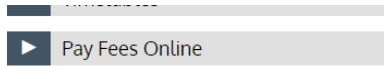


How to access online receipts

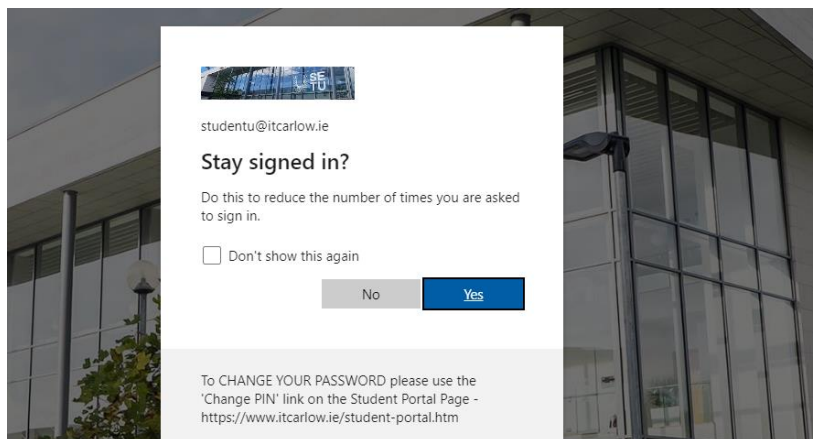
1. Wwww.itcarlow.ie go to student portal <https://www.itcarlow.ie/student-portal.htm>

2. Choose “pay fees online”

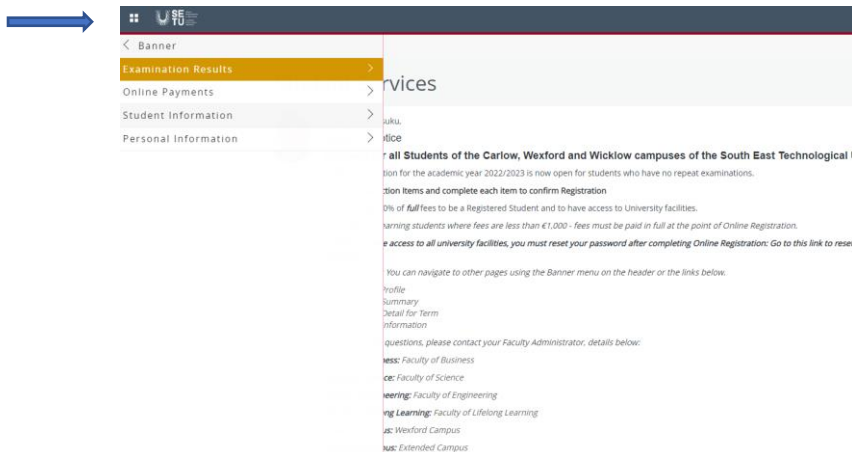


3. Enter secure area

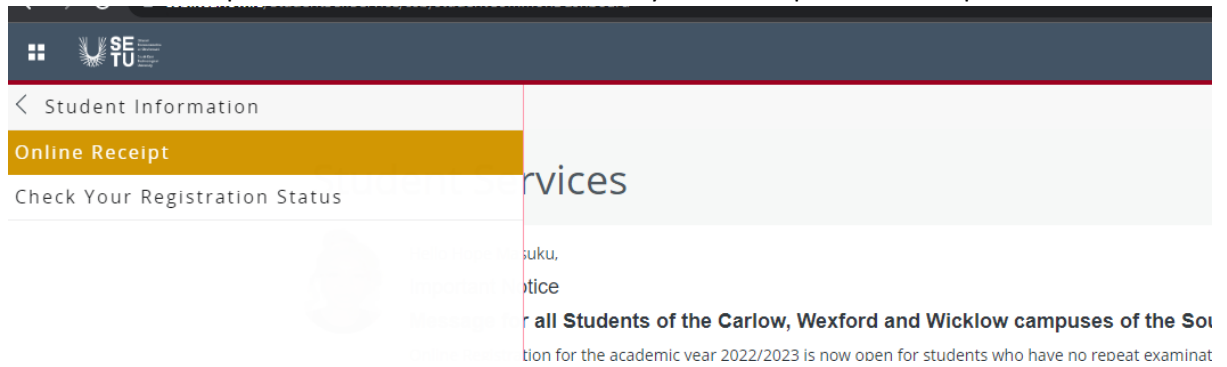
4. Log in using your student no with @itcarlow.ie and new password



