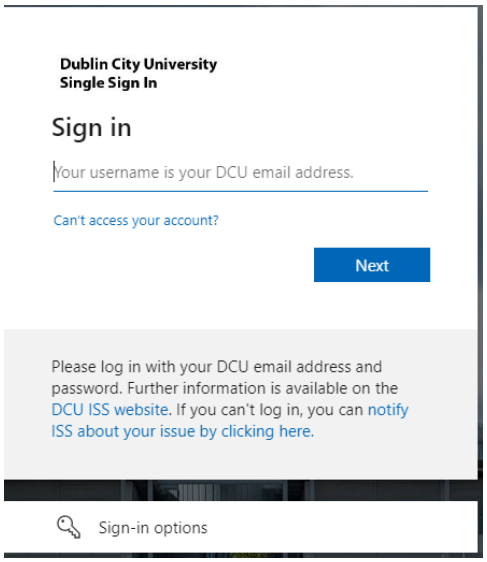
Online Registration Step by Step

LOGIN

To register online students must login to the following link on the DCU website with their username and password - https://www.dcu.ie/student-ienabler-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 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.

Online Registration Step by Step

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

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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

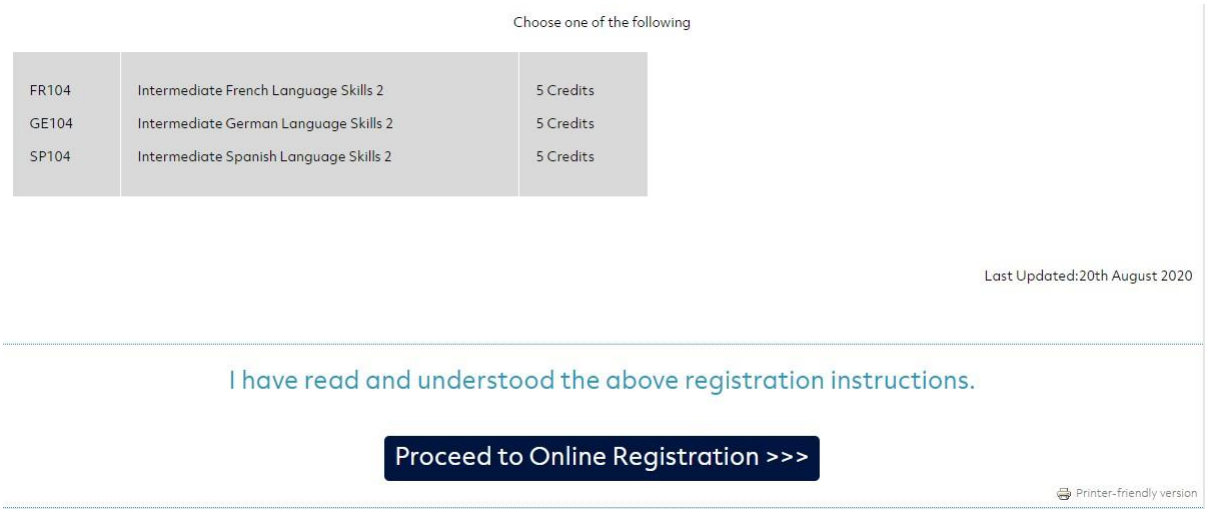
*students choosing the language option will be registered for 65 credits

