

ONLINE REGISTRATION STEP BY STEP GUIDE

LOGIN

To register online students must login to the following link on the DCU website with their username and password - <https://www4.dcu.ie/student-registration.shtml>



Login to Websites of Dublin City University

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

Username

Password

Don't Remember Login

Login

New incoming students will receive information regarding their login details in the welcome communication from DCU.

Continuing students can use the same username and password details used in previous academic years. These are the details used to log into campus computers/ student email etc.

Before commencing the process please ensure that your Pop-up blocker is turned off.

REVIEW REGISTRATION SCHEDULE

On logging in, you will be directed to your registration schedule. This is a document which outlines the core (compulsory) and optional modules on offer for your programme / year of study. Please read the instructions carefully and make a note of any optional modules you wish to take (where a choice exists) and once you are happy with your module choices, please click on the 'Proceed to Online Registration' button.

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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.

BA in Accounting & Finance

Course Short Code: AF

Course Year: 1

Course Offering: 01

BA in Accounting And Finance, Year 1, Full-Time

******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

CORE MODULES

YEAR LONG

AC120	Financial Accounting 1	10 Credits
SB101	Enterprise 101	7,5 Credits
SB102	Critical Thinking for Business	5 Credits
AC130	Introductory Accounting for Planning & Control	5 Credits
MT120	Data Analytics 1	5 Credits

SEMESTER 1

EF114	Introduction to Macroeconomics	5 Credits
MS144	Accounting Mathematics 1	5 Credits
SB103	Business 101	2,5 Credits

SEMESTER 2

EF113	Introduction to Microeconomics	5 Credits
LG102	Principles of Commercial Law in Ireland	5 Credits

OPTIONAL MODULES

Students must select either HR101 or MT119 in Semester 1

OR Students must select a year-long language module

*students choosing the language option will be registered for 65 credits

BUSINESS OPTION

SEMESTER 1

HR101	Psychology in Organisations	5 Credits
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Choose one of the following

FR104	Intermediate French Language Skills 2	5 Credits
GE104	Intermediate German Language Skills 2	5 Credits
SP104	Intermediate Spanish Language Skills 2	5 Credits

Last Updated: 20th August 2020

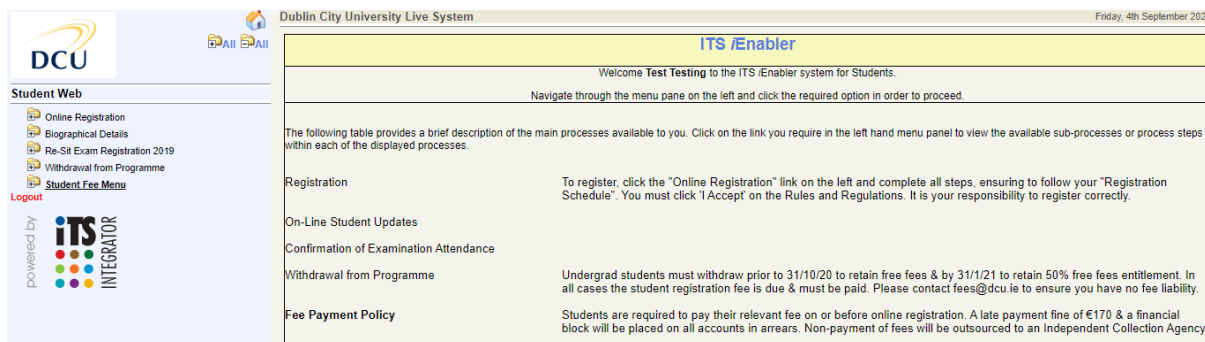
I have read and understood the above registration instructions.

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

 Printer-friendly version

Please note: If you register for incorrect module combinations this may delay your timetable and access to online learning resources. It is your responsibility to ensure you are registered correctly for your qualification and your modules.

PROCEED TO ONLINE REGISTRATION



Dublin City University Live System Friday, 4th September 2020

ITS /Enabler

Welcome Test Testing 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

Student Web

- Online Registration
- Biographical Details
- Re-Sit Exam Registration 2019
- Withdrawal from Programme
- Student Fee Menu

Logout

powered by **ITS INTEGRATOR**

Click on '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 1 - EQUAL ACCESS SURVEY

This is relevant to first year undergraduate students only. You will be asked some questions on your social, economic and cultural background which DCU asks on behalf of the Higher Education Authority (HEA). We encourage you to answer these questions, as the results contribute towards the financial assistance fund available to students in the University.

