



مكتب التعليم المستمر
Continuing Education Office
QATAR UNIVERSITY جامعة قطر

CE E-Pay User Guide

CE E-Pay is an Online Payment Service offered by the Continuing Education Office at Qatar University. It is a fast and easy service that is convenient and provides a secure method to make a payment.

The purpose of this manual is to provide instructions on how to use CE E-Pay for online registration and payment.

1. Log on to the Continuing Education Office website
<http://www.qu.edu.qa/offices/ceo/>
2. Click on the **Register Now** button .



3. The below CE E-Pay page will be displayed.

4. Click on the **Programs and Courses** link.


مكتب التعليم المستمر
Continuing Education Office
جامعة قطر QATAR UNIVERSITY

التعلم مدى الحياة
Lifelong learning

Home | Order

Continuing Education E-Pay

Home



فرص لا محدودة
للتطوير
Endless Opportunities
For GROWTH
خصم 10% للدفع عبر الإنترنت
10% discount for online payment

مكتب التعليم المستمر للدفع الإلكتروني عبر الشبكة
Continuing Education Office Online Payment

Welcome to CE E-Pay!

The Continuing Education Office at Qatar University is now offering an Online Payment Service CE E-Pay. CE E-Pay is a free, fast and easy service that is convenient and provides a secure method to make a payment.

For more information regarding other payment options, visit the [CEO website](#). You may also reach us on 4403-3925 or 6654-6333. Assistance is available weekdays from 7:30a.m. to 2:30p.m.

مرحباً بكم في ICE E-Pay!

يقدم مكتب التعليم المستمر بجامعة قطر خدمة الدفع عبر الإنترنت CE E-Pay. وهي خدمة مجانية وسريعة وسهلة، كما أنها مريحة وأمنة في نفس الوقت لتسديد الرسوم. لمزيد من المعلومات حول خيارات الدفع الأخرى، يرجى زيارة [موقع مكتب التعليم المستمر](#) أو الاتصال على 4403-3925 أو 6333 - 6654 طوال أيام الأسبوع من 7:30 ص - 2:30 م.

[البرامج والفترات / Programs & Courses](#)

- Browse through the Online Course catalogue and select the course you would want to register and pay.
- Click on the **Register** Button.

The screenshot shows the website of the Continuing Education Office at Qatar University. The header includes the university logo and the text 'التعلم مدى الحياة Lifelong learning'. The main navigation bar has 'Home' and 'Order' links. Below the navigation, the page title is 'البرامج والدورات / Programs & Courses'. The content area displays three course listings:

Course Name	Price	Quantity	Action
Business English Level 2 اللغة الإنجليزية للأعمال - المستوى الثاني Duration: Dec 7-Jan 4, 2015 Fees: QAR1500 Language: English 10% discount in Course Fees for online payment	QAR1,350.00	1	Register
مهارات الاتصال الفعال Effective Communication Skills / مهارات الاتصال الفعال Duration: Dec 7-11, 2014 Fees: QAR1400 Language: Arabic 10% discount in Course Fees for online payment	QAR1,260.00	1	Register
CMA: Financial Decision Making شهادة المحاسبين الإداريين الأمريكيين اتخاذ القرارات المالية / CMA: Financial Decision Making Duration: Dec 8-Jan 21, 2015 Fees: QAR4000 Language: English 10% discount in Course Fees for online payment	QAR3,600.00	1	Register

7. You will see all course details both in Arabic and English.
8. **Scroll down and fill in all the required details for registration .**
9. Click on the **Continue** button.

Stock number:	CE14013A	*Indicates required information
Price:	QAR1,350.00	
Quantity:	1	
* Qatar University Affiliation:	<input type="text" value="Please Select"/>	
* Full Name :	<input type="text"/>	
* Qatari ID Number :	<input type="text"/>	
* Email Address :	<input type="text"/>	
* Mobile Number :	<input type="text"/>	
Alternate Number :	<input type="text"/>	
* Educational Qualification:	<input type="text" value="Please Select"/>	
Occupation :	<input type="text"/>	
Place of Work :	<input type="text"/>	
* Payment Information:	<input type="text" value="Please Select"/>	
[Sponsor] Institution Name :	<input type="text"/>	
[Sponsor] Contact Person :	<input type="text"/>	
[Sponsor] Telephone :	<input type="text"/>	
[Sponsor] Email :	<input type="text"/>	
* How did you hear about us?:	<input type="text" value="Please Select"/>	
Other:	<input type="text"/>	