BUSINESS OPTION

SEMESTER 1

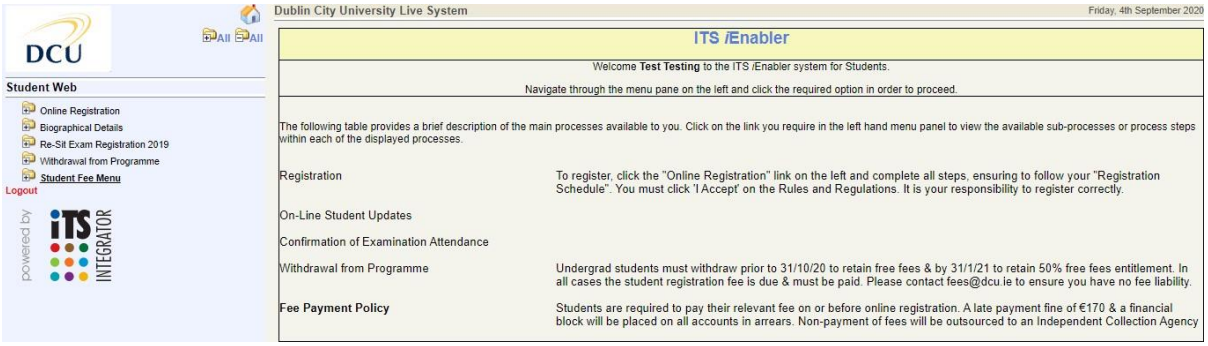
HR101	Psychology in Organisations	5 Credits

Online Registration Step by Step



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

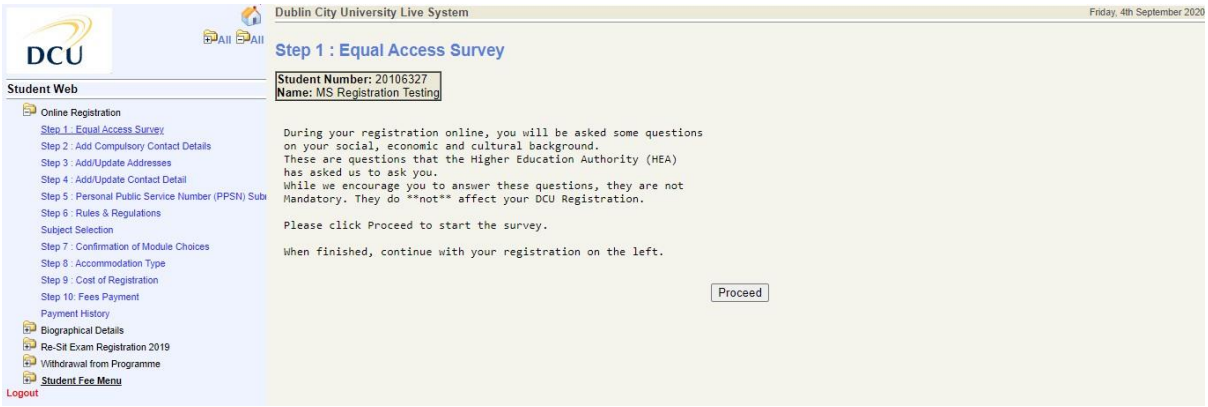


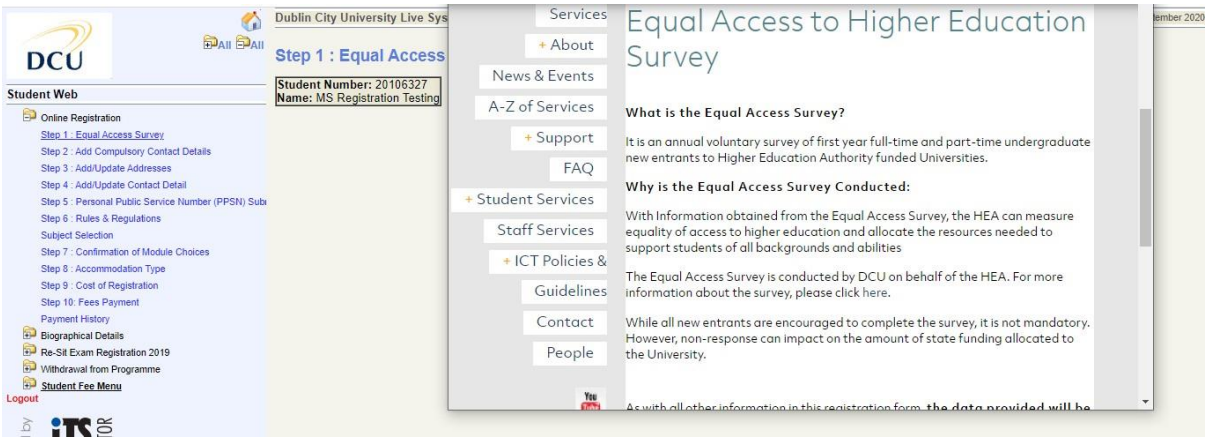
Click on ‘Online Registration’ folder on the Left hand side to expand the menu to reveal all steps of the process. Please ensure to click on each step in order and complete ALL steps of the process to complete your registration.