ONLINE REGISTRATION STEP BY STEP GUIDE

Dublin City University Live System Friday, 4th September 2020

Step 1 : Equal Access Survey

Student Number: 20106327
Name: MS Registration Testing

During your registration online, you will be asked some questions on your social, economic and cultural background. These are questions that the Higher Education Authority (HEA) has asked us to ask you. While we encourage you to answer these questions, they are not mandatory. They do ****not**** affect your DCU Registration.

Please click Proceed to start the survey.

When finished, continue with your registration on the left.

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

Dublin City University Live System September 2020

Step 1 : Equal Access

Student Number: 20106327
Name: MS Registration Testing

Equal Access to Higher Education Survey

- Services
 - + About
 - News & Events
 - A-Z of Services
 - + Support
 - FAQ
 - + Student Services
 - Staff Services
 - + ICT Policies & Guidelines
 - Contact
 - People

What is the Equal Access Survey?

It is an annual voluntary survey of first year full-time and part-time undergraduate new entrants to Higher Education Authority funded Universities.

Why is the Equal Access Survey Conducted:

With Information obtained from the Equal Access Survey, the HEA can measure equality of access to higher education and allocate the resources needed to support students of all backgrounds and abilities

The Equal Access Survey is conducted by DCU on behalf of the HEA. For more information about the survey, please click here.

While all new entrants are encouraged to complete the survey, it is not mandatory. However, non-response can impact on the amount of state funding allocated to the University.

As with all other information in this registration form, the data provided will be

by ITS FOR

To complete the survey click 'Proceed' and the survey will pop up. Once you have completed your details, click 'Submit' and your results will be submitted. Then click 'Yes' when asked 'Have you completed the survey?' on the next screen.

Dublin City University Live System September 2020

Step 1 : Equal Access Survey

Student Number: 20106327
Name: MS Registration Testing

Have you completed the survey ?

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
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- Biographical Details
- Re-Sit Exam Registration 2019
- Withdrawal from Programme
- Student Fee Menu

Logout

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The screenshot shows the DCU Student Web interface. On the left is a navigation menu with 'Online Registration' expanded to show 'Step 1 : Equal Access Survey' as the active step. The main content area is titled 'Step 1 : Equal Access Survey' and displays the student's details: 'Student Number: 20106327' and 'Name: MS Registration Testing'. A large message in the center reads: 'Thank you for completing the survey. Please exit or continue with the registration Process.'

STEP 2 - ADD COMPULSORY CONTACT DETAILS

Please enter your 'Next of Kin Telephone number' and click 'Save' and then enter the 'Name of Next of Kin' detail and click Save'. These details will only be used in the case of an emergency.

The screenshot shows the DCU Student Web interface for 'Step 2 : Add Compulsory Contact Details'. The navigation menu on the left highlights 'Step 2 : Add Compulsory Contact Details'. The main area shows the student's details: 'Student Number: 20106327' and 'Name: MS Registration Testing'. 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.' Below this are two form fields: 'Next of Kin Telephone' with the value '55555555' and a 'Save' button, and 'Name of Next of Kin' with the value 'Mr Testing' and a 'Save' button.

The screenshot shows the DCU Student Web interface for 'Step 2 : Add Compulsory Contact Details' after the information has been saved. The navigation menu on the left highlights 'Step 2 : Add Compulsory Contact Details'. The main area shows the student's details: 'Student Number: 20106327' and 'Name: MS Registration Testing'. 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.' Below this, a confirmation message reads: 'Note: All Compulsory Communication details have been supplied, Thank You.'

ONLINE REGISTRATION STEP BY STEP GUIDE

STEP 3 - ADD / UPDATE CONTACT ADDRESSES

Please update your postal and study address details and save. Please note all correspondence from DCU is sent to your postal address. Your student ID card will be posted to your Postal Address (for new incoming students).

DCU Online Registration

Student Number: 20106327
Name: MS Registration Testing

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	Update / Enter Details Here
The Registry DCU Dublin 9	<input type="text"/> <input type="text"/> <input type="text"/>
	Eircode <input type="text"/> <input type="button" value="Save"/>
Study Address	Update / Enter Details Here
The Registry DCU Dublin 9	<input type="text"/> <input type="text"/> <input type="text"/>
	Eircode <input type="text"/> <input type="button" value="Save"/>

STEP 4 - ADD / UPDATE CONTACT DETAIL

Please update your contact phone numbers and save.

DCU Online Registration

Student Number: 20106327
Name: MS Registration Testing

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.

