

## Introduction

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/>

### 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:

Enter Login ID and Pin provided and then click **Login**.

Login

Forgot PIN?

### 4. Select 'Add an Elective Module' in the Student Services & Financial Aid menu

#### Student Records

View your holds; Display your grades and trans

[Add an Elective Module](#) ← Click here

You may add an elective Module/Subject here,

#### Online Registration

Online Registration

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### 5. Select a Term

#### Select Term

Select a Term: Full Academic Year 2014-15 ▾

Submit

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Select the required term and then click 'Submit'

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

**6. Scroll to the 'Add Classes Worksheet' section at the bottom of the 'Add/Drop Classes' page**

### Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**7. Enter the CRNs of your Elective choice in the boxes provided and click 'Submit Changes'**

### Add Classes Worksheet

CRNs

53622	53623	<input type="text"/>	<input type="text"/>
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**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'**

### Current Schedule

Status	Action	CRN	Subj	Crse
Courses Assigned on Aug 18, 2014		51026	COMP	S2071
Courses Assigned on Aug 18, 2014		51034	TELE	S2001
Courses Assigned on Aug 18, 2014		51046	COMP	S2074
Courses Assigned on Aug 18, 2014		51030	COMP	S2072
Courses Assigned on Aug 18, 2014		51042	MATH	S2051
**Web Registered** on Aug 21, 2014		53622	COMP	S2085

**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](mailto: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>