STEP 1 - EQUAL ACCESS SURVEY

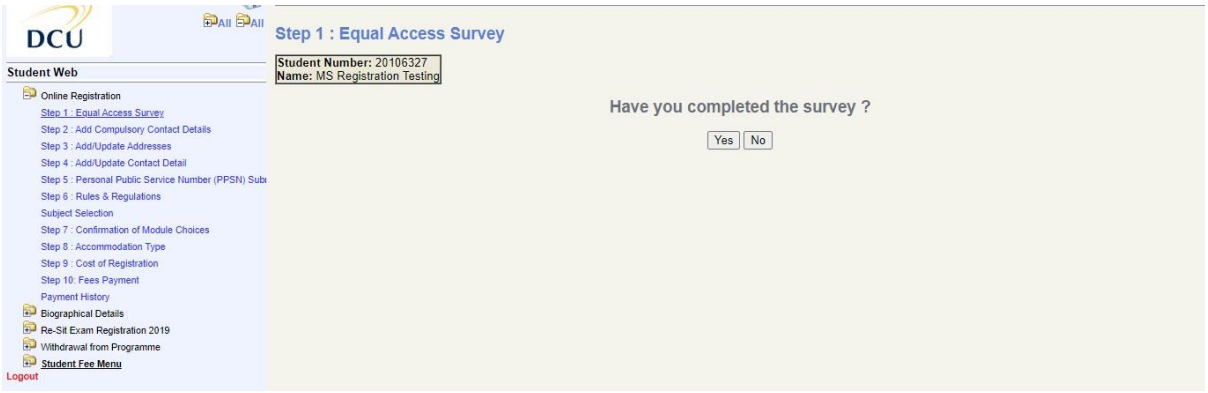
This is relevant to first year undergraduate students only. You will be asked some questions on your social, economic and cultural background which DCU asks on behalf of the Higher Education Authority (HEA). We encourage you to answer these questions, as the results contribute towards the financial assistance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

Online Registration Step by Step

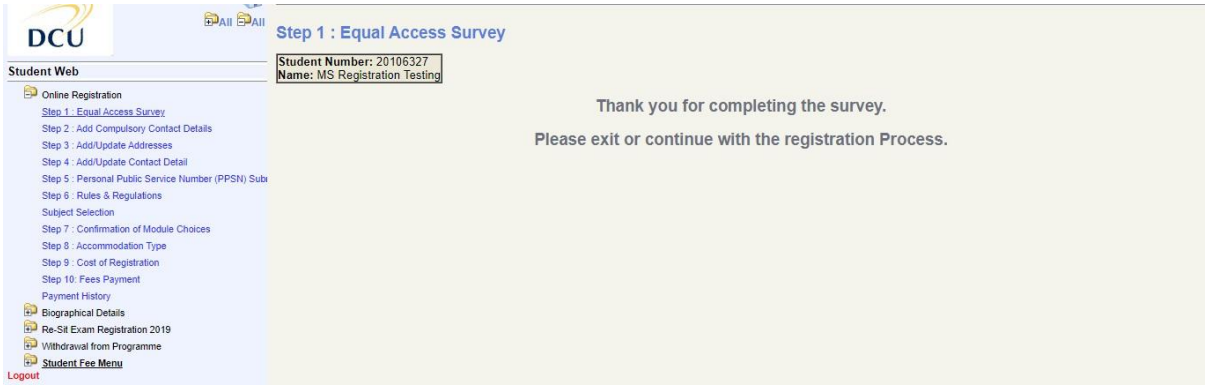




To complete the survey click ‘Proceed’ and the survey will pop up. Once you have completed your details, click ‘Submit’ and your results will be submitted. Then click ‘Yes’ when asked ‘Have you completed the survey?’ on the next screen.