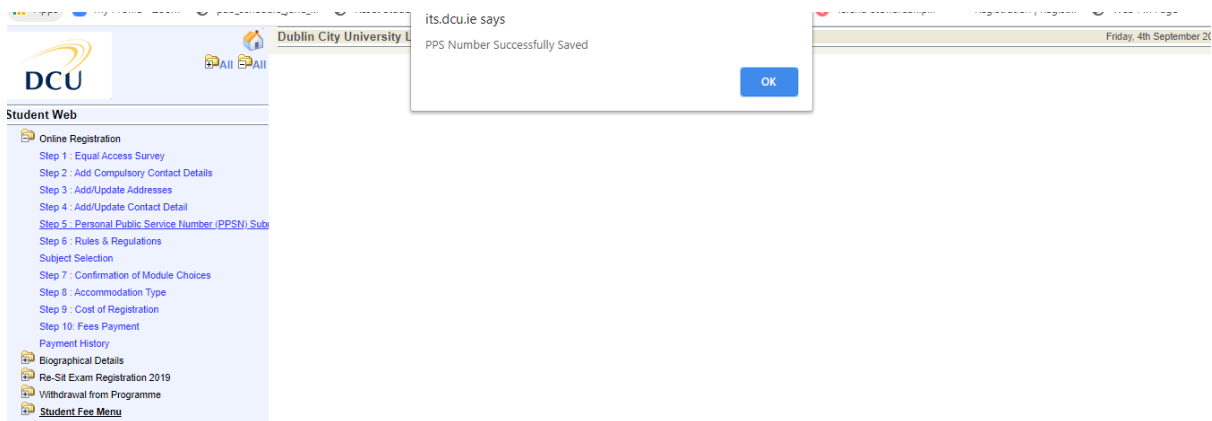
Current Details	New Details
Mobile Number	Update / Enter Details Here
1234567	<input type="text"/> <input type="button" value="Save"/>
Next of Kin Telephone	Update / Enter Details Here
55555555	<input type="text"/> <input type="button" value="Save"/>
Name of Next of Kin	Update / Enter Details Here
Mr Registration Testing	<input type="text"/> <input type="button" value="Save"/>
Home Telephone Number	Update / Enter Details Here
	<input type="text"/> <input type="button" value="Save"/>

STEP 5 - UPDATE YOUR PPSN (if applicable)

DCU are collecting student Personal Public Service Numbers on behalf of the HEA. Please enter your PPSN (if applicable) and click 'Continue' to proceed to the next step.

ONLINE REGISTRATION STEP BY STEP GUIDE

The screenshot shows the DCU online registration interface. On the left is a navigation menu with 'Step 5: Personal Public Service Number (PPSN) Submission' highlighted. The main content area is titled 'Step 5 : Personal Public Service Number (PPSN) Submission' and 'Personal Public Service Number'. It displays the student's details: 'Student Number: 20106327' and 'Name: MS Registration Testing'. A note instructs the user to enter their PPS Number in the provided space and press 'Continue'. The 'PPS Number' field contains '1321545654'. A 'Continue' button is visible below the field.



STEP 6 – REGISTRATION RULES AND REGULATIONS

NB you must read and accept the Rules and Regulations of the University prior to registering for your programme of study. Please ensure to click the “I Accept” button on this page before continuing to the Subject Selection page.

The screenshot displays the 'Technical Requirements' page. The left navigation menu has 'Step 6: Rules & Regulations' highlighted. The main content area includes a link to 'Registration - Frequently Asked Questions', a section for 'Student Registration & Programme and Module Registration' with a list of requirements, a 'Please note' section, and a 'Payment of Course Fees' section. At the bottom, there is an 'I Accept' button.

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.
- By clicking **I Accept** at the end of this page, you acknowledge the information contained in the **Data Protection Notice**.

Payment of Course 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.

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Please note - If you have all compulsory modules (no optional modules) available to you on your programme, when you click 'I accept' on Step 6, you will be registered for your qualification and your modules and will skip to the Confirmation of Module Choices page.

STEP 7 - SUBJECT SELECTION / CONFIRMATION OF MODULE CHOICES

Select your optional modules for each Semester according to the instructions displayed on the registration schedule. This is the document you reviewed on logging in with your username and password. Please ensure you choose the correct combination and sufficient credits in each Semester. Once you have ticked the box beside each of your preferred optional modules, click 'Continue'.

