Online Registration Student Guide
January 2018 intake

All students must register online using the system illustrated below.

Do I Need a New Password?
No, all you need is your current user name & password

How Do I get Started?
The link for online registration is www.dcu.ie/student-registration.shtml which opens from Monday 11th December 2017. This link will bring you into the Webpage as illustrated on page 2 and follow the instructions as indicated throughout this document.

What Do I Do If I Have a Problem?
* Ensure you are using a PC with an Internet connection
* Ensure you owe no outstanding fees to DCU
* Make sure you have followed each step in the following instructions
* If you are still having difficulties you can contact us by email or phone at msc.openeducation@dcu.ie or call 01 7005328
1. Enter your username
2. Enter your password
3. Log in
On logging in, you will be directed to your registration schedule. This is a document which outlines the modules on offer for your programme. Please read the instructions carefully before proceeding to registration and selecting your modules. To progress, please Click on the ‘Proceed to Online Registration’ button after reviewing your registration schedule.
For example, if you are a September intake student, you should follow the table on the left and register for OSC1 and OSC2 in your first year, followed by OSC10, OSC3 and OSC20 in your second year (OSC20 is optional, this can be taken in the third year if required).

If you are a January intake student, you should follow the table on the right and register for OSC2 only in your first year, followed by OSC10 and OSC3 in your second year. Finally, you should register for OSC1 and OSC20 in your third year.

* Student can opt to take OSC20 in either year two or three.
Postgraduate students proceed to Online Registration

I have read and understood the above registration instructions.

Proceed to Online Registration >>>
On this screen you should select ‘Open Ed Registration’ on the left hand side of the screen to reveal all steps of the registration process.
Once chosen, you will see the sequential steps in the registration process to be completed (numbered in blue links on left hand side of the welcome screen). Please ensure to click on each step in order and complete ALL steps of the process to complete your registration.
Step 1: Equal Access Survey – During online registration there is an option on the menu to complete a survey. It is not necessary for Open Education students to complete this. Please select ‘Step 2’ to continue with the registration process.
Step 2: Add Compulsory Contact Details

You must enter the compulsory contact details in the fields provided. If you are a continuing student and have already entered them in a previous year, you will not need to re-enter. Once complete, press save. To continue, select ‘Step 3’.
**Step 3: Add/Update Addresses**

You can update your address details here if required. Please check the address recorded here to ensure all records are correct and up to date. Don’t forget to press ‘Save’ beside each address you are entering/updating.

Once saved, continue by pressing ‘Step 4’ on the left hand menu of the screen.
**Step 4: ADD/Update Contact Details**
Students can update/add contact details by entering them in the box provided and pressing ‘Save’.

You can continue by pressing ‘Step 5’ on the left hand menu of the screen.
Step 5: Rules and Regulations
Subject Selection
Here you will see the Rules and Regulations of registering as a DCU student. Please scroll down through the page and read carefully. You can accept what you have read by pressing the ‘I Accept’ button at the bottom of this page. This will automatically take you through the next stage of registration. If you do not press ‘I Accept’ button, subjects will not populate in the Subject Selection page.
Step 6: Confirmation of module Choices

Subject Selection – You must select your subjects to complete the registration process. Please ensure that you are following the instructions given to you within the registration schedule to guarantee you register for the correct number of modules (max. 4 etc). Your registration schedule is available by clicking on the ‘View Registration schedules’ box. It is important to read this schedule prior to registering as fees can be incurred unnecessarily when registering correctly. This will guide in your choices when registering. Your choice of modules will be listed in second half of the screen. Students can select the modules they wish to register for by selecting the desired boxes.
Once you are certain of the module(s) you are choosing, press ‘continue’ button to bring you to the next step. Remember it is **your** responsibility to ensure that you are registered for the correct modules.
This next piece is for repeating students only. If you are not repeating a module please go to Step 8.

If you are repeating a module you should change the ‘Attendance Type’ (highlighted in Blue)
Please choose ‘Retake Module’ from the drop down list.

When chosen, press Change Attendance Type and continue.
Confirmation of modules Choice: This page confirms the modules you have chosen. Please review this to ensure you have registered correctly.
Step 7: Accommodation Type: On this step you will be asked to update the accommodation that you are going to be living in during your time in DCU. Open Education students can select ‘Step 8’ on the left hand menu of the screen to continue.
Step 8: Cost of Registration: this details the cost of registration for your programme of study, should you wish to print it for your records. It can be printed out using the ‘Printer Friendly Format’ button. This should be used as an invoice for students who are being sponsored by their employer or for students applying for loans to cover their fees.
**Step 9: Fees Payment** Open Education students are required to pay full module fees on registering. Please note your student identification card will not be issued until you have paid your fees.

Once you arrive at **Step 9: Fees Payment**, you will see the total outstanding fees on your account (Amount Now Due). You should click ‘Proceed’ and you will be able to select how you wish to pay.
Methods of Payment 1

If you are paying fees with your credit/debit card please select ‘Option 1: Online Payment (E-Payment)’. 
Once you select the Online Payment option, you will be taken to the below screen to fill in your details. The amount due at this time will auto-populate in the ‘Amount To Pay’ field. You should then enter the ‘Card Holder Name’ as it appears on the credit/debit card. They ‘Payment Type’ will be set at ‘Student Fee Payment’. Once complete, press ‘Pay Now’.
You are then brought to a secure payment screen where you will enter your card details. Click the “Pay Now” button to proceed with payment. As there is a limit of €1,500 per day on visa debit card payments you may need to make multiple payments over a couple of days. If this is the case, please login as before and go directly to Step 9 ‘Fees Payment’ and continue.
Methods of Payment 2

If you are applying for a Bank of Ireland loan to pay for your fees you can print off a copy of the ‘Cost of Registration’ by selecting ‘Option 3: Bank of Ireland – College Finance Loan’. This should be used as proof of registration when making a loan application to the bank.
To print of the cost of registration document select ‘Print Friendly Format’ and ‘Print’.

Methods of Payment

The ‘Cost of Registration’ sheet should also be used as proof of registration by students who secure fee payments by their employer.

**Methods of Payment 3** Send bank draft, postal order *(WITH YOUR NAME AND STUDENT ID NO. CLEARLY WRITTEN ON THE BACK)* to DCU, Student Fees Office, Collins Avenue, Dublin 9.

**Methods of Payment 4** Bank Transfer: please see details in relation to this method at [http://www.dcu.ie/finance/register.shtml](http://www.dcu.ie/finance/register.shtml)
To print the cost of registration document select ‘Printer Friendly Format’ and ‘Print’.

Your registration is now complete.

Logout of the system