Online Registration Step by Step



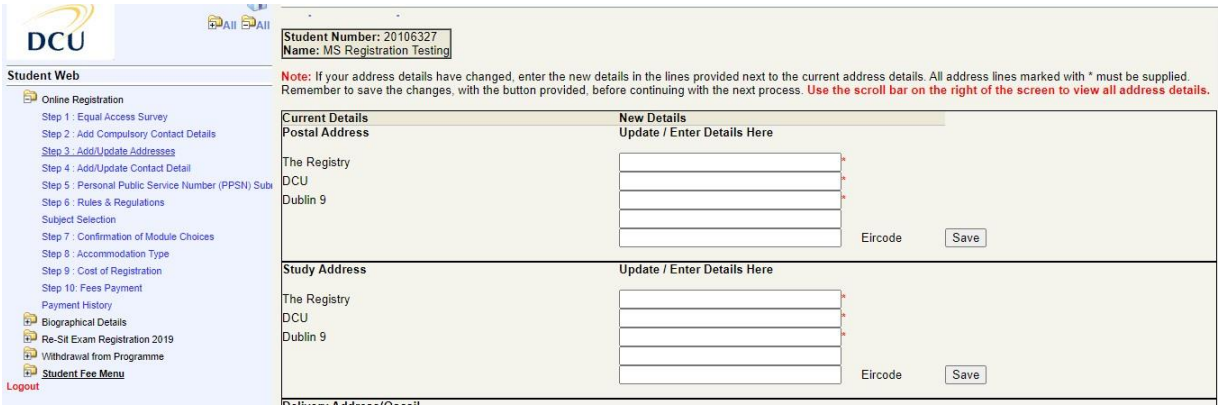
STEP 2 - ADD COMPULSORY CONTACT DETAILS

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.

Online Registration Step by Step

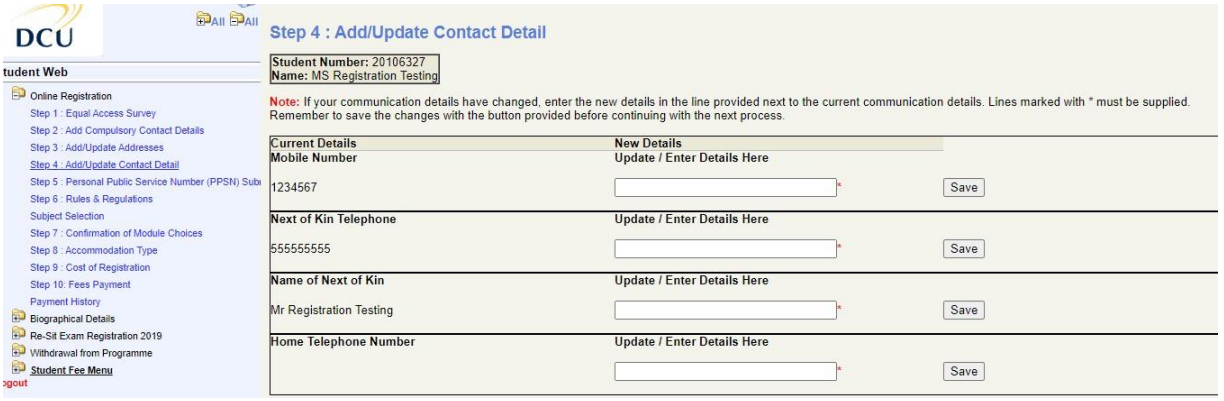
STEP 3 - ADD / UPDATE CONTACT ADDRESSES

Please update your postal and study address details and save. Please note all correspondence from DCU is sent to your postal address.