DCU All All

Step 7 : Confirmation of Module Choices

Student Number: 20106327

Qualification: AF - BA in Accounting and Finance
Year Of Study: 1 - LEVEL ONE (FIRST YEAR)

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
AC120 - Financial Accounting 1	Year Long	Yes	10
AC130 - Introductory Accounting - Planning & Control	Year Long	Yes	5
EF113 - Introduction to Microeconomics	Semester 2	Yes	5
EF114 - Introduction to Macroeconomics	Semester 1	Yes	5
LG102 - Principles of Commercial Law in Ireland	Semester 2	Yes	5
MS144 - Accounting Mathematics 1	Semester 1	Yes	5
MT120 - Business Analytics 1	Year Long	Yes	5
SB101 - Enterprise 101	Year Long	Yes	7.5
SB102 - Critical Thinking for Business	Year Long	Yes	5
SB103 - Business 101	Semester 1	Yes	2.5
Total Credits:			55

Elective/Optional Subjects/Modules			
Subjects/Modules	Semester	Compulsory	Credits
<input type="checkbox"/> *FR103 - Intermediate French Language Skills 1	Semester 1	No	5
<input type="checkbox"/> *FR104 - Intermediate French Language Skills 2	Semester 2	No	5
<input checked="" type="checkbox"/> *GE103 - Intermediate German Language Skills 1	Semester 1	No	5
<input type="checkbox"/> *GE104 - Intermediate German Language Skills 2	Semester 2	No	5
<input type="checkbox"/> *HR101 - Psychology in Organisations	Semester 1	No	5
<input type="checkbox"/> *MT119 - The Global Business Environment	Semester 1	No	5

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

This next page will confirm the modules you have chosen. Please review this to ensure you have registered correctly. If you have not selected the correct modules, you can change the optional modules during the Semester 1 Change of Module Period - http://www.dcu.ie/registry/registration/Semester_1_change_of_module.shtml

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The screenshot shows the 'Confirmation of Module Choices' page on the DCU Student Web. The page title is 'Confirmation of Module Choices' and the date is '04-Sep-2020'. The student's details are: 20106327, MS R Testing, The Registry, DCU, Dublin 9. The page confirms that the student has successfully selected the following during the registration process:

Programme Details
Description: BA in Accounting and Finance
Mode of Study: FULL-TIME
Academic Period: YEAR LONG
Year: LEVEL ONE (FIRST YEAR)

Module Details
SB103 Business 101
SB102 Critical Thinking for Business
SB101 Enterprise 101
MT120 Business Analytics 1
MS144 Accounting Mathematics 1
LG102 Principles of Commercial Law in Ireland
GE103 Intermediate German Language Skills 1
EF114 Introduction to Macroeconomics
EF113 Introduction to Microeconomics
AC130 Introductory Accounting - Planning & Control
AC120 Financial Accounting 1

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.

STEP 8 – ACCOMMODATION TYPE

Click on Step 8 and update your accommodation type for the coming academic year i.e. Parental Home

The screenshot shows the 'Step 8 : Accommodation Type' page on the DCU Student Web. The page title is 'Step 8 : Accommodation Type'. The student's details are: Student Number: 20106327, Name: MS Registration Testing. The Qualification is AF - BA in Accounting and Finance and the Year is 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

STEP 9 – COST OF REGISTRATION

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.

ONLINE REGISTRATION STEP BY STEP GUIDE

No : 20106327
04-Sep-2020

Name: MS R Testing
The Registry
DCU
Dublin 9

Code	Qualifications And Subjects	Amount
AF	BA in Accounting and Finance (Paid by the Free Fees Scheme)	0.00 D
AC120	Financial Accounting 1	0.00 D
AC130	Introductory Accounting - Planning & Control	0.00 D
EF113	Introduction to Microeconomics	0.00 D
EF114	Introduction to Macroeconomics	0.00 D
GE103	Intermediate German Language Skills 1	0.00 D
LG102	Principles of Commercial Law in Ireland	0.00 D
MS144	Accounting Mathematics 1	0.00 D
MT120	Business Analytics 1	0.00 D
SB101	Enterprise 101	0.00 D
SB102	Critical Thinking for Business	0.00 D
SB103	Business 101	0.00 D

Ref	Other Transactions	Amount
AF	STUDENT LEVY	43.00 D
AF	STUDENT CONTRIBUTION FEE	3,000.00 D
Total For This Registration		3,043.00 D

STEP 10 – FEES PAYMENT

Please click on the fees option relevant to you and complete the payment process. Please note that you can return directly to this step and pay the balance at a later stage. If you do not wish to pay online you can also visit the fees website for more options on how to pay your fees - <http://www.dcu.ie/finance/register.shtml>

Dublin City University Live System
Friday, 4th September 2020

Step 10: Fees Payment

Student Number: 20106327
Name: MS Registration Testing

Select one of the following options available for payment of fees.

1. Full Contribution Fee €3043
2. First Instalment €1543
3. Levy Only €43 (Note: Option 3 only available for Local Authority, VEC or SUSI grant holders, applicants)

Please note - Your student card (for new incoming students) will not be issued until you have paid your fees.

Please ensure to logout of the process if you are not using your own personal PC or device.