

## Online Registration Student Guide January 2019 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](http://www.dcu.ie/student-registration.shtml) which opens from Monday 10<sup>th</sup> December 2018. 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](mailto:msc.openeducation@dcu.ie) or call 01-7005328

December 2018

DCU DUBLIN CITY UNIVERSITY

EXPLORE DCU STUDY AT DCU RESEARCH & ENGAGEMENT INFO & SERVICES

Accessibility

# Welcome

**Username \***  
  
Enter your DCU username.

**Password \***  
  
Enter the password that accompanies your username.

**Log in**

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

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On logging in, you will be directed to the registration schedule pertinent to your programme. 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. At the end of the Registration Schedule, Click on the **'Proceed to Online Registration'** button.

Below you will find registration instructions for your programme of study.

- Please ensure you read these instructions carefully
- Take note of the modules you wish to select.
- You will register for these on the Subject Selection page during the online registration process.
- When you have noted your module selection and are ready to register, please proceed to the bottom of this page and click the 'Proceed to Registration' button.

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## MSc in Management of Operations (MOPSA)

Course Short Code: MOPSA

Course Year: C

Course Offering: 35

### MSc in Management of Operations (MOPSA)

**\*\*\*\*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**

When selecting modules you should register based on the month you first commenced your programme of study.

The table below shows the pathway a student should take depending on their month of entry.

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.

September Intake		January Intake	
Year One		Year One	
OSC1 (Module commences in September)	OSC2 (Module commences in January)		OSC2 (Module commences in January)
Year Two		Year Two	
OSC10 OSC20* (Modules commence in September)	OSC3 (Module commences in January)	OSC10 (Module commences in September)	OSC3 (Module commences in January)
Year Three (optional)		Year Three	
OSC20* (Module commences in September)		OSC1 OSC20 (Modules commence in September)	
* Student can opt to take OSC20 in either year two or three.			

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OSC1	Project and Change Management	15 Credits
OSC2	Sustainable Business	15 Credits
OSC3	Evidence based Evaluation and Entrepreneurship	15 Credits
OSC10	Operations Management	15 Credits
OSC20	Dissertation (Sept-August registration)	30 Credits

I have read and understood the above registration instructions.

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

On this screen you should select the ‘**Open Education Registration**’ folder on the left hand side of the screen to reveal all steps of the process.

The screenshot displays the ITS iEnabler student portal. On the left, the DCU logo is visible above a 'Student Web' menu. The menu items are: Open Education Registration, Register Semester 2 Modules, Biographical Details, Withdrawal from Programme, and Student Fee Menu. Below the menu is a 'Logout' link and the ITS INTEGRATOR logo. The main content area has a yellow header with 'ITS iEnabler' and a welcome message: 'Welcome Ted Testy to the ITS iEnabler system for Students. Navigate through the menu pane on the left and click the required option in order to proceed.' Below this is a table of processes:

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.
Registration	
On-Line Student Updates	
Withdrawal from Programme	Undergrad students must withdraw prior to 31/10/18 to retain free fees & by 31/1/19 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

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.

The screenshot shows the DCU Student Web interface. On the left is a navigation menu with the following items: Open Education Registration, Step 1: Equal Access Survey (highlighted in blue), Step 2: Add Compulsory Contact Details, Step 3: Add/Update Addresses, Step 4: Add/Update Contact Detail, Step 5: Rules & Regulations, Subject Selection, Step 6: Confirmation of Module Choices, Step 7: Accommodation Type, Step 8: Cost of Registration, Step 9: Fees Payment, Payment History, Register Semester 2 Modules, Biographical Details, Withdrawal from Programme, and Student Fee Menu. Below the menu is a 'Logout' link. The main content area is titled 'Step 1 : Equal Access Survey' and displays the student's information: 'Student Number: 18111327' and 'Name: MR Ted Testy'. A message in the center states: '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, press save. To continue, select 'Step 3'.