STEP 4 - ADD / UPDATE CONTACT DETAIL

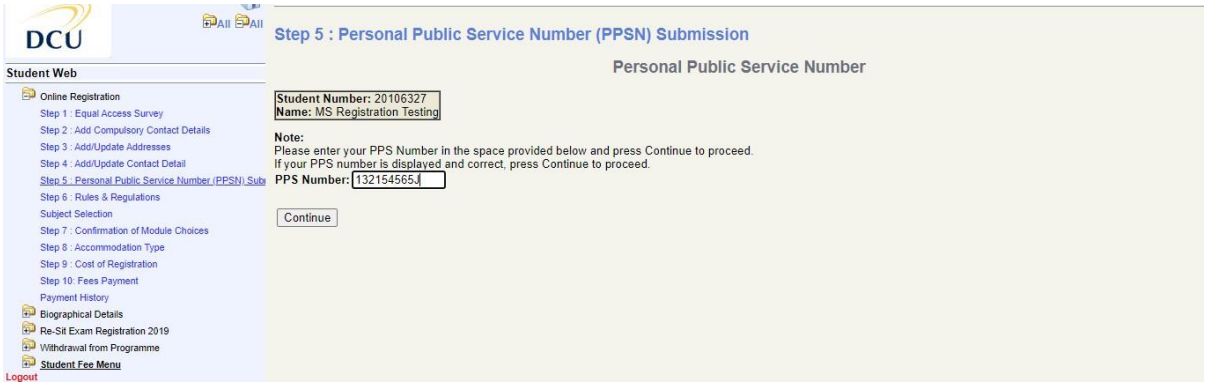
Please update your contact phone numbers and save.

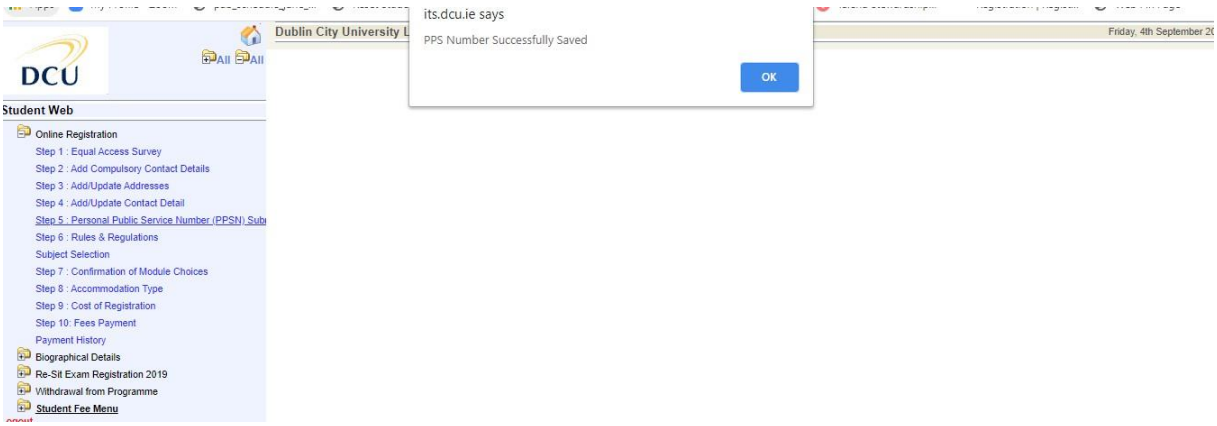


STEP 5 - UPDATE YOUR PPSN (if applicable)

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.

