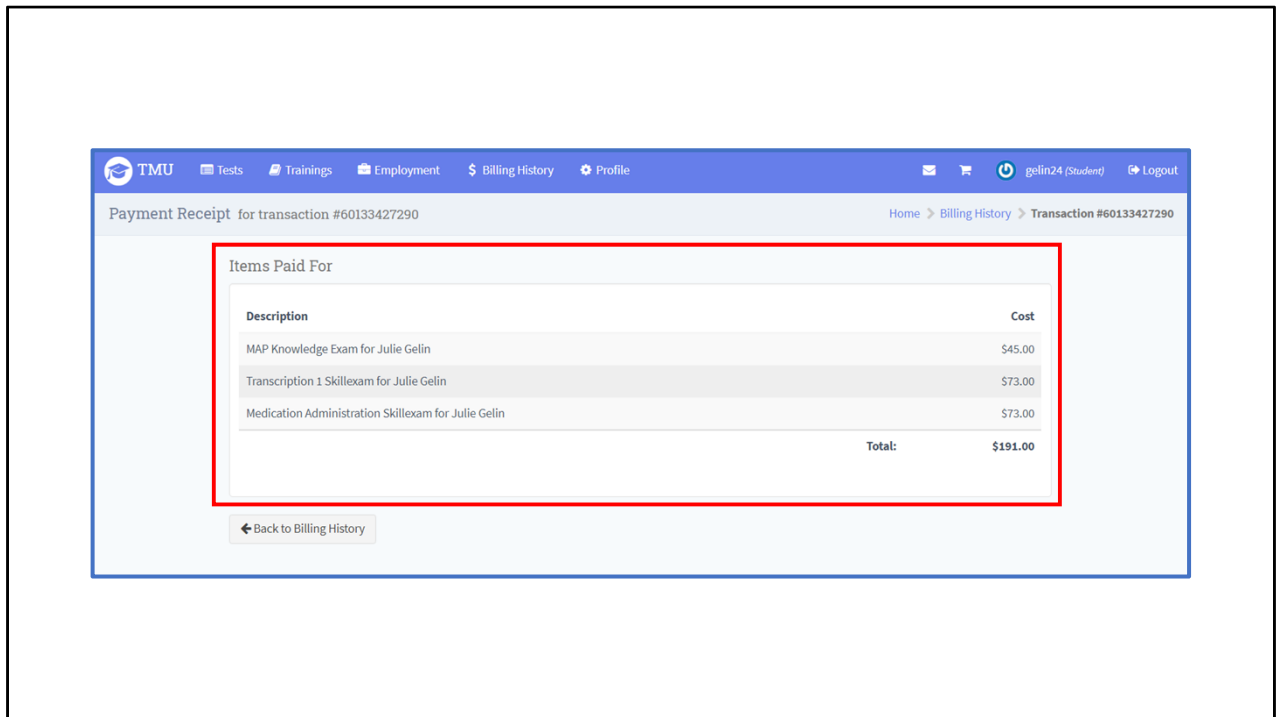
The student will enter their card information and click the 'Submit Payment' button in the lower left corner



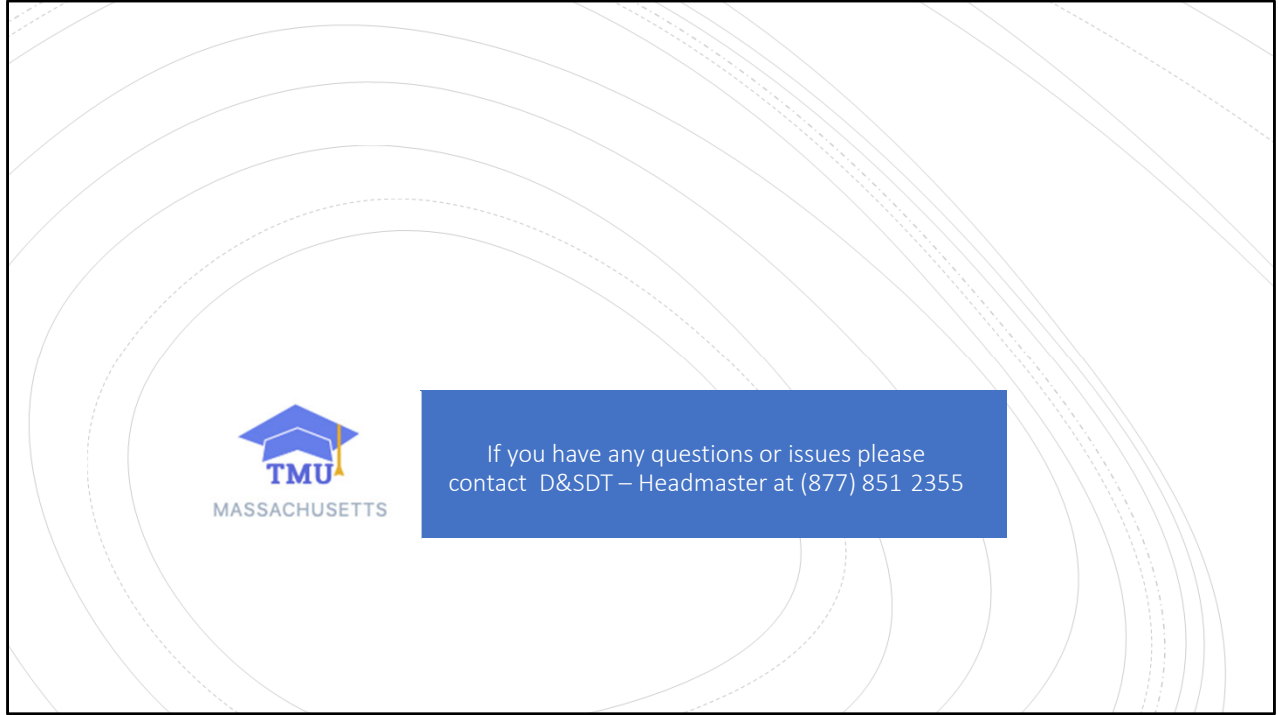
After paying the fees, a green bar will appear across the top of the screen informing them that their card was successfully charged

The student is now eligible to schedule their test(s)

The student may click the 'View Receipt' button in the green bar to view their receipt



This is a view of the receipt



If you have any questions or issues, please contact D&SDT – Headmaster at (877) 851-2355