

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](#) ← Click here

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.

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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.

User ID:

PIN:

Login

Forgot PIN?

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

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



Student Services & Financial Aid

Admissions

File an application for admissions; Review existing applications, their status, and the status of supporting requirements.

Registration

Click here to enroll for electives

Student Records

Click here to view your examination results

[Online Registration](#) ← Click here

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 unbilled account activity

Examination Results

View your holds; Display your grades.

5. Select Programme

Programme Selection

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Jul 18, 2011 04:20 pm

Select Academic Year

Programme

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.

Step by Step Instructions – How to Use Online Registration (Continued)

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 asterisks * beside them.

Personal Information

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Please confirm or correct the personal details shown below. If you need to change your name please contact Student Services; you will need to provide official, recognised photo-identification such as a passport or driving licence. Mandatory fields are marked with a red star.

First Name Will
Last Name Test
Student ID A00185195
Birth Day
Gender
PPS
Email Address *
Land Line
Mobile Number
Citizenship - select
Country of birth - select
Nationality - select
Residency EU Resident

Return to checklist without saving changes

Mailing Address

Information text goes here

Please note that your address as listed below will be used on all official correspondence with you unless advised otherwise.

Date Address is valid from * 07/18/2011
Date (if any) you are planning on moving:
Address line 1 *
Address Line 2
Address line 3
Town / City *
Country - select
Country* - select

Return to Checklist without saving changes

Alternative Address

Information Text can be displayed here and is configurable by the institute through WebTailor.

Date the address is valid from * 07/20/2011
Date (if any) you are planning to move
Address Line 1 *
Address Line 2
Address Line 3
Town / City *
Country - select
Country* - select

Return to Checklist without saving changes

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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 the pages are shown as complete, you can confirm your registration by clicking on the link 'Confirm Enrolment'.

- Personal Information
- Mailing Address
- Alternative Address
- Emergency Contacts
- Program details
- Module Information
- Additional Information
- Survey Information
- Fees Information

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

Emergency Contact Details

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Information text to be added by the institute. Example: Please confirm, correct or add the details of a person we can contact in the event of an emergency.

First Name *
Last Name *
Relationship to you * - select
Contact Number *
Address Line 1
Address Line 2
Address Line 3
Town/City
Country - select

Return to Checklist without saving changes

Programme Details

Information text to be configured by each institute through WebTailor

Course title HC in Business St. Ad Ed (AL_BSTDA_6CE)
Course year Academic Year 2010-2011
Level of study NFQ Level 6 (06)
Stage / Year
Student type New First Time
Full/Part time indicator Full time

Return to the Checklist without saving changes

Information text to be configured by the institute through WebTailor - search for bwkwpq:showpage?page=ESC_DENF_MOD

| Module Reference | Module | Module Title | Credit Hours | Campus | Start Date | End date |
|------------------|------------|----------------------------|--------------|-------------|--------------|--------------|
| 71532 | ACCT E1002 | Financial Accounting 1A | 5 | Main Campus | Sep 01, 2010 | Dec 31, 2010 |
| 71539 | ACCT E1003 | Financial Accounting 1B | 5 | Main Campus | Jan 01, 2011 | Jun 30, 2011 |
| 71596 | BUS E1004 | Business Management | 10 | Main Campus | Jan 01, 2011 | Jun 30, 2011 |
| 71541 | COMP E1002 | Computer Applications | 5 | Main Campus | Sep 01, 2010 | Dec 31, 2010 |
| 71550 | ECON E1001 | Economics | 10 | Main Campus | Sep 01, 2010 | Dec 31, 2010 |
| 71605 | INSR E1001 | Insurance and Banking 1 10 | 10 | Main Campus | Jan 01, 2011 | Jun 30, 2011 |
| 71559 | LEAR E1002 | Learning to Learn | 5 | Main Campus | Sep 01, 2010 | Dec 31, 2010 |
| 71568 | MKTG E1001 | Marketing | 5 | Main Campus | Sep 01, 2010 | Dec 31, 2010 |
| 71587 | QUAN E1001 | Quantitative Techniques | 5 | Main Campus | Jan 01, 2011 | Jun 30, 2011 |

