

## Online Registration Step by Step Student Guide 2020-2021

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?

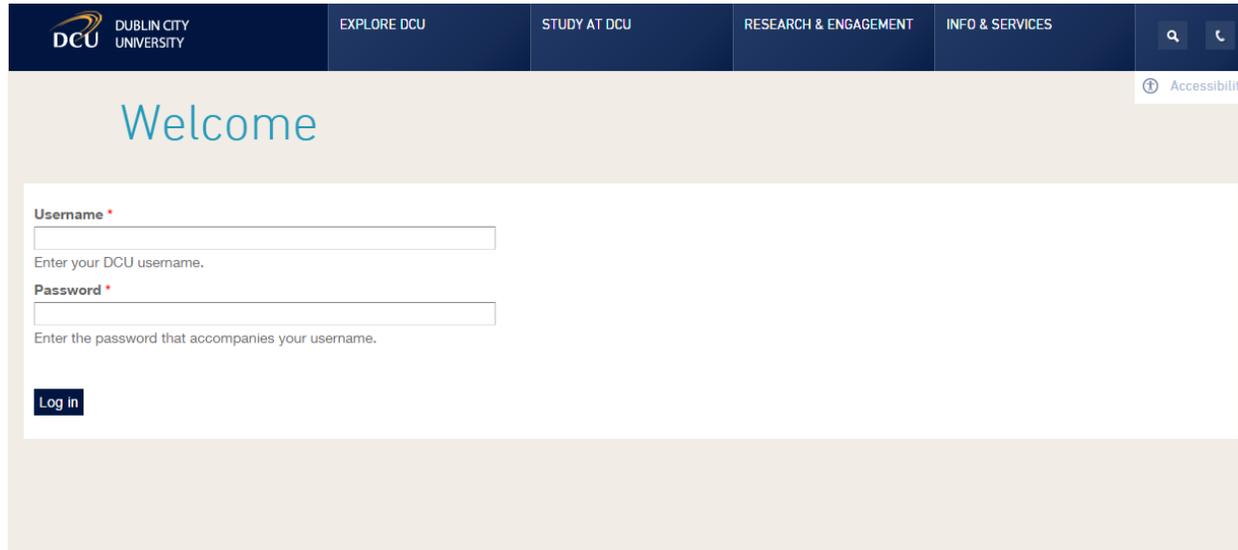
The link for online registration is [www.dcu.ie/student-registration.shtml](http://www.dcu.ie/student-registration.shtml) which opens from Monday 31st August 2020. This link will bring you into the Webpage as illustrated on page 2 and follow the instructions as indicated throughout this document.

### 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 experiencing difficulties in registering, the following online registration support help lines are available

<b>Programmes:</b> IT	<b>Email:</b> <a href="mailto:ict.openeducation@dcu.ie">ict.openeducation@dcu.ie</a>
Humanities	<a href="mailto:ba.openeducation@dcu.ie">ba.openeducation@dcu.ie</a>
Postgraduate	<a href="mailto:msc.openeducation@dcu.ie">msc.openeducation@dcu.ie</a>

August 2020



The screenshot shows the DCU login page. At the top, there is a dark blue navigation bar with the DCU logo and the text 'DUBLIN CITY UNIVERSITY' on the left. To the right of the logo are five menu items: 'EXPLORE DCU', 'STUDY AT DCU', 'RESEARCH & ENGAGEMENT', and 'INFO & SERVICES'. Further right are search and user profile icons. Below the navigation bar is a light beige header area with the word 'Welcome' in a large, blue, sans-serif font. On the right side of this header is an 'Accessibility' link with a downward arrow icon. The main content area is a white box containing a login form. The form has two input fields: 'Username' and 'Password'. Below the 'Username' field is the text 'Enter your DCU username.' Below the 'Password' field is the text 'Enter the password that accompanies your username.' At the bottom left of the form is a dark blue 'Log in' button.

1. Enter your username
2. Enter your password
3. Log in

On logging in, you will be directed to your registration schedule as per below screenshot. This schedule outlines the modules on offer for your programme. Please read the instructions carefully before proceeding to registration and selecting your modules. Once you are happy with your module choices, click on the **'Proceed to Online Registration'** button at the end of the schedule.

