Online Registration Step-by-Step Student Guide - January 2021 Intake

All students must register online using the system illustrated below.

Do I Need a Password?
Yes. As a new student you will receive your username and password in your Welcome letter from the Postgraduate team.

How Do I get Started?
The link for online registration is www.dcu.ie/student-registration.shtml which opens from Friday 11th December 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
* Ensure your Pop-up blocker is turned off prior to commencing the Registration Process
* Make sure you have followed each step in the following instructions
* If you are still experiencing difficulties in registering you can contact us by emailing us at: msc.openeducation@dcu.ie
1. Enter your username
2. Enter your password
3. Log in
On logging in, you will be directed to your registration schedule as per the sample screenshot below. This schedule outlines the modules on offer for your programme.
Please read the instructions carefully before proceeding to registration and selecting your module(s). Please follow the table on the right of your schedule. You are required to register for OSC2 only in your first year for the January Intake.
Once you are happy with your module choice, click on the ‘Proceed to Online Registration’ button at the end of the schedule.
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

MSc in Management of Information Systems Strategy
Course Short Code
MISS
Course Year
c
Course Offering:

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 commence(ed) 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 OSC11, 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 OSC11 and OSC3 in your second year. Finally, you should register for OSC1 and OSC20 in your third year.

<table>
<thead>
<tr>
<th>September Intake</th>
<th>January Intake</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year One</strong></td>
<td><strong>Year One</strong></td>
</tr>
<tr>
<td>OSC1</td>
<td>OSC2</td>
</tr>
<tr>
<td>(Module commences in September)</td>
<td>(Module commences in January)</td>
</tr>
<tr>
<td><strong>Year Two</strong></td>
<td><strong>Year Two</strong></td>
</tr>
<tr>
<td>OSC11</td>
<td>OSC11</td>
</tr>
<tr>
<td>OSC20*</td>
<td>OSC3</td>
</tr>
<tr>
<td>(Module commences in September)</td>
<td>(Module commences in January)</td>
</tr>
<tr>
<td><strong>Year Three (optional)</strong></td>
<td><strong>Year Three</strong></td>
</tr>
<tr>
<td>OSC20*</td>
<td>OSC20</td>
</tr>
<tr>
<td>(Module commences in September)</td>
<td>(Module commences in September)</td>
</tr>
</tbody>
</table>

* Student can opt to take OSC20 in either year two or three.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSC1</td>
<td>Project and Change Management</td>
<td>15 Credits</td>
</tr>
<tr>
<td>OSC2</td>
<td>Sustainable Business</td>
<td>15 Credits</td>
</tr>
<tr>
<td>OSC3</td>
<td>Evidence based Evaluation and Entrepreneurship</td>
<td>15 Credits</td>
</tr>
<tr>
<td>OSC11</td>
<td>Information Systems Strategy</td>
<td>15 Credits</td>
</tr>
<tr>
<td>OSC20</td>
<td>Dissertation (Sept – August registration)</td>
<td>30 Credits</td>
</tr>
</tbody>
</table>

I have read and understood the above registration instructions.

[Proceed to Online Registration]
December 2020

Click on the ‘Online Registration’ folder on the left hand side of the screen. Once chosen, you will see the sequential steps in the registration process to be completed. 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 proceed to ‘Step 2’ to continue with the registration process.
Step 1 : Equal Access Survey

Student Number: 20106254
Name: MR Tim Teasy

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. Once complete, click save. To continue, select ‘Step 3’.

Step 2 : Add Compulsory Contact Details

Student Number: 20106254
Name: MR Tim Teety

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.

Next of Kin Telephone

Name of Next of Kin

Once saved, continue by pressing *Next Step* at the bottom of the page.
**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.

Once saved, continue by pressing **Next Step** at the bottom of the page.
### Step 4: Add/Update Contact Details
Please update/add contact details by entering them in the box provided and pressing ‘Save’.

```
<table>
<thead>
<tr>
<th>Student Number: 20106254</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: MR Tim Testy</td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>
```

<table>
<thead>
<tr>
<th>Current Details</th>
<th>New Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Next of Kin Telephone</td>
<td></td>
</tr>
<tr>
<td>0872506222</td>
<td></td>
</tr>
<tr>
<td>Update / Enter Details Here</td>
<td></td>
</tr>
<tr>
<td>Save</td>
<td></td>
</tr>
<tr>
<td>Name of Next of Kin</td>
<td></td>
</tr>
<tr>
<td>Tom Bloggs</td>
<td></td>
</tr>
<tr>
<td>Update / Enter Details Here</td>
<td></td>
</tr>
<tr>
<td>Save</td>
<td></td>
</tr>
<tr>
<td>Home Telephone Number</td>
<td></td>
</tr>
<tr>
<td>Update / Enter Details Here</td>
<td></td>
</tr>
<tr>
<td>Save</td>
<td></td>
</tr>
<tr>
<td>Mobile Number</td>
<td></td>
</tr>
<tr>
<td>Update / Enter Details Here</td>
<td></td>
</tr>
<tr>
<td>Save</td>
<td></td>
</tr>
</tbody>
</table>

Continue by pressing *Next Step* at the bottom of the page.
Step 5: Personal Public Service Number (PPSN) Submission. It is not necessary for Open Education students to complete this. Press Continue.

Continue by pressing Next Step at the bottom of the page.
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

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://www4.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 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:

- 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 Course Fees

I Accept

(Mandatory Step 6 of 12)

Next Step
Step 7: Confirmation of module Choices
This page confirms the module(s) you have chosen. Please review this to ensure you have registered correctly.

Dublin City University Live System
Confirmation of Module Choices 11-Dec-2020

18111297
MS c Test McInno
Desk 1
The Registry
DCU, Glasnevin
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 Mgmt Information Systems Strategy
Mode of Study: DISTANCE EDUCATION - DCU
Academic Period: YEAR LONG (NDEC)
Year: CONTINUOUS

Module Details
OSCI Sustainable Business

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

Continue by pressing Next Step at the bottom of the page.
**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 9’ on the left hand menu of the screen to continue.

Continue by pressing *Next Step* at the bottom of the page.
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.

Continue by pressing Next Step at the bottom of the page.
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 Step 10: 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.

Continue by pressing Next Step at the bottom of the page.
If you are paying fees with your credit/debit card please select Payment Option 1: On line Payment (E-Payment).

Methods of Payment

Payment Options

- Student Number: 18111297
- Name: MS Olivia Test Test McGinno

Amount Now Due - €1885

Payment Options

1. On Line Payment (E-Payment).
2. Research Funded Postgraduates.
3. Bank of Ireland - College Finance Loan.
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’.
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.
Method of Payment 2
If you are applying for a Bank of Ireland loan to pay for your fees select ‘Option 3: Bank of Ireland – College Finance Loan’. You can print off a copy of the ‘Cost of Registration’. This should be used as proof of registration when making a loan application to the bank. The ‘Cost of Registration’ sheet should also be used as proof of registration by students who secure fee payments by their employer.
Please ensure to logout of the process.

Your Registration is now complete. Thank you.