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: Open Education Registration, Step 1: Equal Access Survey, Step 2: Add Compulsory Contact Details (highlighted), Step 3: Add/Update Addresses, Step 4: Add/Update Contact Detail, Step 5: Rules & Regulations, Subject Selection, Step 6: Confirmation of Module Choices, Step 7: Accommodation Type, Step 8: Cost of Registration, Step 9: Fees Payment, Payment History, Register Semester 2 Modules, Biographical Details, Withdrawal from Programme, Student Fee Menu, and Logout. The main content area is titled "Step 2 : Add Compulsory Contact Details" and displays the student's information: Student Number: 18111327 and Name: MR Ted Testy. A note states: "Note: The following Communication details are required. All communication lines marked with \* must be supplied. Remember to save the changes with the button provided before continuing with the next process." There are two form sections: "Next of Kin Telephone" with a text input field marked with an asterisk and a "Save" button; and "Name of Next of Kin" with a text input field marked with an asterisk and a "Save" button.

### 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.

The screenshot displays the DCU Student Web interface. At the top left is the DCU logo. To its right, there are two 'All' buttons with folder icons. Below these, a box displays the user's details: 'Student Number: 18111327' and 'Name: MR Ted Testy'. A message below the box reads: 'You must enter all Compulsory Communication and Address Information before you can continue.' On the left side, there is a 'Student Web' menu with the following items: 'Open Education Registration', 'Step 1 : Equal Access Survey', 'Step 2 : Add Compulsory Contact Details', 'Step 3 : Add/Update Addresses' (highlighted in blue), 'Step 4 : Add/Update Contact Detail', 'Step 5 : Rules & Regulations', 'Subject Selection', 'Step 6 : Confirmation of Module Choices', 'Step 7 : Accommodation Type', 'Step 8 : Cost of Registration', 'Step 9 : Fees Payment', 'Payment History', 'Register Semester 2 Modules', 'Biographical Details', 'Withdrawal from Programme', and 'Student Fee Menu'. At the bottom left of the menu is a 'Logout' link.

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’.

**DCU**

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

Student Number: 18111319  
Name: MR Ed Opened

**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
Next of Kin Telephone	Update / Enter Details Here
052135536	<input type="text"/> * <input type="button" value="Save"/>
Name of Next of Kin	Update / Enter Details Here
Mr Test	<input type="text"/> * <input type="button" value="Save"/>
Home Telephone Number	Update / Enter Details Here
	<input type="text"/> * <input type="button" value="Save"/>
Mobile Number	Update / Enter Details Here
	<input type="text"/> * <input type="button" value="Save"/>

**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 : Rules & Regulations
  - Subject Selection
  - Step 6 : Confirmation of Module Choices
  - Step 7 : Accommodation Type
  - Step 8 : Cost of Registration
  - Step 9 : Fees Payment
  - Payment History
- Biographical Details
- Re-Sit Exam Registration 2018
- Withdrawal from Programme
- [Student Fee Menu](#)

[Logout](#)

Once saved, continue by pressing ‘Step 4’ 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.



**Student Web**

- Open Education Registration
  - Step 1 : Equal Access Survey
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  - Step 4 : Add/Update Contact Detail
  - Step 5 : Rules & Regulations**
  - Subject Selection
  - Step 6 : Confirmation of Module Choices
  - Step 7 : Accommodation Type
  - Step 8 : Cost of Registration
  - Step 9 : Fees Payment
- Payment History
- Register Semester 2 Modules
- Biographical Details
- 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:

- Click 'I Accept' at the end of this page to accept the rules and regulations of the University for the coming year;
- Register for their programme of study - Qualification AND Modules;
- Confirm the modules they wish to take (where a choice exists) using the registration schedule as a guide;
- Pay the relevant fees - **Please note you are NOT registered by paying your fees only, you must complete all relevant steps of the process; &**
- Record any changes to your biographical details for the coming academic year e.g. changes in address, contact telephone numbers or next of kin details.

Please note:

- 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 this [Link](#).

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**

Student Identification Cards are issued for first year students who complete the online registration process and who are in good financial standing with the University. Further details on ID card collection will be posted on the following web page at this [Link](#).

**Terms & Conditions**

The University reserves the right to revise, amend, alter or delete programmes of study and academic regulations at any time by giving such notice as may be determined by Academic Council in relation to any such change.

**Confirmation of Registration**

I confirm that all the information provided by me to the University is correct. I agree to be bound and to abide by the University's rules, policies, regulations and code of discipline in force from time to time and all amendments to same.