August 2020

## Sample Registration Schedule

### BA in English & History

**Course Short Code:**

BAEH

**Course Year:**

C

**Course Offering:**

35

### Bachelor of Arts (Hons) in English and History 2020-2021

**\*\*\*IMPORTANT MESSAGE\*\*\***

**The purpose of this information sheet is to allow you view all modules connected to the Qualification, optional and core. You should print this sheet out and then continue to the next step where your registration will take place.**

**It is your responsibility to ensure that you register correctly**

\*\*\*\*\*

#### REGISTRATION RULES

1. Students on the Bachelor of Arts (Hons) in English and History have a maximum registration period of eight years.
2. Maximum number of modules you can register for in one academic year is 4. (However, students who do not have specific exemptions for the foundation modules can only take the two foundation modules in their first year)
3. Please note that you can only register for a post foundation module in a subject if you have successfully passed the foundation module e.g. to register for HIS2 or any post foundation History module you must have successfully completed HIS1 (or have been granted an exemption from the HIS1 module).
4. Modules in the same subject must be taken in numerical order, except where two numerically adjacent modules are taken together in the same year, i.e. taking LIT2 and LIT3 together.
5. You may select no more than two modules from the same subject in any academic year.
6. Lit6: Please note that this advanced module involves the completion of a dissertation. This type of module requires a high level of commitment and therefore students registering for Lit6 should carefully consider the number of other modules they take in that academic year (the feasibility of taking this module in combination with other modules will, of course, depend on the capability of the student and the amount of time the student can dedicate to their studies).
7. His6: Please note that this advanced module involves the completion of a dissertation. This type of module requires a high level of commitment and therefore students registering for His6 should carefully consider the number of modules they take in that academic year (the feasibility of taking this module in combination with other modules will, of course, depend on the capability of the student and the amount of time the student can dedicate to their studies).
8. All modules will be presented in 2020-2021

9. Technology and Online Skills Requirements: Your learning experience as a DCU Connected student is enhanced through the use of learning technology and rich digital media. We understand that students will have varying degrees of technical experience and ability when they begin their studies. Due to the key role technology will play in your studies you should be ready to engage with relevant technologies to a minimum level when you begin your studies. That is, you should be familiar with using email, browsing the Internet, downloading files, and using the word processing package Microsoft Word. When you begin your studies you will then further develop your skills with using technology in your studies. Becoming more confident in the use of technology, as you study, will then help you succeed as an online distance learner. You can find detailed information on the necessary equipment and skills required for DCU Connected students under the section 'Technology Requirements'.

**MODULES (AND THEIR PREREQUISITES):**

Module	Next Year of Presentation	Prerequisite(s)	ECTS Credits
Lit1: What is Literature?	2020-2021	NA	15
Lit2: Literatures of the 20th Century	2020-2021	Lit1	15
Lit3: Literatures of the 17th and 18th Centuries	2020-2021	Lit1	15
Lit4: The Renaissance	2020-2021	Lit1	15
Lit5: Literatures of the 19th Century: Romanticism to Victorianism	2020-2021	Lit1	15
Lit6: Literatures of the Late 20th Century	2020-2021	Lit1	15
His1: What is History?	2020-2021	NA	15
His2: Europe and a Wider World	2020-2021	His1	15
His3: Land, Politics and Society in Ireland 1790-1922	2020-2021	His1	15
His4: Politics, Culture and Society in Ireland, 1916-2010	2020-2021	His1	15
His5: Women in Irish and European Society: 1789-1922	2020-2021	His1	15
His6: Researching Local History: People, Place and Time	2020-2021	His1 and at least 3 other His modules	15

TYPICAL PATHWAYS

Below are two typical pathways through the Bachelor of Arts (Hons) in English and History:

Student 1 - Complete 12 Modules in 6 Years		
<i>Year 1 (Introductory Level modules)</i>		
Lit1: What is Literature?	His1: What is History?	
<i>Year 2 (Intermediate Level modules)</i>		
Lit2: Literature of the Twentieth Century	His2: Europe and a Wider World	

August 2020

<i>Year 3 (Intermediate Level modules)</i>		
Lit3: Literature of the 17th and 18th Centuries	His3: Land, Politics and Society in Ireland 1790-1922	
<i>Year 4 (Intermediate Level modules)</i>		
Lit4: The Renaissance	His4: Politics, Culture and Society in Ireland, 1916-2010	
<i>Year 5 (Advanced Level Modules)</i>		
Lit5: Literatures of the 19th Century: Romanticism to Victorianism	His5: Women in Irish and European Society: 1789-1922	
<i>Year 6 (Advanced Level Module)</i>		
Lit6: Late 20th Century	His6: Researching Local History: People, Place and Time	

