1. **Log on** to the Self Service link <https://ssb.dkit.ie/StudentSelfService/>
2. **Enter DkIT username** – (this is the same as your email/Moodle login) and NEXT



1. **Enter password** for your DkIT Account – **Select Login**



1. **Select Account Information**





1. **Select Pay Now**



1. **Balance owed is displayed – enter Pay Now to PAY the Full Balance – or enter the payment amount in the Net Term Balance Field**



1. **Select Pay Now**



1. **Complete the Cardholder billing information**



1. **Enter Card details and Pay NOW**



**Once Payment is processed –a confirmation email will be sent to your DkIT email address**

**Navigate back to the home page by selecting this icon on the top left of the screen** 

**Sign out by selecting the icon on the top right of the screen** 