I understand the University may:

- (i) provide to the appropriate authority (e.g. Higher Education Authority, Student Universal Support Ireland, Department of Social Protection, etc.) such information as the University may be required to furnish from time to time;
- (ii) use personal information relating to me as appropriate for all University business, including conferring ceremonies; and
- (iii) share my data both personal and academic with approved partners where joint award, student exchange or partnership agreements are in place.

**Data Protection Notice**

When you register with Registry you will be required to complete a registration process and to provide certain personal data to Registry, which is necessary for you to register with the University. Registry will process, use and retain this personal data for:

- (i) registration and administration purposes in connection with your course and modules including to maintain your student records;
- (ii) for purposes connected with the University's provision to you of programmes of academic study and in accordance with the University's statutory functions under the University Acts; and
- (iii) as necessary for the University to meet certain legal obligations to which the University is subject.

DCU Registry may also obtain personal data relating to you from other sources e.g. CAO/FAC process. Your personal data will at all times be processed, used and retained by the University in accordance with its obligations under applicable data protection law and as set out in the [DCU Privacy Policy](#). Your personal data will be retained by the University for the duration of your enrolment on a course of study at the University and for a reasonable period thereafter, including for alumni relations purposes as described in the Privacy Policy.

While Registry does not generally seek or collect special categories of personal data (e.g. medical/health data or data relating to race/ethnicity), in certain circumstances it will do so. An example includes the processing of medical certificates for consideration in relation to the student academic record (e.g. postponements and extenuating circumstances).

To find further information about the types of personal data collected, how and why the University processes such personal data in relation to your data protection rights please refer to the [DCU Privacy Policy](#).

Sharing of Personal Data with the USA

### Step 6: Confirmation of module Choices

**Subject Selection**

Student Number: 18116086

Qualification | MOPSA - MSc in Management of Operations  
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
No subjects/modules currently selected.			

Elective/Optional Subjects/Modules			
Subjects/Modules	Semester	Compulsory	Credits
<input type="checkbox"/> *OSC1 - Project and Change Management	<i>i</i> DISTANCE EDUCATION	No	15
<input type="checkbox"/> *OSC10 - Operations Management	<i>i</i> DISTANCE EDUCATION	No	15
<input checked="" type="checkbox"/> *OSC2 - Sustainable Business	<i>i</i> DISTANCE EDUCATION	No	15
<input type="checkbox"/> *OSC3 - Evidence based Evaluation & Entrepreneurship	<i>i</i> DISTANCE EDUCATION	No	15

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

Continue

### 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. 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 module(s).**

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

The screenshot shows a web page for DCU (Dublin City University) with a navigation menu on the left and a main content area on the right. The navigation menu includes links for 'Open Education Registration' (with sub-steps 1-9), 'Payment History', 'Register Semester 2 Modules', 'Biographical Details', '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 'Confirmation of Module Choices' and dated '14-Dec-2018'. It displays student details: '18116086', 'MR T Testy', 'mr teddy', and 'dublin 9'. A confirmation message states: 'This is to confirm that the above named student has successfully selected the following during the registration process:'. Below this, 'Programme Details' are listed: 'Description: MSc in Management of Operations', 'Mode of Study: DISTANCE EDUCATION - DCU', 'Academic Period: YEAR LONG (NDEC)', and 'Year: CONTINUOUS'. 'Module Details' are also mentioned but not listed. A note asks the student to check registration details and complete steps on the left. A final note states: 'New students please note: New email accounts will activate up to 24 hours after you have completed your module selection.' At the bottom of the main content area, there is a 'DCU Registry' section with a 'Printer Friendly Format' button.

**DCU**

**Student Web**

- Open Education 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 : Rules & Regulations
  - Subject Selection
  - Step 6 : Confirmation of Module Choices**
  - Step 7 : Accommodation Type
  - Step 8 : Cost of Registration
  - Step 9 : Fees Payment
- Payment History
- Register Semester 2 Modules
- Biographical Details
- Withdrawal from Programme
- Student Fee Menu

Logout

powered by **ITS** INTEGRATOR

**Confirmation of Module Choices** 14-Dec-2018

18116086  
MR T Testy  
mr teddy  
dublin 9

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

*Programme Details*  
Description: MSc in Management of Operations  
Mode of Study: DISTANCE EDUCATION - DCU  
Academic Period: YEAR LONG (NDEC)  
Year: CONTINUOUS

