This quick reference guide contains step by step instructions on how to:

1. Add an elective subject/module to your registration schedule prior to commencing online registration.

This guide is a tool to be used by students who would like to register for their year of study in the Institute. For further information, please contact your admissions office.

**Step by Step Instructions – How to Add an Elective**

1. **Open Student Self Service.** The link to Student Self Service is [https://ssb.ancheim.ie/its/](https://ssb.ancheim.ie/its/)

2. **Select ‘Enter Secure Area’**

3. **Enter Login Details**

4. **Select ‘Add an Elective Module’ in the Student Services & Financial Aid menu**

5. **Select a Term**

   **Select Term**

   - Select the required term and then click ‘Submit’
6. Scroll to the ‘Add Classes Worksheet’ section at the bottom of the ‘Add/Drop Classes’ page

7. Enter the CRNs of your Elective choice in the boxes provided and click ‘Submit Changes’

8. If your CRNs are accepted, you will see that the modules have been added to your ‘Current Schedule’ list with a status of ‘Web Registered’

9. Some errors may be encountered such as:
   1. Programme restriction – the CRN is not allowed for this programme.
   2. CRN is full - please use another CRN.
   3. Duplicate CRN – student is already registered on this CRN.

   If you encounter errors and need further assistance, please contact the Admissions Office at admissions@itsligo.ie.

10. Once your Elective modules have been added to your ‘Current Schedule’ list with a status of ‘Web Registered’, you are now ready to commence Online Registration.

   For assistance on how to register online, please see http://itsligo.ie/files/2014/08/HowtoRegisterOnline.pdf