Continue

10. The following page displays the item in your order and your registration information.

11. Click on **Continue** to proceed with your payment.

The screenshot shows the 'Order' page of the Qatar University Continuing Education Office. The page header includes the university logo and name in Arabic and English, and the slogan 'التعلم مدى الحياة / Lifelong learning'. The navigation bar shows 'Home | Order' and a search box. The main content area is titled 'Order' and includes a breadcrumb trail: 'Home | Programs & Courses / البرامج والدورات | Order'. Below this is a table titled 'Items in your Order' with columns for 'Item Name', 'Quantity', 'Remove', and 'Amount'. The table lists one item: 'Business English-Level 2 / اللغة الإنجليزية للأعمال - المستوى الثاني' with a quantity of 1 and an amount of QAR1,350.00. Below the table, a green bar shows the 'Total: QAR1,350.00'. At the bottom, there are three buttons: 'Add Additional Courses', 'Update Order', and 'Continue'. The 'Continue' button is highlighted with a red rectangular box.

Item Name	Quantity	Remove	Amount
Business English-Level 2 / اللغة الإنجليزية للأعمال - المستوى الثاني Stock number: CE14013A Qatar University Affiliation: QU Employee Full Name: L J Qatari ID Number: 12345678901 Email Address: jl@qu.edu.qa Mobile Number: 33366633 Educational Qualification: Above Bachelor Payment Information: Self-Paying Individual How did you hear about us?: Search Engine	1		QAR1,350.00
Total:			QAR1,350.00

[Add Additional Courses](#) [Update Order](#) [Continue](#)

10. Enter your **Email Address**. Email Address is a required field. It is to this email address your registration confirmation will be send.

11. Click on the **Continue** button to proceed with your payment.

Delivery Address

Home | Order | Address | Payment Methods | Review | Receipt

Contact Information	Registration Summary
Please enter the email address for this Registration.	Item Total: QAR1,350.00
* Email Address: <input type="text"/>	Total: QAR1,350.00

Continue

12. In the following page your **Payment method** and **Billing address** has to be completed.

13. Click on the **Continue** Button.

*** Payment method:** Credit Card ***Indicates required information**

Total: QAR1,350.00

Credit Card



*** Card Type:** Select a Card Type

*** Credit Card Number:**

*** Expiration Date:** 11 2014

*** Security Code:** [View example](#)

Credit Card - Available credit card issuers.

Billing Address

*** Name:**

*** Street Address 1:**

Street Address 2:

Street Address 3:

Street Address 4:

*** City:**

*** State / Province:** N/A

ZIP / Postal Code:

*** Country:** Qatar

Continue

14. In the following page you will Review your Registration information and Payment method information.

15. Click on **Submit Registration** to complete your online registration and payment process.

Review Registration

Home | Order | Address | Payment Methods | Review | Receipt

Please review the information below, and then click the "Submit Registration" button.

Registration Summary	Contact Information
Item Total: QAR1,350.00	Email: jlijy@qu.edu.qa
Tax: QAR0.00	Change Address
Total: QAR1,350.00	

[Submit Registration](#)

Payment Method Information			
Payment Method	Details	Billing Address	Payment Summary
Visa	xxxxxxxx2222	LJ P.O. Box 2713 Doha, NA Qatar	Business English-Level 2 / اللغة الانجليزية للأعمال - المستوى الثاني QAR1,350 Item Total: QAR1,350 Tax: QAR0.00 Payment Total: QAR1,350

[Edit Payment Method Information](#)

16. Upon submitting your registration, your payment will be processed and you will view your **Registration Receipt**, which you could print or save on your computer.

Registration Receipt

Thank you! This is your Registration summary.

A Registration confirmation was sent by email to the following address: jlijy@qu.edu.qa

[Print](#)

[Add Additional Courses](#)

Registration #121 [Contact: noreply@touchnet.com]

Payment Method	Details	Billing Address
Visa Reference Number: 20141119000000 Card Type: VISA	xxxxxxxx2222 LJ	LJ P.O. Box 2713 Doha,NA Qatar
Full Item Information	Quantity	Amount
Business English-Level 2 / اللغة الإنجليزية للأعمال - المستوى الثاني Stock number: CE14013A Qatar University Affiliation :QU Employee Full Name :L J Qatari ID Number :12345678901 Email Address :jl@qu.edu.qa Mobile Number :33366633 Educational Qualification :Above Bachelor Payment Information :Self-Paying Individual How did you hear about us? :Search Engine	1	QAR1,350.00
Item Total:		QAR1,350.00
Tax:		QAR0.00
	Total:	QAR1,350.00

17. You will also receive an email from Continuing Education Office confirming your registration.
18. If you would like to enroll in another course, click on Add additional courses button and complete both the registration and payment process.