<b>Student 2 - Complete 12 Modules in 4 Years</b>			
<i>Year 1 (Introductory Level modules)</i>			
Lit1: What is Literature?	His1: What is History?		
<i>Year 2 (Intermediate Level modules)</i>			
Lit2: Literature of the Twentieth Century	His2: Europe and a Wider World	Lit3: Literature of the 17th and 18th Centuries	His3: Land, Politics and Society in Ireland 1790-1922
<i>Year 3 (Intermediate and Advanced Level modules)</i>			
Lit4: The Renaissance	His4: Politics, Culture and Society in Ireland, 1916-2010	Lit5: Literatures of the 19th Century: Romanticism to Victorianism	His5: Women in Irish and European Society: 1789-1922
<i>Year 4 (Intermediate Level modules)</i>			
Lit6: Late 20th Century	His6: Researching Local History: People, Place and Time		

Last updated 9th July 2020

I have read and understood the above registration instructions.

**[Proceed to Online Registration >>>](#)**

Click on the **‘Online Registration’** folder on the left hand side of the screen. Once selected, you will see the sequential steps in the registration process on the left hand side of the screen to be completed. Please ensure to click on each step in order and complete ALL steps of the process to complete your registration.

ITS /Enabler	
Welcome Maree TEST Open Ed to the ITS /Enabler system for Students.	
Navigate through the menu pane on the left and click the required option in order to proceed.	
The following table provides a brief description of the main processes available to you. Click on the link you require in the left hand menu panel to view the available sub-processes or process steps within each of the displayed processes.	
Registration	To register, click the "Online Registration" link on the left and complete all steps, ensuring to follow your "Registration Schedule". You must click 'I Accept' on the Rules and Regulations. It is your responsibility to register correctly.
On-Line Student Updates	
Confirmation of Examination Attendance	
Withdrawal from Programme	Undergrad students must withdraw prior to 31/10/20 to retain free fees & by 31/1/21 to retain 50% free fees entitlement. In all cases the student registration fee is due & must be paid. Please contact fees@dcu.ie to ensure you have no fee liability.
Fee Payment Policy	Students are required to pay their relevant fee on or before online registration. A late payment fine of €170 & a financial block will be placed on all accounts in arrears. Non-payment of fees will be outsourced to an Independent Collection Agency

August 2020

**Step 1: Equal Access Survey** – During the online registration process there is an option on the menu to complete a survey. It is **not necessary** for Open Education students to complete this. Please proceed to ‘Step 2’ to continue with the registration process.

The screenshot shows the DCU Student Web interface. At the top left is the DCU logo. Below it is a navigation menu titled 'Student Web' with the following items: Online Registration (with sub-items Step 1 to Step 10), Payment History, Biographical Details, Re-Sit Exam Registration 2019, Withdrawal from Programme, and Student Fee Menu. A 'Logout' link is at the bottom left. The main content area is titled 'Step 1 : Equal Access Survey' and displays the student's details: Student Number: 19108826 and Name: MS Maree TEST Open Ed. A central message reads: 'You do not have to complete the survey. Please exit or 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, click 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. Click ‘Save’ beside each address you are entering/updating.

DCU

Student Web

Online Registration

- Step 1 : Equal Access Survey
- Step 2 : Add Compulsory Contact Details
- Step 3 : Add/Update Addresses
- Step 4 : Add/Update Contact Detail
- Step 5 : Personal Public Service Number (PPSN) Sub
- Step 6 : Rules & Regulations
- Subject Selection
- Step 7 : Confirmation of Module Choices
- Step 8 : Accommodation Type
- Step 9 : Cost of Registration
- Step 10 : Fees Payment
- Payment History

Biographical Details

- Re-Sit Exam Registration 2019
- Withdrawal from Programme

Student Fee Menu

Logout

powered by ITS INTEGRATOR

Student Number: 19108826  
Name: MS Maree TEST Open Ed

Note: If your address details have changed, enter the new details in the lines provided next to the current address details. All address lines marked with \* must be supplied. Remember to save the changes, with the button provided, before continuing with the next process. Use the scroll bar on the right of the screen to view all address details.

