

Online Registration Step-by-Step Student Guide - January 2022 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 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

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



Login to Websites of Dublin City University

Username

Password

Don't Remember Login

Login

"If you are experiencing problems logging in please go to www.dcu.ie/login-support"

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 c

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.

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	
OSC14 OSC20* (Modules commence in September)	OSC3 (Module commences in January)	OSC14 (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.

December 2021

OSC1	Project and Change Management	15 Credits
OSC2	Sustainable Business	15 Credits
OSC3	Evidence based Evaluation	15 Credits
OSC14	Sustainable Development	15 Credits
OSC20	Dissertation (Sept-August registration)	30 Credits

Last updated 29th July, 2021

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.

Dublin City University Live System Friday, 3rd December 2021

ITS iEnabler

Welcome Olivia Test Test McGinno to the ITS iEnabler 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 and complete all steps in sequential order
Withdrawal from Programme	Undergrad students must withdraw prior to 31/10/21 to retain free fees & by 31/1/22 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

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'.

The screenshot displays the 'Dublin City University Live System' interface. The top navigation bar includes the DCU logo, navigation icons, and the system name. The main content area is titled 'Step 2 : Add Compulsory Contact Details'. It shows a form with the following details:

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

Two red notes are present:

- 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.
- Note:** All Compulsory Communication details have been supplied, Thank You.

The left sidebar contains a navigation menu with the following items:

- ent 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) Submission
 - 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
- Withdrawal from Programme
- Student Fee Menu

At the bottom of the sidebar is the ITS INTEGRATOR logo.

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.

DCU Dublin City University Live System Friday, 3rd December 2021

Step 3 : Add/Update Addresses

Student Number: 18111297
Name: MS Olivia Test Test McGinno

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
Postal Address Desk 1 The Registry DCU, Glasnevin Dublin 9	Update / Enter Details Here <input type="text"/> * <input type="text"/> * <input type="text"/> * <input type="text"/> Eircode <input type="text"/> Save
Study Address Desk 1 The Registry DCU, Glasnevin Dublin 9	Update / Enter Details Here <input type="text"/> * <input type="text"/> * <input type="text"/> * <input type="text"/> Eircode <input type="text"/> Save
Delivery Address(Oscail Only)	Update / Enter Details Here <input type="text"/> * <input type="text"/> * <input type="text"/> *

(Mandatory Step 2 of 11) **Next Step**

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’.

Dublin City University Live System
Friday, 3rd December 2021



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) Sub
 - Step 6 : Rules & Regulations
 - Subject Selection
 - Step 7 : Confirmation of Module Choices
 - Step 8 : Accommodation Type
 - Step 9 : Cost of Registration
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Logout



Step 4 : Add/Update Contact Detail

Student Number: 18111297
Name: MS Olivia Test Test McGinno

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
Mobile Number 123456778	Update / Enter Details Here <input type="text"/> * Save
Next of Kin Telephone Tom Test	Update / Enter Details Here <input type="text"/> * Save
Name of Next of Kin Tom Test	Update / Enter Details Here <input type="text"/> * Save
Home Telephone Number	Update / Enter Details Here <input type="text"/> * Save

(Optional Step 3 of 11)
Next Step

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**

The screenshot shows the 'Dublin City University Live System' interface. The top navigation bar includes the DCU logo, a home icon, and the date 'Friday, 3rd December'. The main heading is 'Step 5 : Personal Public Service Number (PPSN) Submission' with the sub-heading 'Personal Public Service Number'. A sidebar on the left lists navigation options under 'Student Web', with 'Step 5 : Personal Public Service Number (PPSN) Submission' highlighted. The main content area displays the student's details: 'Student Number: 18111297' and 'Name: MS Olivia Test Test McGinno'. A 'Note' instructs the user to enter their PPS Number in a provided text box and press 'Continue'. Below the text box is a 'Continue' button. At the bottom of the page, a progress bar indicates '(Optional Step 4 of 11)' and a 'Next Step' button is visible.

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.

Dublin City University Live System Friday, 3rd December 2021

DCU Online Registration Terms and Conditions Academic Year 2021-2022

Student Web

- Online Registration
 - Step 2 : Add Compulsory Contact Details
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Logout

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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 '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:

- 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

(Mandatory Step 5 of 11) [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
Friday, 3rd December 2021



Student Web

- Online Registration
 - Step 2 : Add Compulsory Contact Details
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 - Step 7 : Confirmation of Module Choices**
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Logout