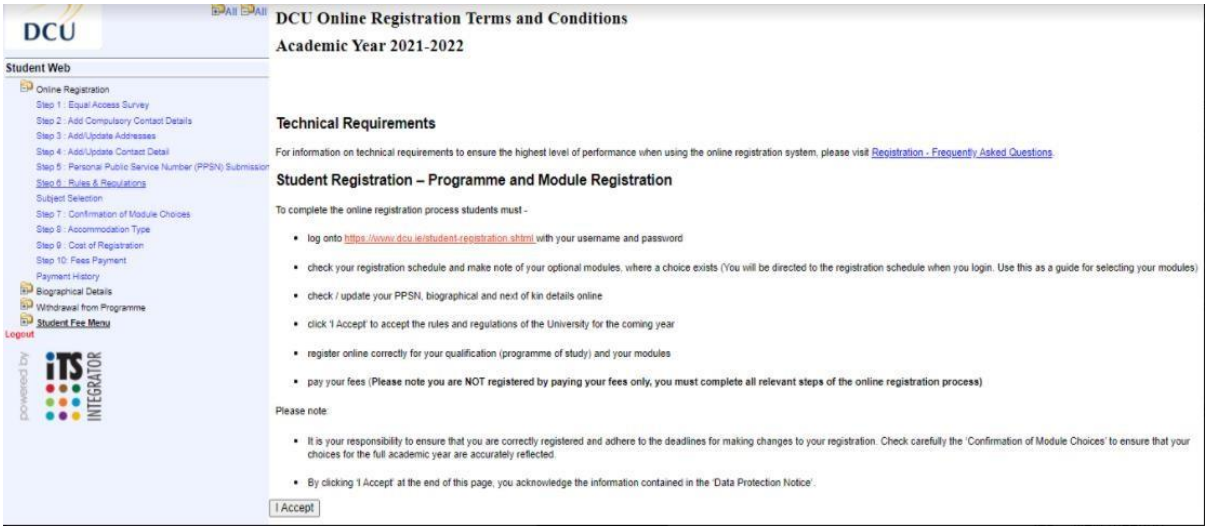
Online Registration Step by Step





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.

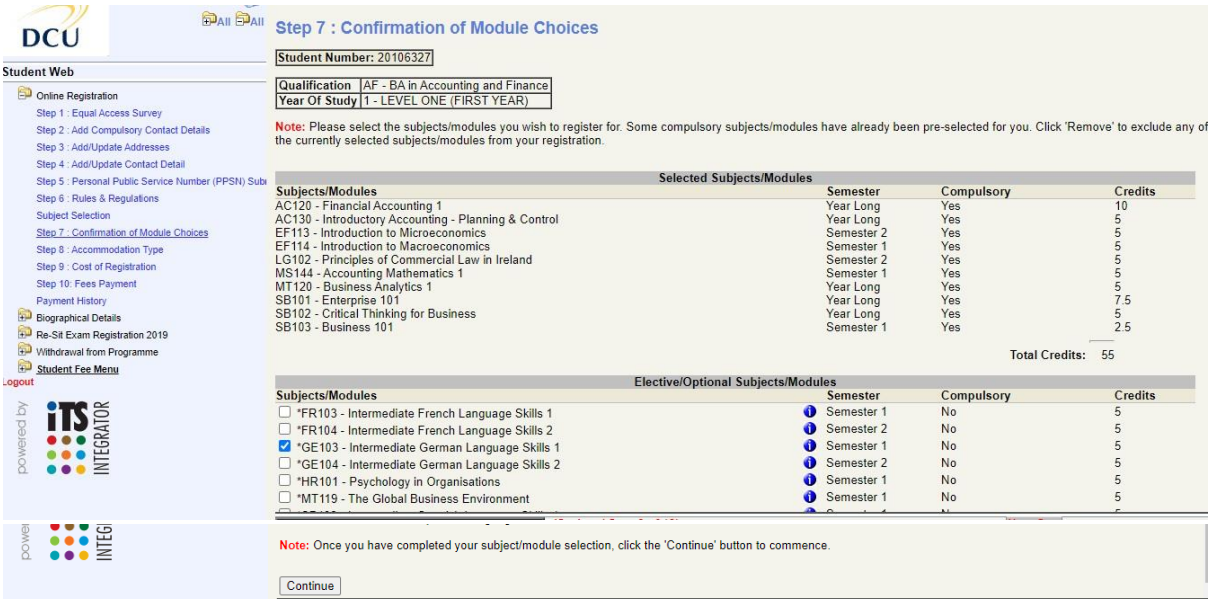


Online Registration Step by Step

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.