Current Details	New Details
<b>Postal Address</b>	<b>Update / Enter Details Here</b>
Not Applicable TEST OPEN ED	<input type="text"/> *
	<input type="text"/> *
	<input type="text"/> *
	<input type="text"/>
	Eircode <input type="text"/>
	<input type="button" value="Save"/>
<b>Study Address</b>	<b>Update / Enter Details Here</b>
Not Applicable TEST OPEN ED	<input type="text"/> *
	<input type="text"/> *
	<input type="text"/> *
	<input type="text"/>
	Eircode <input type="text"/>
	<input type="button" value="Save"/>
<b>Delivery Address(Oscal Only)</b>	<b>Update / Enter Details Here</b>
	<input type="text"/> *
	<input type="text"/> *
	<input type="text"/> *
	<input type="text"/>
	Eircode <input type="text"/>
	<input type="button" value="Save"/>

(Mandatory Step 3 of 12) [Next Step](#)

Once saved, continue by pressing ‘Step 4’ on the left hand menu of the screen.

### Step 4: Add/Update Contact Details

Please update/add contact details by entering them in the box provided and pressing 'Save'.

**DCU**

**Student Web**

- Online Registration
  - Step 1 : Equal Access Survey
  - Step 2 : Add Compulsory Contact Details
  - Step 3 : Add/Update Addresses
  - Step 4 : Add/Update Contact Detail**
  - Step 5 : Personal Public Service Number (PPSN) Sub
  - Step 6 : Rules & Regulations
  - Subject Selection
  - Step 7 : Confirmation of Module Choices
  - Step 8 : Accommodation Type
  - Step 9 : Cost of Registration
  - Step 10: Fees Payment
  - Payment History
- Biographical Details
- Re-Sit Exam Registration 2019
- Withdrawal from Programme
- Student Fee Menu**

Logout

powered by **ITS INTEGRATOR**

**Step 4 : Add/Update Contact Detail**

Student Number: 19108826  
Name: MS Maree TEST Open Ed

**Note:** If your communication details have changed, enter the new details in the line provided next to the current communication details. Lines marked with \* must be supplied. Remember to save the changes with the button provided before continuing with the next process.

Current Details	New Details
<b>Next of Kin Telephone</b> 01 5823642	<b>Update / Enter Details Here</b> <input type="text"/> *
<b>Name of Next of Kin</b> Tom Test	<b>Update / Enter Details Here</b> <input type="text"/> *
<b>Home Telephone Number</b>	<b>Update / Enter Details Here</b> <input type="text"/> *
<b>Mobile Number</b>	<b>Update / Enter Details Here</b> <input type="text"/> *

(Optional Step 4 of 12) **Next Step**

**Step 5: Personal Public Service Number (PPSN) Submission.** It is **not** necessary for Open Education students to complete this. Press Continue

The screenshot shows the DCU Student Web interface. On the left is a navigation menu with the DCU logo at the top. The menu items include: Online Registration (with sub-steps 1-10), Subject Selection, Biographical Details, Re-Sit Exam Registration 2019, Withdrawal from Programme, Student Fee Menu, and Logout. The main content area is titled "Step 5 : Personal Public Service Number (PPSN) Submission" and "Personal Public Service Number". It displays the student's information: "Student Number: 19108826" and "Name: MS Maree TEST Open Ed". A "Note" instructs the user to enter their PPS Number in a provided text box and press Continue. A "Continue" button is located below the text box. At the bottom of the page, there is a progress bar and the text "(Optional Step 5 of 12)" and "Next Step".

**Step 6: Rules and Regulations**

**Subject Selection**

*You must read and accept the Rules and Regulations of the University prior to registering for your programme of study.*

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 the 'I Accept' button, subjects will not populate in the Subject Selection page.



## DCU Online Registration Terms and Conditions Academic Year 2020-2021

### Student Web

- Online Registration
  - Step 1 : Equal Access Survey
  - Step 2 : Add Compulsory Contact Details
  - Step 3 : Add/Update Addresses
  - Step 4 : Add/Update Contact Detail
  - Step 5 : Personal Public Service Number (PPSN) Sub
  - Step 6 : Rules & Regulations**
  - Subject Selection
  - Step 7 : Confirmation of Module Choices
  - Step 8 : Accommodation Type
  - Step 9 : Cost of Registration
  - Step 10: Fees Payment
  - Payment History
- Biographical Details
- Re-Sit Exam Registration 2019
- Withdrawal from Programme
- Student Fee Menu

Logout



### Technical Requirements

For information on technical requirements to ensure the highest level of performance when using the online registration system, please visit [Registration - Frequently Asked Questions](#).

