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](http://www.dcu.ie/student-registration.shtml) which opens from Monday 6th December 2021. This link will bring you into the Webpage as illustrated on page 2. Please 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 please email the Postgraduate team at: [msc.openeducation@dcu.ie](mailto:msc.openeducation@dcu.ie)
LOGIN

To register online you are required to login to the following link on the DCU website with your username and password
www.dcu.ie/student-registration.shtml

If there is an error message displayed when you enter your username and password please go to https://www.dcu.ie/iss/login-support in the first instance, thereafter, please contact the ISS helpdesk at https://iss.servicedesk.dcu.ie/ with details of the error message.
On logging in, you will be directed to your registration schedule. This schedule outlines the modules on offer for your programme. Please read the instructions carefully before proceeding to registration and selecting your module. 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.

Sample Registration 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 for Sustainable Development (MSD)

Course Short Code MSD

Course Year 3

Course Offering:

MSc in Management for Sustainable Development (MSD)

****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 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 OSC14, 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 OSC14 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 (Module commences in September)</td>
<td>OSC2 (Module commences in January)</td>
</tr>
<tr>
<td>OSC2 (Module commences in January)</td>
<td>OSC2 (Module commences in January)</td>
</tr>
<tr>
<td><strong>Year Two</strong></td>
<td><strong>Year Two</strong></td>
</tr>
<tr>
<td>OSC14</td>
<td>OSC14 (Module commences in September)</td>
</tr>
<tr>
<td>OSC20* (Modules commence in September)</td>
<td>OSC3 (Module commences in January)</td>
</tr>
<tr>
<td><strong>Year Three (optional)</strong></td>
<td><strong>Year Three</strong></td>
</tr>
<tr>
<td>OSC20* (Module commences in September)</td>
<td></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</td>
</tr>
<tr>
<td>OSC2</td>
<td>Sustainable Business</td>
<td>15</td>
</tr>
<tr>
<td>OSC3</td>
<td>Evidence based Evaluation</td>
<td>15</td>
</tr>
<tr>
<td>OSC14</td>
<td>Sustainable Development</td>
<td>15</td>
</tr>
<tr>
<td>OSC20</td>
<td>Dissertation (Sept-August registration)</td>
<td>30</td>
</tr>
</tbody>
</table>

I have read and understood the above registration instructions.

Proceed to Online Registration >>>>
Step 1 - Online Registration

Click on the ‘Online Registration’ folder on the left hand side to expand the menu to reveal all steps of the process. Please ensure to click on each step in order and complete ALL steps of the process to complete your registration.
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 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>Field</th>
<th>New Details</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile Number</td>
<td>Update / Enter Details Here</td>
<td>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>
<tr>
<td>Next of Kin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Telephone</td>
<td></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 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.
Step 7: Confirmation of module Choices

This page confirms the module(s) you have chosen. Please review this to ensure you have registered correctly.

Press Continue
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.

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**Student Web**

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

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**Payment Of Fees**

**Amount Now Due - €1885**

**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.

If for some reason these conditions do not still pertain to your account, DCU reserves the right to amend the balance due which will become payable immediately. DCU will not accept any liability in relation to wrong information provided to it.

**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

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*(Mandatory Step 10 of 11)*
Methods of Payment

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

Payment Options

<table>
<thead>
<tr>
<th>Student Number: 1811297</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: MS Olivia Test Test McGinno</td>
</tr>
</tbody>
</table>

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, select ‘Pay Now’.
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 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.

Payment History
Click on Payment History for your transaction summary.

Your Registration is now complete. Thank you.