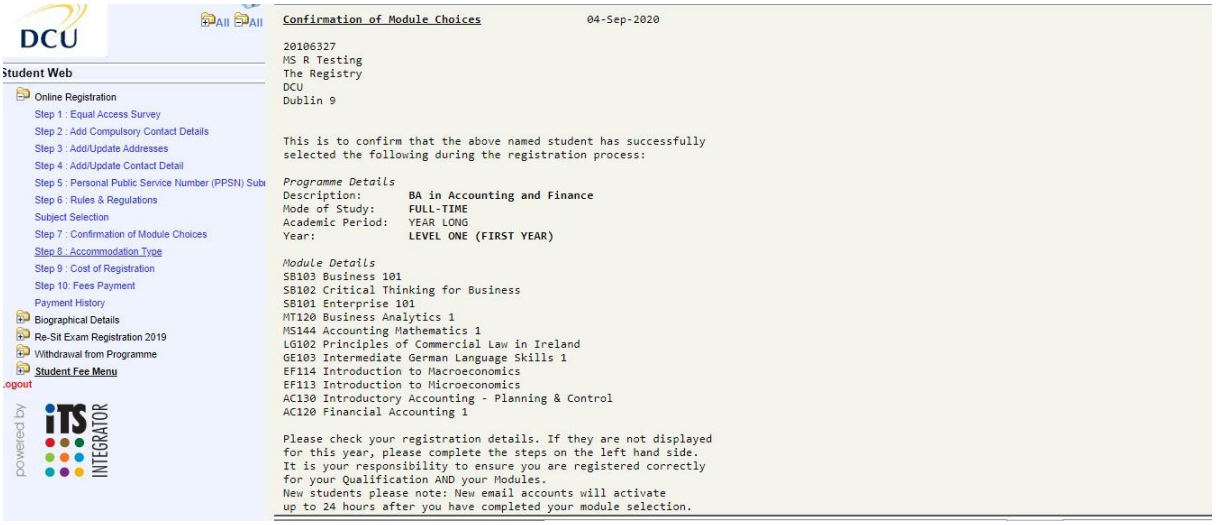
STEP 7 - SUBJECT SELECTION / CONFIRMATION OF MODULE CHOICES

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'.



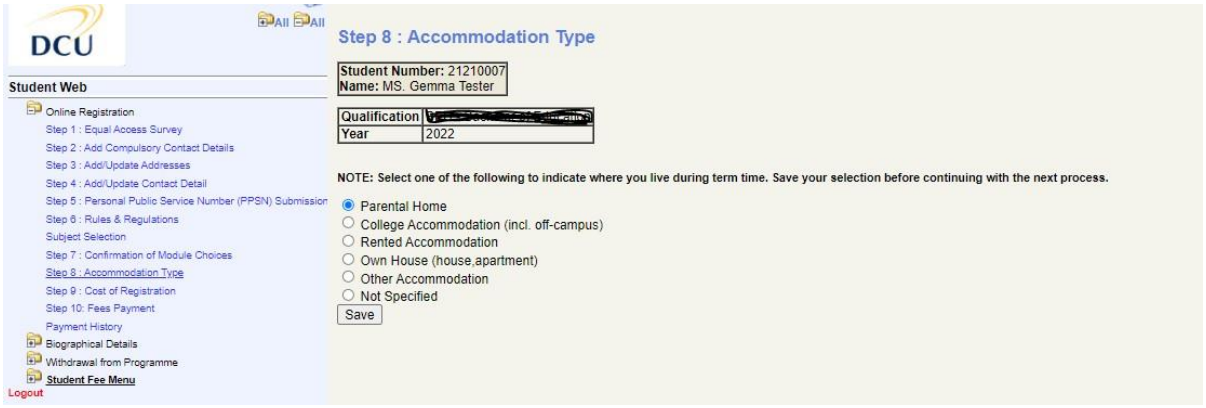
This next page will confirm the modules you have chosen. Please review this to ensure you have registered correctly. If you have not selected the correct modules, you can change the optional modules during the Semester 1 Change of Module Period - http://www.dcu.ie/registry/registration/Semester_1_change_of_module.shtml