### Student Registration – Programme and Module Registration

To complete the online registration process students must -

- Log onto <https://www.dcu.ie/student-registration.shtml> with your username and password
- Check your registration schedule and make note of your optional modules, where a choice exists (You will be directed to the registration schedule when you login. Use this as a guide for selecting your modules)
- Check / update your PPSN, biographical and next of kin details online
- Click 'I Accept' to accept the rules and regulations of the University for the coming year
- Register online correctly for your qualification (programme of study) and your modules
- Pay your fees (Please note you are NOT registered by paying your fees only, you must complete all relevant steps of the online registration process)

Please note:

- Pay the relevant fees - It is your responsibility to ensure that you are correctly registered and adhere to the deadlines for making changes to your registration. Check carefully the 'Confirmation of Module Choices' to ensure that your choices for the full academic year are accurately reflected.
- By clicking 'I Accept' at the end of this page, you acknowledge the information contained in the 'Data Protection Notice'.

### Payment of Programme Fees

It is the responsibility of each student to ensure they have read our [DCU Student Fee Protocol](#) prior to registration.

Confirmation of student fee amounts due can be viewed at <https://www.dcu.ie/fees/index.shtml>

It must be noted that your fees become due and payable once you have registered on a programme of study. Students who have applied for third party funding and are subsequently refused will be pursued for payment of the relevant fees.

### Collection of Student Identification Cards

**(Mandatory Step 6 of 12)**

**Next Step**

## Step 7: Confirmation of module Choices

**Step 7 : Confirmation of Module Choices**

Student Number: 19108826

Qualification: BAEH - BA in English & History  
Year Of Study: C - CONTINUOUS

**Note:** Please select the subjects/modules you wish to register for. Some compulsory subjects/modules have already been pre-selected for you. Click 'Remove' to exclude any of the currently selected subjects/modules from your registration.

Subjects/Modules	Selected Subjects/Modules Semester	Compulsory	Credits
No subjects/modules currently selected.			
Subjects/Modules	Elective/Optional Subjects/Modules Semester	Compulsory	Credits
<input type="checkbox"/> *HIS1 - What is History?	DISTANCE EDUCATION	No	15
<input type="checkbox"/> *LIT1 - What is Literature?	DISTANCE EDUCATION	No	15

**Note:** Once you have completed your subject/module selection, click the 'Continue' button to commence.

[Continue](#)

(Optional Step 8 of 12) [Next Step](#)

### Subject Selection – You must select your subjects/modules to complete the registration process.

Please ensure that you select your modules according to the instructions displayed on the registration schedule. This is the document you reviewed on logging in with your username and password. Your choice of modules will be listed in the second half of the screen. Please ensure you choose the correct combination and number of modules. Once you have **ticked** the box beside your preferred modules, click the ‘Continue’ button and proceed to Step 8.

**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 repeating a module you should change the 'Attendance Type' highlighted in Blue)

The screenshot shows the ITS Web Interface for Dublin City University. The page is titled 'Step 5: Subject Selection'. It displays student information: Student Number: [redacted], Name: [redacted], Qualification: BA - Diploma/BA in Humanities, and Year Of Study: C - CONTINUOUS. A table lists selected subjects/modules. The first row is 'SOC3A - Power, Social Order, Crime Deviance Work & Empl' with 5 credits and an attendance type of 'H NORMAL ATTENDANCE (NDEC)'. The total credits are 15. A red box highlights the 'Attendance Type' field, and an arrow points to it from the text above.

Subjects/Modules	Compulsory	Mode Of Study	Academic Period	Examination Credits	Attendance Type
SOC3A - Power, Social Order, Crime Deviance Work & Empl	No	DISTANCE EDUCATION NON DCU	-SEPT - MAY BLOCK	2011 5	H NORMAL ATTENDANCE (NDEC)
				Total Credits:	15

Please choose 'Retake Module' from the drop down list.

**Confirmation of modules Choice:** This page confirms the modules you have chosen. Please review this to ensure you have registered correctly.






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**Student Web**

- Online Registration
  - Step 1 : Equal Access Survey
  - Step 2 : Add Compulsory Contact Details
  - Step 3 : Add/Update Addresses
  - Step 4 : Add/Update Contact Detail
  - Step 5 : Personal Public Service Number (PPSN) Sub
  - Step 6 : Rules & Regulations
  - Subject Selection
  - Step 7 : Confirmation of Module Choices
  - Step 8 : Accommodation Type
  - Step 9 : Cost of Registration
  - Step 10: Fees Payment
- Payment History
- Biographical Details
- Re-Sit Exam Registration 2019
- Withdrawal from Programme
- Student Fee Menu

Logout



### Step 7 : Confirmation of Module Choices

**Student Number:** 19108826

**Qualification** BAEH - BA in English & History

**Year Of Study** C - CONTINUOUS

Note:

Please select the subjects/modules you wish to register for. Some compulsory subjects/modules have already been pre-selected for you. Click 'Remove' to exclude any of the currently selected subjects/modules from your registration.

