

Viewing your epayments (transcript)

You can access your live student record via My Napier as shown – the web payments screen will allow you to check your tuition fees and accommodation balances throughout the year, it also shows if the balance is due to self or to a sponsor.

On the left hand side select finance.

On this screen select web payments on the left hand side.

And then click on the link.

In the web payments screen if you have used this service before you will just have to enter your Customer ID and Password.

However if you have not used this service before you must register your details as a new user.

Click on register as a new user once, this takes you to the registration page where you should input your Napier matriculation number, this is an 8 digit number. If your matriculation number starts with a zero you should input your matriculation number and drop any leading zeros. You should input your date of birth. This should be input as day, month then year. You then should input a valid email address and this can either be your personal account or your student email address.

If you can now create a memorable password, your password must be more than 6 characters long, you must use at least 1 digit and 1 alphabetic character, do not use special characters, then create a memorable security question and answer, check your details and confirm.

The New User confirmation screen will pop up if you have been successful, you will also receive an email which will contain an activation code. This is very important as you will need this for the first time you log in.

This is the email that you will receive showing your matriculation number and your activation code. You will have to input your User ID, your password you created and the activation code which has been sent to you by email.

As you have used web payments before you'll just need to input your customer ID and password.

As you can see on this screen this shows you your charges. The top box shows your accommodation invoices and your fee invoices. In this bottom box this shows all unallocated payments. If you can deduct the total of the payments from the total of your invoices this will give you your accurate balance. However if you have any queries please contact our fees office at Sighthill on 0131 455 6140.