Return to checklist without saving changes

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Previous third level institutions attended

Information text configurable through Web Tailor

Question 1: Have you previously attended any Third Level Institution?
Previous Institution Attended -- No Previous College
Highest Qualification on entry -- select
Year of graduation (e.g. 2004)
From date
To date
Last Institution Attended * -- Please select

Question 2: Did you enter this program through a government initiative?
Please select No

Return to checklist without saving changes

Fee questionnaire

Information text to be updated by each institute through WebTailor - search

| Question | Response |
|---|----------|
| Question 1: My Guardian and I (where I am under 23 on January 1st of this year), have spent 3 of last 5 years in an EU country, and can produce documentation to verify this. | No |
| Question 2: Grant Applicant - I can produce a letter from the VEC / Local Authority confirming my grant award. | No |
| Question 3: Back to Education Allowance - I can produce a letter from my Social Welfare Office confirming my entitlement to this allowance. | No |

Return to checklist without saving changes

Survey Information

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If you choose not to respond to the HEA survey please click 'Checklist' or 'Continue' to advance or click HEA Survey to complete. If there are any surveys pending for you they will be displayed in the table below. If there are no surveys displayed click **Continue** or **Checklist** to proceed.

Surveys Assigned to Will Test
SRN Description Status

Return to checklist without saving changes

Step by Step Instructions – How to Use Online Registration (Continued)

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 the pages are shown as complete, you can confirm your registration by clicking on the link 'Confirm Enrolment'.

- ✓ Personal Information
- ✓ Alternative Address
- ✓ Program details
- ✓ Additional Information
- ✓ Fees Information
- ✓ Mailing Address
- ✓ Emergency Contacts
- ✓ Module Information
- ✓ Survey Information

Once all sections are checked as complete, you can confirm your registration and make payment

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

[Confirm Registration](#)

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.

Registration Confirmation

DECLARATION

I declare that the information I have submitted is true and accurate. I agree to abide by the Rules, Regulations, Policies and Procedures of Institute of Technology, Sligo as set out in the Code of Student Conduct and on the relevant sections of the IT Sligo Website.

DATA PROTECTION

As a student of IT Sligo, I understand that some of my personal data will be processed by the Institute. I confirm that I have read and understood how my data will be stored and processed in the [Data Protection Notice for Students](#).

To proceed with your registration, please tick the box below to confirm you agree to the terms and conditions and select the **Confirm Registration** button.

Please Note: Students wishing to attend IT Sligo are obliged to Register & Pay.

I agree to the terms and conditions above

[Confirm registration](#) [Return without confirmation](#)

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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.

A. Payment Required

10A. View and Confirm Registration Fees

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Jul 18, 2011 04:34 pm

Information text to be configured by the institute.

You must agree to the Terms and Conditions for Fee Payment before the **Pay Now** button can be selected.

Academic Year 2010-2011

| Description | Charge | Payment Balance |
|----------------------------|----------|-----------------|
| Term Charges: | €3368.00 | |
| Term Credits and Payments: | | €0.00 |
| 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

[Pay Now](#) [Pay Later](#)

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:

Card Number:

Security Code: [\(About security code\)](#)

Expiration Date:

Cardholder's Name:

[Pay Now](#)

Enter the card details and click **Pay Now**



12A. Payment Status

Payment Status

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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.

Step by Step Instructions – How to Use Online Registration (Continued)

B. Confirm Grant

10B . View and Confirm Registration Fees

Personal Information **Student and Financial Aid** Faculty Services

Search

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](#)

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11B. Online Registration Complete

Personal Information **Student and Financial Aid** Faculty Services Progression

Search

Online registration - Complete

You are now Registered with Institute XX 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

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13A / 12B. Student Confirmation Page

Student Confirmation page

Biographical Information

Student ID: A00185195

Last Name: Test

First Name: Will

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