Selected Subjects/Modules			
Subjects/Modules	Semester	Compulsory	Credits
HIS1 - What is History?	DISTANCE EDUCATION	No	15
LIT1 - What is Literature?	DISTANCE EDUCATION	No	15
			Total Credits: 30

Elective/Optional Subjects/Modules			
Subjects/Modules	Semester	Compulsory	Credits
No more Elective/Optional Subjects/Modules exist for selection.			

Note:

Once you have completed your subject/module selection, click the 'Continue' button to commence.

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(Optional Step 8 of 12)

Next Step

All All

### Confirmation of Module Choices

25-Aug-2020

19108826  
MS MRT TEST Open Ed  
Not Applicable TEST OPEN ED

This is to confirm that the above named student has successfully selected the following during the registration process:

*Programme Details*  
Description: BA in English & History  
Mode of Study: DISTANCE EDUCATION - DCU  
Academic Period: YEAR LONG (NDEC)  
Year: CONTINUOUS

*Module Details*  
HIS1 What is History?  
LIT1 What is Literature?

Please check your registration details. If they are not displayed for this year, please complete the steps on the left hand side. It is your responsibility to ensure you are registered correctly for your Qualification AND your Modules.  
New students please note: New email accounts will activate up to 24 hours after you have completed your module selection.

DCU Registry

Printer Friendly Format

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(Optional Step 9 of 12) [Next Step](#)

**Student Web**

- Online Registration
  - Step 1: Equal Access Survey
  - Step 2: Add Compulsory Contact Details
  - Step 3: Add/Update Addresses
  - Step 4: Add/Update Contact Detail
  - Step 5: Personal Public Service Number (PPSN) Sub
  - Step 6: Rules & Regulations
  - Subject Selection
  - Step 7: Confirmation of Module Choices
  - Step 8: Accommodation Type
  - Step 9: Cost of Registration
  - Step 10: Fees Payment
- Payment History
- Biographical Details
- Re-Sit Exam Registration 2019
- Withdrawal from Programme
- Student Fee Menu

Logout



**Step 8: 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.

The screenshot shows the DCU Student Web interface. The DCU logo is in the top left. A navigation menu on the left lists various steps, with 'Step 8 : Accommodation Type' highlighted. The main content area displays the student's details: Student Number: 19108826, Name: MS Maree TEST Open Ed, Qualification: BAEH - BA in English & History, and Year: 2021. Below this, a note instructs the user to select one of the following accommodation options: Parental Home (selected), College Accommodation (incl. off-campus), Rented Accommodation, Own House (house, apartment), Other Accommodation, or Not Specified. A 'Save' button is located below the options. At the bottom of the page, a progress bar shows the current step as '(Optional Step 9 of 12)' and a 'Next Step' button is visible.

**DCU**

**Student Web**

- Online Registration
  - Step 1 : Equal Access Survey
  - Step 2 : Add Compulsory Contact Details
  - Step 3 : Add/Update Addresses
  - Step 4 : Add/Update Contact Detail
  - Step 5 : Personal Public Service Number (PPSN) Sub
  - Step 6 : Rules & Regulations
  - Subject Selection
  - Step 7 : Confirmation of Module Choices
  - Step 8 : Accommodation Type**
  - Step 9 : Cost of Registration
  - Step 10: Fees Payment
- Payment History
- Biographical Details
- Re-Sit Exam Registration 2019
- Withdrawal from Programme
- Student Fee Menu

Logout

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**Step 8 : Accommodation Type**

Student Number: 19108826  
Name: MS Maree TEST Open Ed

Qualification	BAEH - BA in English & History
Year	2021

**NOTE:** Select one of the following to indicate where you live during term time. Save your selection before continuing with the next process.