5. Click on 4 boxes in top left-hand corner and then choose option Student Information



6. Select online receipt and the term then the term that you wish to print out receipt for

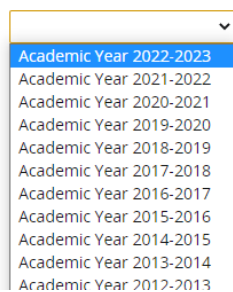


7. Select Term which you wish to view receipt

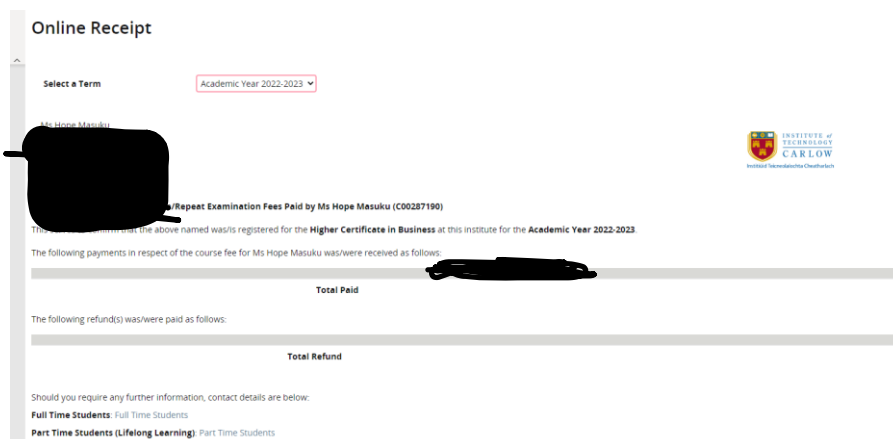


Online Receipt

Select a Term



8. Receipt will appear as follows for the year which you requested

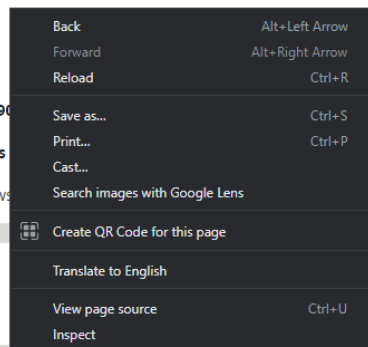


9. To print receipt right click on the receipt and give you the option to save or print as per below screenshot.

2022-2023 ▼



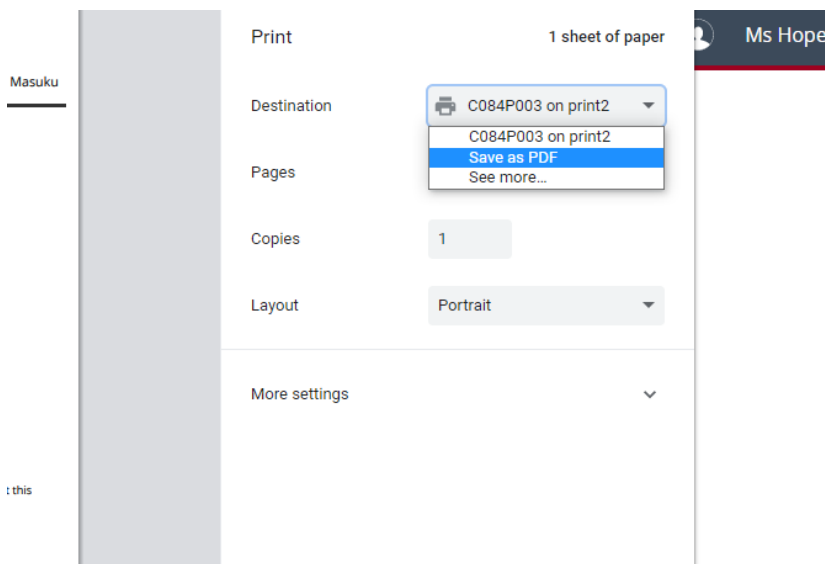
Fees Paid by Ms Hope Masuku (C00287190)
ered for the **Higher Certificate in Business**
s Hope Masuku was/were received as follows



Total Paid

Total Refund

10. When you press print it gives you choice to print to a printer or save as PDF which you should do.



11. You can repeat this for any of the academic years in which you made payments.