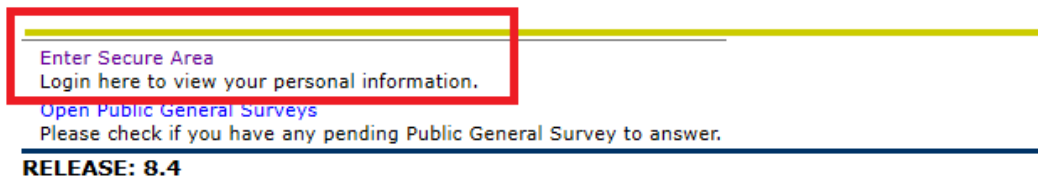


# Student Registration

## A Guide for International Students

- International students will receive an email from the Admissions Department.
- This will include a link to the registration portal, your login details and instructions.
- This guide provides more detailed information about each step of the registration process.

### 1. Click on the link to the registration portal. Enter 'Secure Area'




Enter Secure Area  
Login here to view your personal information.

[Open Public General Surveys](#)  
Please check if you have any pending Public General Survey to answer.

**RELEASE: 8.4**

### 2. Log into the registration portal. Your login details are included in the email from the Admissions Department.

#### 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.

**Please be advised that this site works best with Google Chrome.**

User ID:   
PIN:

[Click Here for Help with Login?](#)

**RELEASE: 8.4**


### 3. Select Student Services and Financial Aid


**Personal Information** **Student and Financial Aid**

Search

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Welcome, \_\_\_\_\_ to the WWW Information System! Last web access on Sep 03, 2021 at 01:41 pm

**Student Services & Financial Aid**  
View your academic records and Financial Aid

**Personal Information**  
Change your PIN: Change your security question.


[Return to Homepage](#)

### 4. Select Online Registration

**Personal Information** **Student and Financial Aid**

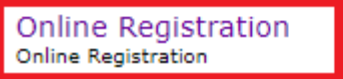
Search

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**Student Services & Financial Aid**

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[Student Records](#)  
For details on how to view your examination results, please click [here](#).

**Online Registration**  
Online Registration

[Pay Outstanding Fees](#)  
You may pay any outstanding fees charged to your student account here.

[Add an Elective Module](#)  
This section is only relevant for Full-Time Students that need to self register for elective modules. For F  
ordinator and will have to contact [admissions@itsligo.ie](mailto:admissions@itsligo.ie) to register on your chosen module.

[Graduate Outcomes Survey](#)  
Click here to complete the Graduate Outcomes Survey

[Maintain Consent](#)  
Click here to allow consent for contact from Institute administrative staff.

[Online Receipt](#)  
Click here to view and print your Online Receipt

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**RELEASE: 8.5.2**

## 5. Select your programme/ course

Personal Information **Student and Financial Aid**

Search

### Online Registration - Programme/Course Selection

Please select, from the list below, the combination of programme/course and term for which you wish to register.

When you have selected the item, please press the **Submit** button to continue.

If no items are shown in the list then you have either completed registration or are not eligible. Please contact the Admissions Office at IT Sligo [here](#).

Select Academic Year	Programme
<input type="radio"/>	Full Academic Year 2021-22 Sustainable Food Systems

RELEASE: OENR 8.0

## 6. Agree to Terms and Conditions

Personal Information **Student and Financial Aid**

Search

### Request for Consent

#### Terms and Conditions

The Institute is a Data Controller and will comply with its obligations under existing or future Data Protection and Freedom of Information legislation. Details regarding how your data is stored and processed is available in our [Data Protection Notice for Students](#).

I confirm that I have read the Data Protection Notice for Students and I understand how the Institute will process my data.

#### Contact Permission

Occasionally, it may be necessary for the Institute to send a text message from Registry and/or Faculty Offices in relation to your registration. You need to be aware.

Consent to be contacted by SMS can be revoked at any time by returning to this page.

Yes:	<input checked="" type="radio"/>
No:	<input type="radio"/>

## 7. You will need to complete each section of Online Registration. Select 'Personal Information' to begin.

**Personal Information** **Student and Financial Aid**


Search

### 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 register you. 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 Registration'.

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

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

 [Confirm Registration](#)

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**RELEASE: 8.0**

## 8. You will be asked for your PPS Number. International students will not have a PPS Number. Enter 'None' to continue.

**Personal Information** **Student and Financial Aid**

Search

### Personal Information

Please confirm or correct the personal details shown below. If you need to change your name, please contact the Admissions Office on 01 234 5678 or visit our website. If you do not have a passport or driving licence, please contact the Admissions Office on 01 234 5678 or visit our website.

Mandatory fields are marked with a red star \*. These fields must be completed.

**First Name** Deirdre Student  
**Last Name** Johnston Student  
**Student ID** S00084326  
**Birth Day** 20/05/1975  
**Gender** F

My Domiciliary Origin/Country of Permanent Residence is Ireland and I have a PPS Number. If not enter "None".

**PPS Number\***

**Email Address\***

**Primary Contact Number**

**Other Contact Number**

**Citizenship**

**Country of birth**

**Nationality**

**Residency**

9. You cannot change your mailing address during the registration process but after you complete registration you will need to add your address in Ireland to your student record. This is required because your student card will be posted to your address. Instructions on how to complete this is available on the induction webpage [www.itsligo.ie/induction](http://www.itsligo.ie/induction)

Personal Information **Student and Financial Aid**

Search

## Mailing Address - Read Only

Students must contact the Registrar's Office to update or change their address.