Step 7 : Confirmation of Module Choices

Student Number: 18111297

Qualification	MSD - MSc in Mgmt for Sustainable Development
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	Semester	Compulsory	Credits
Selected Subjects/Modules			
No subjects/modules currently selected.			
Elective/Optional Subjects/Modules			
Subjects/Modules	Semester	Compulsory	Credits
<input type="checkbox"/> *OSC1 - Project and Change Management	DISTANCE EDUCATION	No	15
<input type="checkbox"/> *OSC14 - Sustainable Development	DISTANCE EDUCATION	No	15
<input checked="" type="checkbox"/> *OSC2 - Sustainable Business	DISTANCE EDUCATION	No	15
<input type="checkbox"/> *OSC20 - Dissertation	DISTANCE EDUCATION	No	30
<input type="checkbox"/> *OSC3 - Evidence based Evaluation	DISTANCE EDUCATION	No	15

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

(Optional Step 7 of 11)

Press Continue

Dublin City University Live System Friday, 3rd December 2021

Confirmation of Module Choices 03-Dec-2021

18111297
MS O Test McGinno
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 for Sustainable Development
Mode of Study: DISTANCE EDUCATION - DCU
Academic Period: YEAR LONG (NDEC)
Year: CONTINUOUS

Module Details
OSC2 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

[Printer Friendly Format](#)

Student Web

- Online Registration
 - Step 2: Add Compulsory Contact Details
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(Optional Step 8 of 11) **Next Step**

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.

The screenshot shows the 'Dublin City University Live System' interface. The top right corner displays the date 'Friday, 3rd December 2021'. The main heading is 'Step 8 : Accommodation Type'. The student's details are: Student Number: 18111297, Name: MS Olivia Test Test McGinno. The qualification is 'MSD - MSc in Mgmt for Sustainable Development' and the year is '2022'. A note instructs the user to select one of the following options to indicate where they live during term time, and to save their selection before continuing. The options are: Parental Home (selected), College Accommodation (incl. off-campus), Rented Accommodation, Own House (house, apartment), Other Accommodation, and Not Specified. A 'Save' button is located below the options. The left sidebar contains a 'Student Web' menu with various options, including 'Step 8 : Accommodation Type' which is highlighted. At the bottom of the page, there is a progress bar and a 'Next Step' button.

Dublin City University Live System Friday, 3rd December 2021

Step 8 : Accommodation Type

Student Number: 18111297
Name: MS Olivia Test Test McGinno

Qualification	MSD - MSc in Mgmt for Sustainable Development
Year	2022

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

Next Step

(Optional Step 8 of 11)

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.

Dublin City University Live System Friday, 3rd December 2021

DCU

Student Web

- Online Registration
 - Step 2 : Add Compulsory Contact Details
 - Step 3 : Add/Update Addresses
 - Step 4 : Add/Update Contact Detail
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 - 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
- Withdrawal from Programme
- Student Fee Menu

Logout

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Cost of Registration

No : 1811297
03-Dec-2021

Name: MS O Test McGinno
Desk 1
The Registry
DCU, Glasnevin
Dublin 9

Code	Qualifications And Subjects	Amount
MSD	MSc in Mgmt for Sustainable Development	0.00 D
OSC2	Sustainable Business	1,885.00 D

Ref	Other Transactions	Amount
Total For This Registration		1,885.00 D

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 (Optional Step 9 of 11) **Next Step**

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 **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 'Dublin City University Live System' interface. At the top right, it says 'Friday, 3rd December 2021'. The main header is 'Step 10: Fees Payment'. Below this, a box displays 'Student Number: 18111297' and 'Name: MS Olivia Test Test McGinno'. The page is titled 'Payment Of Fees' and shows 'Amount Now Due - €1885'. A section titled '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, 3. Bursary or Sponsorship. It also states that DCU reserves the right to amend the balance due if conditions no longer apply. Under 'Options:', there are three choices: (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; (3) Bank of Ireland College Finance Loan. A progress bar at the bottom indicates '(Mandatory Step 10 of 11)' and a 'Next Step' button is visible.

Methods of Payment

Dublin City University Live System Friday, 3rd December 2021

  

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.

Student Web

- Online Registration
 - Step 2 : Add Compulsory Contact Details
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- Student Fee Menu**

Logout

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 (Mandatory Step 10 of 11) **Next Step**

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

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**'.

Dublin City University Live System Friday, 3rd December 2021

   

Step 10: Fees Payment

Student Number: 18111297
Name: MS Olivia Test Test McGinno

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

Amount To Pay (EUR):

Card Holder Name:

Payment Type:

Note: Strong Customer Authentication (SCA) brings changes to fight fraud and make card payments more secure. To ensure this, it is now required that the Card Holders details need to be submitted with each payment made. Please ensure that all the details as required below are supplied before selecting "Pay Now".

Card Holder E-mail Address:

International Country Code: **Mobile Phone Number:**

Address Line 1:

Address Line 2:

Address Line 3:

City:

(Mandatory Step 10 of 11) [Next Step](#)

Student Web

- Online Registration
 - Step 2 : Add Compulsory Contact Details
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 - Payment History
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Logout

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December 2021

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.