How to Use Online Registration – Student Quick Reference Guide

Introduction

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

1. Complete and submit your course registration details online.
2. Make payment for registration online.

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 student administration office.

Step by Step Instructions – How to Use Online Registration

1. Open Online Services (for Students): A link to the online services site for students is provided by your Institute. If you do not have the address, please refer to your Institutes website or contact your student administration office for further details.

2. Select ‘Enter Secure Area’

Enter Secure Area
Login here to access Web For Faculty/Student.
Apply for Admission
Enter a new application or return to complete an
application.
Programme Catalogue
Open Public General Surveys
Please check if you have any pending Public General
Survey to answer.

RELEASE: 8.1
powered by SANGRED SCT HIGHER EDUCATION

4. Select ‘Online Registration in the Student Services & Financial Aid menu

Online Registration
Online Registration for Security Testing
Change your PIN
Click here to change your PIN
Change Your Security Question
Click here to change your security question
Exit Award Application
Apply for an Exit Award
View Submitted Exit Awards
View Application for Exit Awards
Graduation Ceremony
General Surveys
Final Grades page
Student Account

The Student Account portion of Student Self Service allows a student to do the following:
• View his or her account summary either in summary or on a term-by-term basis
• View his or her billing statements, payment history, and un billed account activity

Examination Results
View your grades.

3. Enter Login Details

User Login
Please enter your user Identification Number (ID) and your
Personal Identification Number (PIN). When finished, click Login.
When you are finished, please Exit and close your browser to
protect your privacy.

Enter Login ID and Pin and then click Login. This is same Login ID and Pin you used to retrieve your Examination results.

5. Select Programme

Programme Selection
Select Academic Year
Academic Year 2010-2011 HC in Business St Ad Ed
Submit

Select the Programme/Course and then click ‘Submit’

6. Read the Request of Consent Notification and reply accordingly

Request for Consent

Terms and Conditions
The Institute is a Data Controller and will comply Freedom of Information legislation.
Details regarding how your data is stored and pro
☑ I confirm that I have read the Data Protection accordance with these guidelines.
7. Online Registration Checklist

This screen contains a checklist of the registration details that need to be entered before you confirm your registration. To fill in and confirm details, click on each link to open the corresponding form. Once you have filled in a form, click 'continue' to go to the next form or click 'checklist' to go back to the Registration Checklist. The screenshots below show the various registration detail form sections.

Notes:
- Some details contained in the forms are required fields, these can be identified by a red asterisk (*) beside them.

Online Registration

The menu below contains links to a number of pages; these allow you to confirm or update data that we need to have in order to confirm your registration.

After you complete each page you may return to this menu or continue to the next page.

When you have provided all the possible information you need please confirm your registration by clicking on the link below.

Confirm Registration
8. Registration Checklist Complete

Once you enter data in a section, e.g. Mailing Address, a checkmark will appear beside it in the Registration Checklist. Once data has been entered in all sections, click ‘Confirm Registration’ to continue with payment.

Online Registration

The menu below contains links to a number of pages; these allow you to confirm or update data that we need to have in order to confirm your registration.

After you complete each page you may return to this menu or continue to the next page.

Once all sections are checked as complete, you can confirm your registration by clicking on the link ‘Confirm Registration’.

When you have provided all the possible information you need please confirm your registration by clicking on the link below:

Click here to Confirm registration and to proceed with payment

9. Registration Confirmation

You must agree to the Terms and Conditions of the Institute before the Confirm registration button can be selected.

Once you click ‘Confirm Registration’ in Step 9, depending on whether a payment is required for your registration, you will need to complete one of the following two options, which you will be directed to automatically:

A. Make Payment for your registration
B. Confirm that you have received a grant.

10A. View and Confirm Registration Fees

Information text to be configured by the institute.

<table>
<thead>
<tr>
<th>Description</th>
<th>Charge</th>
<th>Payment Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Year 2010-2011</td>
<td>€3368.00</td>
<td>€3368.00</td>
</tr>
<tr>
<td>Term Charges:</td>
<td>€3368.00</td>
<td></td>
</tr>
<tr>
<td>Term Credits and Payments:</td>
<td>€0.00</td>
<td></td>
</tr>
</tbody>
</table>
| Term Balance: | €3368.00 | | Payment text to be configured by each institute. The term balance amount is due by the student and the amount is not configurable.

I agree to the terms and conditions above

If you select the Pay Later button, you will not be fully registered on your programme/course until such time as you pay your outstanding fees in full.

11A. Enter Payment Details

Card Type: Select

Card Number: (About security code)

Security Code: 

Expiration Date: 

Cardholder’s Name:

Enter the card details and click Pay Now

12A. Payment Status

Your request has been approved and a payment credited to your account. View your current registration status.

Please do not use the browser’s Back button. If you do, unpredictable results may occur.

RELEASE: 8.2.0.1
B. Confirm Grant

10B. View and Confirm Registration Fees

Online Registration - Information

Please confirm if you are still in receipt of a Maintenance Grant - you must also submit a copy of your grant award letter to the Institute. The student service/registration fee is refunded into students nominated bank account where they are awarded a third level maintenance grant and who have paid this fee.

[Click here to confirm]

RELEASE: 8.0

11B. Online Registration Complete

Online registration - Complete

You are now Registered with Institute XXX for the coming term.
Please click [here] to return to the main menu.
If you have any queries about your registration please email registration@institute.ie

RELEASE: 8.0

13A / 12B. Student Confirmation Page

Student Confirmation page

Biographical Information
Student ID: A00185195
Last Name: Test
First Name: Wil
PPSN:
Date of Birth:
Address: 123 Fake St
City: Blackrock
County: DN21
Nation: IRL

Program Information
Programme: HC in Business St Ad Ed (AL_BSTDA_6CE)
Award: Higher Certificate
Major: Business Studies (BSA6)
Department: Adult and Continuing Educ (ADED)
Term: Academic Year 2010-2011
Student Level: NFQ Level 6 (06)
Student type: New First Time
F/T or P/T: Full time

Registration Details
Term Code: Academic Year 2010-2011
Status: Registered