**Please do not edit or alter text in the fields below.**

Date Address is valid from:\*

Date (if any) you are planning on moving:

Address line 1\*

Address Line 2

Address line 3

Town / City\*

County\*

Country\*

[Return to Checklist without saving changes](#)

RELEASE: OENR 8.0

Search

## Alternative Address - Read Only

Date the address is valid from Sep 03, 2021

Date (if any) you are planning to move

Address Line 1

Address Line 2

Address Line 3

Town / City

County

Country

[Return to Checklist without saving changes](#)

RELEASE: 8.0

## 10. Enter your emergency contact details

**Personal Information** **Student and Financial Aid**

Search

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### Emergency Contact Details

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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:\***  
**Phone Area Code:**  
**Contact Number\***  
**Address Line 1**  
**Address Line 2**  
**Address Line 3**  
**Town/City**  
**Country**

[Return to Checklist without saving changes](#)

RELEASE: OENR 8.0

## 11. Review your programme/course details

**Personal Information** **Student and Financial Aid**

Search

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### Programme/Course Details

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Please review the details of the programme/course for which you are registering.  
If the programme/course details are incorrect, please contact the Admissions Office at IT Sligo [here](#).

**Course title**  
**Course year**  
**Level of study**  
**Stage / Year**  
**Student type**  
**Full/Part time indicator**

## 12 Review your module/subject information

Personal Information **Student and Financial Aid**

Search

### Module/Subject Information

Please review the details of the modules/subjects for which you are registering.

If the details of any of the modules/subjects are incorrect, please contact the Admissions Office at IT Sligo [here](#).

Module Reference Module	Module Title	Credit Hours
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[Return to checklist without saving changes](#)

RELEASE: OENR 8.0

## 13 Enter details about the previous third level institution you attended (if applicable)

Personal Information **Student and Financial Aid**

Search

### Last third level institution attended

Please give details of the last third level institution you attended, where applicable.

Question 1: What is your highest qualification? \*

Question 2: Type of Institution attended \*

Question 3: Name of Institution attended?

From date

To date

Question 4: Year of graduation? (e.g. 2014)

Question 5: Are you entering through a Gov initiative?

[Return to checklist without saving changes](#)

RELEASE: 8.0

## 14 Complete the Fee Questionnaire. Question 1 relates to SUSI Grant Applications only.

Personal Information **Student and Financial Aid**

Search

### Fee questionnaire

Please complete the Fee questionnaire below.

**Question 1: Have you applied for a grant?**

**If yes, enter your SUSI Student Grant Application**

**Number in this field here. If not, enter "NO"\***

**Question 2: I have spent 3 of the last 5 years**

**in an EU country and can produce documentation**

**to verify this if required.\***

▼

[Return to checklist without saving changes](#)

**RELEASE: OENR 8.0**

## 15. Complete a survey (if applicable). If there is no survey, just continue to the next page

Personal Information **Student and Financial Aid**

Search

### Survey Information

If there are surveys pending for you, they will be displayed in the list below. If there are no surveys displayed then click **Continue** to proceed or click **Checklist** to return to the Online Registration menu.

If you choose not to respond to the HEA survey please click 'Checklist' or 'Continue' to advance or click HEA Survey to complete.

**Surveys Assigned to**  
**SRN Description Status** **Student**

[Return to checklist without saving changes](#)

**RELEASE: 8.0**



## 16. After every page has been completed, you can confirm your registration by selecting 'Confirm Registration'

Personal Information Student and Financial Aid

Search  Go

### 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. 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 Registration'

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

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

RELEASE: 8.0

## 17. Complete the declaration

Personal Information Student and Financial Aid

Search  Go

### 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.

#### 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 Policy](#).

#### COVID-19

I confirm that I will abide by IT Sligo's safety protocols for COVID-19 [available here](#) and I will not attend campus if I fall into any category requiring restricted movement or self-isolation.

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

RELEASE: OENR 8.0

**18. You will be directed to a fee page. Select 'Pay Later' to proceed. Important: Please do not be concerned if the tuition fee is different to your offer letter. The system may not be fully updated at the start of term.**

Personal Information Student and Financial Aid

Search  Go

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Registration Fees

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Please review your outstanding registration fees for the term below.

**Full Academic Year 2021-22**

**Term Balance:**

The term balance is the amount due to be paid in full. To pay your fees, please check the box if you have read and agree to abide by the Institute's [Terms and Conditions for Fee Payment](#) and select the **Pay Now** button. If you do not wish to pay your fees at this time, select the **Pay Later** button. If you select the **Pay Later** button, you will be temporary registered on your programme until such time as you pay your outstanding fees please contact **Fees and Grants** in the Admissions Office. If your fees are being funded by your Employer/Springboard/a Funding Body, please select **Pay Later**.

Please note: if there are elective modules on your programme, your full programme fees will not be accurate until you are registered on these modules.

I agree to the terms and conditions above

Pay Now Pay Later

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RELEASE: 8.0

**19. You will receive confirmation of your enrolment**

Personal Information Student and Financial Aid

Search  Go

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Online registration - information

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Congratulations! You are now enrolled.

As you have chosen to Pay Later, your registration/fee status remains at "Temporary Registered" until all fees are paid by you or by the appropriate grant authority, employer or funding body. Normally, 50% of your total fee is payable IMMEDIATELY and the balance must be paid by 31st January 2021. Please click [HERE](#) to make payment now.

If you pay the fee now and you subsequently qualify for a grant, employer funding or funding support, we will issue a refund to you.

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RELEASE: 8.0

**20. Next Steps**

1. 24 hours after you register, you will be able to access your IT Sligo email and Moodle accounts. Further information is available on the Induction webpage. [www.itsligo.ie/induction](http://www.itsligo.ie/induction)
2. To get your student card you will need to upload a photo and add your address in Ireland to your student record. Further instructions are available on the Induction webpage. You should complete this as soon as possible after registering. [www.itsligo.ie/induction](http://www.itsligo.ie/induction)