- Parental Home
- College Accommodation (incl. off-campus)
- Rented Accommodation
- Own House (house, apartment)
- Other Accommodation
- Not Specified

Save

(Optional Step 9 of 12) **Next Step**

**Step 9: 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.




**Student Web**

- Online Registration
  - [Step 1 : Equal Access Survey](#)
  - [Step 2 : Add Compulsory Contact Details](#)
  - [Step 3 : Add/Update Addresses](#)
  - [Step 4 : Add/Update Contact Detail](#)
  - [Step 5 : Personal Public Service Number \(PPSN\) Sub](#)
  - [Step 6 : Rules & Regulations](#)
  - [Subject Selection](#)
  - [Step 7 : Confirmation of Module Choices](#)
  - [Step 8 : Accommodation Type](#)
  - [Step 9 : Cost of Registration](#)
  - [Step 10: Fees Payment](#)
  - [Payment History](#)
- Biographical Details
- Re-Sit Exam Registration 2019
- Withdrawal from Programme
- [Student Fee Menu](#)

Logout



### Cost of Registration

No : 19108826  
25-Aug-2020

Name: MS MRT TEST Open Ed  
Not Applicable TEST OPEN ED

Code	Qualifications And Subjects	Amount
BAEH	BA in English & History	0.00 D
HIS1	What is History?	900.00 D
LIT1	What is Literature?	900.00 D

Ref	Other Transactions	Amount
<b>Total For This Registration</b>		<b>1,800.00 D</b>

This only reflects Cost for your Registrations.  
Please print this Cost of Registration which can be used as an invoice to obtain a Bank of Ireland loan or employer sponsorship.

**DCU Bank Details:**  
 Allied Irish Bank Plc  
 Branch: Swords Road, Santry, Dublin 9  
 Account Name: Fees Account  
 Account Number: 43170288 (DCU)  
 Sort Code: 93-22-21  
 Bank Swift Code: AIBKIE2D  
 IBAN: IE 12 AIBK 9322 2143 1702 88

(Optional Step 10 of 12)

[Next Step](#)

**Step 10: 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 **Step10: 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.

The screenshot shows the DCU Student Web interface for Step 10: Fees Payment. The page is titled "Step 10: Fees Payment" and displays the following information:

- Student Information:** Student Number: 19108826, Name: MS Maree TEST Open Ed.
- Payment Of Fees:** Amount Now Due - €1800.
- On Line Registration:** The Amount Now Due is based on the programme you are registering for and additional information you provided on registration last year in relation to:
  1. EU/Non EU Status,
  2. Entitlement to Free Fees,
  3. Bursary or Sponsorship.
- Options:**
  - (1) On Line Payment (Immediate) [E-Payment Help Facility](#)  
(All receipts will be issued to the student primary email address if none exists it will be issued to the student email address.)
  - (2) Research Funded Postgraduates.
  - (3) Bank of Ireland College Finance Loan

The navigation menu on the left includes: Online Registration (Steps 1-6), Subject Selection, Payment History, Biographical Details, Re-Sit Exam Registration 2019, Withdrawal from Programme, Student Fee Menu, Logout, and a logo for "powered by its INTEGRATOR".

At the bottom of the page, there is a progress bar and the text "(Mandatory Step 11 of 12)" and "Next Step".

## Methods of Payment

If you are paying fees with your credit/debit card please select Option 1: Online Payment (E-Payment)'.

**DCU**

All All

### Payment Options

Student Number: 19108826  
Name: MS Maree TEST Open Ed

Amount Now Due - €1800

#### Payment Options

1. On Line Payment (E-Payment).
2. Research Funded Postgraduates.
3. Bank of Ireland - College Finance Loan.

Student Web

- Online Registration
  - Step 1 : Equal Access Survey
  - Step 2 : Add Compulsory Contact Details
  - Step 3 : Add/Update Addresses
  - Step 4 : Add/Update Contact Detail
  - Step 5 : Personal Public Service Number (PPSN) Subj
  - Step 6 : Rules & Regulations
  - Subject Selection
  - Step 7 : Confirmation of Module Choices
  - Step 8 : Accommodation Type
  - Step 9 : Cost of Registration
  - Step 10: Fees Payment
  - Payment History
- Biographical Details
- Re-Sit Exam Registration 2019
- Withdrawal from Programme
- Student Fee Menu

Logout

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(Mandatory Step 11 of 12) [Next Step](#)

Once you select the Online Payment option, you will be taken to the screen below 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. The 'Payment Type' will be set at 'Student Fee Payment'. Once complete, press 'Pay Now'.

The screenshot shows the DCU Student Web interface for Step 10: Fees Payment. The DCU logo is in the top left. A navigation menu on the left lists various steps, with 'Step 10: Fees Payment' highlighted. The main content area displays the student's details: Student Number: 19108826 and Name: MS Maree TEST Open Ed. A note instructs the user to click the 'Pay Now' button. The 'Amount To Pay (EUR)' field is populated with 1800. The 'Card Holder Name' field is empty. The 'Payment Type' dropdown menu is set to 'Student Fee Payment'. A 'Pay Now' button is located to the right of the dropdown. At the bottom, a progress bar indicates '(Mandatory Step 11 of 12)' and a 'Next Step' button is visible.