*Module Details*

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

**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.

The screenshot shows the DCU Student Web interface. On the left is a navigation menu with the following items: Open Education 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: Rules & Regulations, Subject Selection, Step 6: Confirmation of Module Choices, Step 7: Accommodation Type (highlighted), Step 8: Cost of Registration, Step 9: Fees Payment, Payment History, Register Semester 2 Modules, Biographical Details, Withdrawal from Programme, and Student Fee Menu. At the bottom of the menu is a Logout link. The main content area is titled 'Step 7 : Accommodation Type' and displays student information: Student Number: 18116086 and Name: MR Teddy Testy. A red note states: 'Note: Click on the Qualification to update the Accommodation Type.' Below this is a table with the following data:

Qualification	Year	Accommodation Type
MOPSA MSc in Management of Operations	2019	1 Parental Home

**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.




**Student Web**

- Open Education 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 : Rules & Regulations
- Subject Selection
- Step 6 : Confirmation of Module Choices
- Step 7 : Accommodation Type
- Step 8 : Cost of Registration**
- Step 9 : Fees Payment
- Payment History
- Register Semester 2 Modules
- Biographical Details
- Withdrawal from Programme
- Student Fee Menu

Logout



### Cost of Registration

No : 18116086  
14-Dec-2018

Name: MR T Testy  
mr teddy  
dublin 9

Code	Qualifications And Subjects	Amount
MOPSA	MSc in Management of Operations	0.00 D
OSC2	Sustainable Business	1,885.00 D

Ref	Other Transactions	Amount
<b>Total For This Registration</b>		<b>1,885.00 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:  
Account Name:  
Account Number:  
Sort Code:  
Bank Swift Code:  
IBAN:

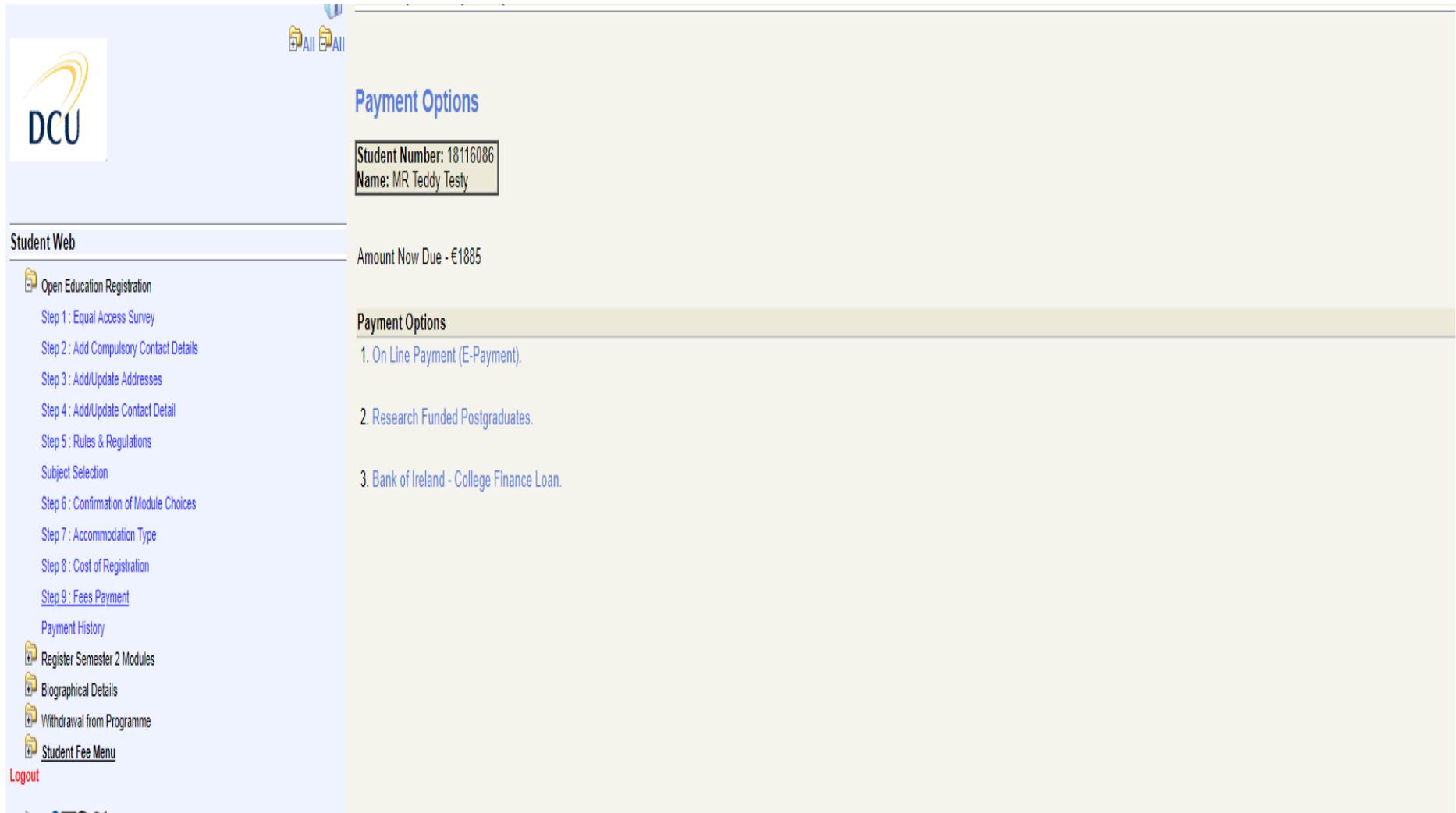
Swords Road, Santry, Dublin 9  
Fees Account  
43170288 (DCU)  
93-22-21  
AIBKIE2D  
IE 12 AIBK 9322 2143 1702 88