Online Registration Step by Step



STEP 8 – ACCOMMODATON TYPE

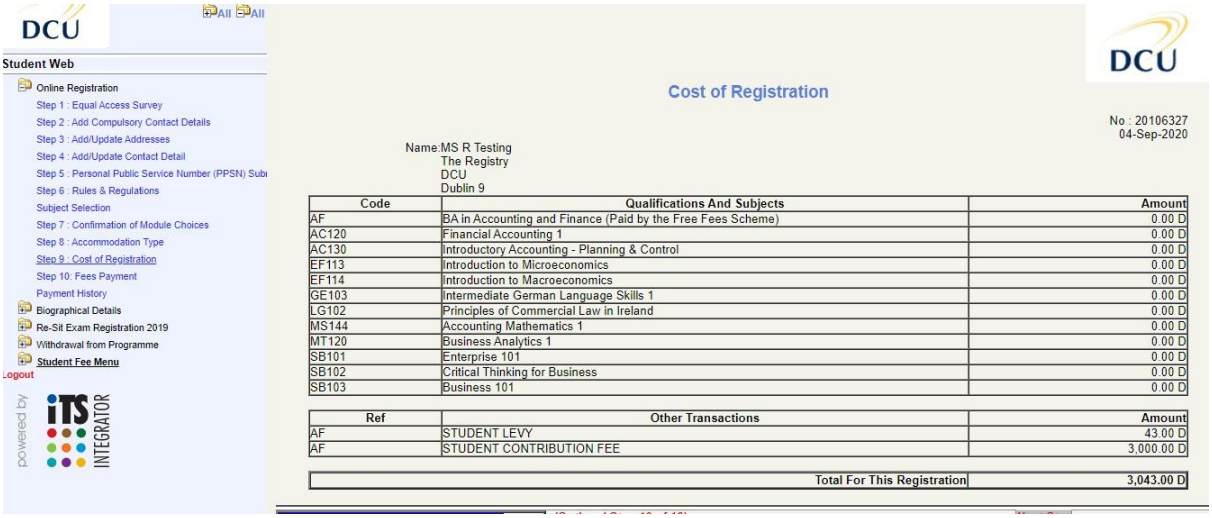
Click on Step 8 and update your accommodation type for the coming academic year i.e. Parental Home



STEP 9 – COST OF REGISTRATION

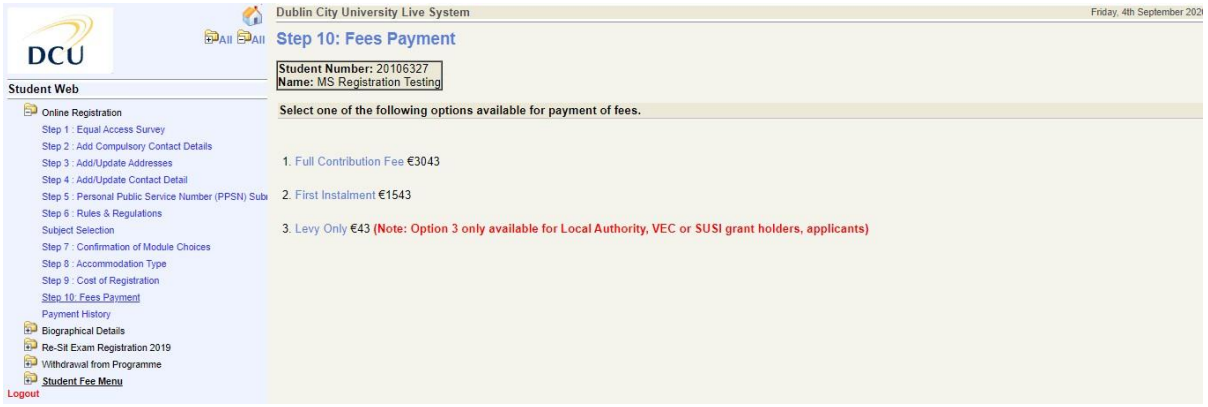
Step 9 Cost of Registration: This details the cost of registration for your programme of study, should you wish to print it for your records.

Online Registration Step by Step



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



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.