**DCU**

**Student Web**

- Online Registration
  - Step 1 : Equal Access Survey
  - Step 2 : Add Compulsory Contact Details
  - Step 3 : Add/Update Addresses
  - Step 4 : Add/Update Contact Detail
  - Step 5 : Personal Public Service Number (PPSN) Sub
  - Step 6 : Rules & Regulations
  - Subject Selection
  - Step 7 : Confirmation of Module Choices
  - Step 8 : Accommodation Type
  - Step 9 : Cost of Registration
  - Step 10: Fees Payment**
  - Payment History
- Biographical Details
- Re-Sit Exam Registration 2019
- Withdrawal from Programme
- Student Fee Menu**

Logout

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**Step 10: Fees Payment**

Student Number: 19108826  
Name: MS Maree TEST Open Ed

**Note:** Click the "Pay Now" button to continue with the transaction.

Amount To Pay (EUR):

Card Holder Name

Payment Type:

(Mandatory Step 11 of 12)

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 10 'Fees Payment' and continue.

The screenshot displays the DCU Student Web interface. On the left is a navigation menu under 'Student Web' with the following items: Online Registration (Step 1: Equal Access Survey, Step 2: Add Compulsory Contact Details, Step 3: Add/Update Addresses, Step 4: Add/Update Contact Detail, Step 5: Personal Public Service Number (PPSN) Sub, Step 6: Rules & Regulations, Subject Selection, Step 7: Confirmation of Module Choices, Step 8: Accommodation Type, Step 9: Cost of Registration, Step 10: Fees Payment, Payment History), Biographical Details, Re-Sit Exam Registration 2019, Withdrawal from Programme, and Student Fee Menu. There is also a 'Logout' link and a logo for 'powered by its INTEGRATOR'. The main content area is titled 'Payment Details' and includes an 'Important Notice Debit Card limit 1500 euro per transaction'. Below this are input fields for 'Card Number' (with Visa and Mastercard logos), 'Expiry' (MM/YY), 'Security Code' (with a help icon), and 'Cardholder Name'. A large blue 'PAY NOW' button is prominently displayed. At the bottom, there is a security notice '256-bit SSL encrypted' and 'Securely processed by Global Payments'. A progress bar at the very bottom shows '(Mandatory Step 11 of 12)' and a 'Next Step' button.

### Method 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.

The screenshot displays the DCU Student Web interface. On the left is a navigation sidebar with the DCU logo and a 'Student Web' header. The sidebar lists various services: Online Registration (with steps 1-10), Biographical Details, Re-Sit Exam Registration 2019, Withdrawal from Programme, and Student Fee Menu. A red 'Logout' link is also present. The main content area is titled 'Payment Options' and shows student details: 'Student Number: 19108826' and 'Name: MS Maree TEST Open Ed'. Below this, it states 'Amount Now Due - €1800'. A section titled 'Payment Options' lists three choices: '1. On Line Payment (E-Payment)', '2. Research Funded Postgraduates', and '3. Bank of Ireland - College Finance Loan'. A white arrow points to the third option. At the bottom, a blue progress bar indicates '(Mandatory Step 11 of 12)' and a 'Next Step' button is visible.

## Payment History

**DCU**

Student Web

Online Registration

- Step 1 : Equal Access Survey
- Step 2 : Add Compulsory Contact Details
- Step 3 : Add/Update Addresses
- Step 4 : Add/Update Contact Detail
- Step 5 : Personal Public Service Number (PPSN) Sub
- Step 6 : Rules & Regulations
- Subject Selection
- Step 7 : Confirmation of Module Choices
- Step 8 : Accommodation Type
- Step 9 : Cost of Registration
- Step 10 : Fees Payment
- [Payment History](#)

Biographical Details

Re-Sit Exam Registration 2019

Withdrawal from Programme

[Student Fee Menu](#)

Logout

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### Payment History

Student Number: 19108826  
Name: MS Maree TEST Open Ed

Payment Transaction Number	Bank Ref.	Payment Date	Transaction Status	Transaction Amount
454147		25-AUG-2020	In Progress / Transaction Failed	1800.00

(Optional Step 12 of 12)

**Please ensure to logout of the process.**

**Registration is now complete. Thank You.**