[Printer Friendly Format](#)

**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.

The screenshot shows the DCU Student Web interface for Step 9: Fees Payment. The left sidebar contains a navigation menu with the following items: Open Education Registration (with sub-steps 1-9, where Step 9 is highlighted), Payment History, Register Semester 2 Modules, Biographical Details, 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 displays the title 'Step 9 : Fees Payment' and a box with 'Student Number: 18116086' and 'Name: MR Teddy Testy'. Below this, it shows 'Payment Of Fees' and 'Amount Now Due - €1885'. The section 'On Line Registration' explains that the amount is based on the programme and registration details from last year, listing conditions: 1. EU/Non EU Status, 2. Entitlement to Free Fees, and 3. Bursary or Sponsorship. It also states that DCU reserves the right to amend the balance due if conditions do not apply. Under 'Options:', three choices are listed: (1) On Line Payment (Immediate) with a link to 'E-Payment Help Facility' and a note that receipts will be issued to the student's primary email address; (2) Research Funded Postgraduates; and (3) Bank of Ireland College Finance Loan. A 'Proceed' button is located at the bottom of the main content area.



The screenshot displays a web interface for DCU. On the left is a navigation menu with the DCU logo at the top. The menu items include: Open Education Registration (with sub-steps 1-9, where Step 9 'Fees Payment' is highlighted), Payment History, Register Semester 2 Modules, Biographical Details, Withdrawal from Programme, and Student Fee Menu. A 'Logout' link is at the bottom of the menu. The main content area is titled 'Payment Options' and shows the student's details: Student Number: 18116086 and Name: MR Teddy Testy. Below this, it states 'Amount Now Due - €1885'. 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.

**DCU**

**Student Web**

- Open Education Registration
  - Step 1 : Equal Access Survey
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  - Step 4 : Add/Update Contact Detail
  - Step 5 : Rules & Regulations
  - Subject Selection
  - Step 6 : Confirmation of Module Choices
  - Step 7 : Accommodation Type
  - Step 8 : Cost of Registration
  - Step 9 : Fees Payment**
- Payment History
- Register Semester 2 Modules
- Biographical Details
- Withdrawal from Programme
- Student Fee Menu

Logout

**Payment Options**

Student Number: 18116086  
Name: MR Teddy Testy

Amount Now Due - €1885

**Payment Options**

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

## Methods of Payment 1

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

The screenshot shows the DCU Student Web interface. On the left is a navigation menu with the following items: Open Education 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 : Rules & Regulations, Subject Selection, Step 6 : Confirmation of Module Choices, Step 7 : Accommodation Type, Step 8 : Cost of Registration, **Step 9 : Fees Payment**, Payment History, Register Semester 2 Modules, Biographical Details, Withdrawal from Programme, and Student Fee Menu. At the bottom of the menu is a 'Logout' link. The main content area is titled 'Step 9 : Fees Payment' and displays the following information:

- Student Number: 18116086
- Name: MR Teddy Testy
- Note: Click the "Pay Now" button to continue with the transaction.
- Amount To Pay (EUR): 1885
- Card Holder Name: [Text Input Field]
- Payment Type: Student Fee Payment (Dropdown Menu)
- Pay Now button



### Step 9 : Fees Payment

**Student Number:** 18111319  
**Name:** MR Ed Opened

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

**Amount To Pay (EUR):**

**Card Holder Name:**

**Payment Type:**

**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 : Rules & Regulations
  - Subject Selection
  - Step 6 : Confirmation of Module Choices
  - Step 7 : Accommodation Type
  - Step 8 : Cost of Registration
  - Step 9 : Fees Payment
- Payment History
- Biographical Details
- Re-Sit Exam Registration 2018
- Withdrawal from Programme
- Student Fee Menu**

[Logout](#)

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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. The 'Payment Type' will be set at 'Student Fee Payment'. Once complete, press 'Pay Now'.

The screenshot displays the DCU Student Web interface. On the left, a navigation menu under 'Student Web' lists various options, with 'Step 9: Fees Payment' highlighted. The main content area shows a 'Payment Details' form, secured by 256-bit SSL. The form includes an important notice about a debit card limit of 1500 euro per transaction. It contains input fields for 'Card Number', 'Expiry (mm/yy)', 'Security Code', and 'Cardholder Name'. A prominent blue 'Pay Now' button is located at the bottom of the form. The footer of the form indicates it is secured by globalpayments.

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.

## 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 shows the DCU Student Web interface. On the left is a navigation menu with the DCU logo at the top. The main content area is titled 'Payment Options' and displays the student's details: Student Number: 18111319 and Name: MR Ed Opened. Below this, it shows 'Amount Now Due - €1800'. The 'Payment Options' list includes: 1. On Line Payment (E-Payment), 2. Research Funded Postgraduates, and 3. Bank of Ireland - College Finance Loan, which is highlighted with a red rectangular box. The navigation menu on the left includes 'Online Registration' (with steps 1-9), 'Payment History', 'Biographical Details', 'Re-Sit Exam Registration 2018', 'Withdrawal from Programme', and 'Student Fee Menu'. A 'Logout' link is at the bottom left.

To print of the cost of registration document select 'Print Friendly Format' and 'Print'.

**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 : Rules & Regulations
  - Subject Selection
  - Step 6 : Confirmation of Module Choices
  - Step 7 : Accommodation Type
  - Step 8 : Cost of Registration
  - Step 9 : Fees Payment
- Payment History
- Biographical Details
- Re-Sit Exam Registration 2018
- Withdrawal from Programme
- Student Fee Menu

Logout

powered by **ITS INTEGRATOR**

**DCU**  
No : 18111319  
23-Aug-2018

### Cost of Registration

Name: MR E Opened  
Bea Orpen  
Open Education  
Dublin 9

Code	Qualifications And Subjects	Amount
BAEH	BA in English & History	0.00 D
HIS1	History Foundation	900.00 D
LIT1	Literature Foundation	900.00 D
<b>Ref</b>		<b>Other Transactions</b>
		<b>Amount</b>
<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

Printer Friendly Format    < Back

### 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.

December 2018

To print the cost of registration document select 'Printer Friendly Format' and 'Print'.

DCU

Payment History

Student Number: 18111319  
Name: MR Ed Opened

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 : Rules & Regulations
  - Subject Selection
  - Step 6 : Confirmation of Module Choices
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  - Step 9 : Fees Payment
- Payment History
- Biographical Details
- Re-Sit Exam Registration 2018
- Withdrawal from Programme
- Student Fee Menu

Logout

Payment Transaction Number	Bank Ref.	Payment Date	Transaction Status	Transaction Amount
346364		23-AUG-2018	In Progress / Transaction Failed ,	1800.00

**Logout of the system**

**Registration is now complete.**