

How to Use Online Registration- Student Quick Reference Guide

Introduction

This quick reference guide contains step by step instructions for **1st year students** on how to:

Register online, make a payment, upload an image, and complete registration requirements

To register online you will need your **User ID** and **PIN** to login to the Student Record System (SSB Banner) – This will be included in your welcome letter. If you need assistance please email registration@dkit.ie

How to Register Online

The DkIT Online Registration Portal is available on <https://ssb.ancheim.ie/dkit>

2. Select 'Enter Secure Area'



Enter Secure Area

Login here to view your personal information.

[Programme Catalogue](#)

[Open Public General Surveys](#)

Please check if you have any pending Public General Survey to answer.

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3. Enter Login Details

User Login

Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login.

When you are finished, please Exit and close your browser to protect your privacy.

User ID:

PIN:

Login


Forgot PIN?

Enter Login ID and Pin
and then click 'Login'
Your ID and Pin are
provided in your
registration letter

4. Login & Change Pin

On the Login Verification Change PIN page you may be advised that your **PIN has expired**. You will need to reenter your old PIN and create a new PIN as instructed below

Login Verification Change PIN

 Your PIN has expired. Please change it now.

Enter PIN from Registration Letter

Re-enter Old PIN:

New PIN:

Re-enter new PIN:

Create a new PIN (must be at least 6 digits - numbers or letters)

Confirm new PIN by re-typing it again

Login

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5. Please re enter your NEW PIN and Complete the details on the **Login Security Question and Answer** page and click Submit.

Please enter your new Security Question and Answer and click Submit.
Re-type new PIN just created on previous page

Please Confirm your Pin:

Question: Not Selected

Answer:

Submit

Reset

Select a question from the drop down menu and then type in an Answer

Step by Step Instructions – How to Register Online (Continued)

6. Select Student Services & Financial Aid Menu - Online Registration to access the Online Registration pages.

Student Services & Financial Aid

[Online Registration](#)

[Maintain Consent](#)

Click here to allow consent for contact from Institute administrative staff.

[Final Grades page](#)

[Student Account](#)

The Student Account portion of Student Self-Service allows a student to do the following:

• View his or her account summary either in summary or on a term-by-term basis

• View his or her billing statements, payment history, and unbilled account activity

[Online Receipt](#)

Click here to view and print your Online Receipt

Check your programme is correct - Select Academic Year 2020--2021 & Submit



The list below shows your programme along with the Academic Year for which you are eligible to register.

Please select the current academic year and press the submit button to continue.

If no records are shown then you are not eligible for registration or you have already completed registration. Please contact the Academic Administration office for more information. Phone 042 9370230 or email registration@dkit.ie

Select Academic Year Programme

2020-2021 BA in App Early Childh Studies

7. Request for Consent - Terms and Conditions

DkIT will comply with its obligations under existing Data Protection and Freedom of Information legislation. Further details regarding how your data is stored can be found on

<https://www.dkit.ie/overview-data-protection>

You must agree to the terms and conditions as specified in order to register with DkIT.

Please follow the onscreen instructions to continue with your registration.

8. Online Registration –

Complete all information in online registration checklist.

All sections marked * must be completed

Once you have completed Survey Information click on **COMPLETE** and return to online registration by reselecting the Checklist items OR select the student tab and reselect Online Registration.

Once each section is complete it will appear as a ✓ beside it, then **Confirm Registration to pay fees**

Online Registration

The menu below contains links to a number of pages; these allow you to confirm or update data that we need to have in order to confirm your registration.

After you complete each page you may return to this menu or continue to the next page.

Once all the pages are shown as complete, you can confirm your registration by clicking on the link 'Confirm Registration'.

-  [Personal Information](#)
-  [Mailing Address](#)
-  [Alternative Address](#)
-  [Emergency Contacts](#)
-  [Program details](#)
-  [Module Information](#)
-  [Additional Information](#)
-  [Fees Information](#)
-  [Survey Information](#)

When you have provided all the possible information you need please confirm your registration by clicking on the link below.

 [Confirm Registration](#)

Step by Step Instructions – How to Register Online (Continued)

9. Registration Confirmation please select the terms and conditions tick box once you have read the declaration and Confirm Registration

Please confirm that you agree to these term and conditions by ticking the checkbox below and pressing the 'Confirm Registration' button.

I agree to the terms and conditions above

Confirm registration

Return without confirmation

10. Payment of fees.

Your fee amount due for the term 20/21 is detailed on this page as the **term balance**. All students must pay the DkIT Facilities Fee of €125 -

GRANT APPLICANTS & HOLDERS

FIRST YEAR STUDENTS- If you have applied for or are in receipt of a SUSI grant please select **PAY LATER** and pay €125.

NON GRANT HOLDERS FIRST YEAR AND CONTINUING STUDENTS

You can opt to pay your fees in full. To do so you must select the 'pay now' option.

You can also opt to pay your fees in two instalments - to do this you must select the 'pay later' option and follow the instructions onscreen. Please note if you are paying fees in two installments you must pay €125 + 50% of the fee due now and the balance by 31st January 2021.

Please refer to the Procedures for the Collection of Student Fees, for details see <https://www.dkit.ie/study/student-fees-grants-scholarships/fees.html>

2020-2021

Term Balance: €XXXX

I agree to the terms and conditions above

Tick checkbox to agree terms and conditions,

PAYMENT OPTIONS:

- Select **PAY NOW** to pay the FULL amount owed.
- Select **PAY LATER** to pay in two installments.

Pay Now

Pay Later

11, **PAY NOW** will direct you to a secure 3d payment portal (RealexIGlobal). You may be asked to verify your CARD details. - Please note: DkIT does not have access to your credit/debit card details and they are not stored on our database.

Payment Details

Card Number

Card Number 

Expiry

MM/YY

Security Code

Security Code

Cardholder Name

Cardholder Name

Once payment is made registration will be confirmed and a confirmation email will be forwarded to your email address.

PAY NOW

Step by Step Instructions – How to Register Online (Continued)

12. Selecting the **PAY LATER will allow you to pay fees in TWO installments. Click on 'here' and select term 2020-2021 and click submit.**

Please click **HERE** to make a payment of your first fee installment. You must pay the Facilities fee of €125 and at least half of the remaining fees owed. Please note you will not be deemed registered until you pay at least one instalment of fees.

You will need to select the relevant term click submit and then enter the amount you are paying on the following screen

If you have any queries about your registration or fees please email registration@dkit.ie

Select a Term: 2020-2021 ▼

Submit

13. You will be presented with your Fee Details. Select the **PAY NOW button, enter the amount you wish to pay and Submit, then proceed to enter your Card detail to process your selected payment amount**

202000 2020-2021 Term Detail

Description	Charge	Payment	Balance	Pay Now
Full-time Capitation - Student	€3,000.00			
DkIT Facilities Contribution	€125.00			
Ord Degree Tui Fee - Contract	€250.00			
Credit Card Payment		€3,125.00		
Degree Free Fees Credit or Pay		€250.00		
Net Term Balance			€0.00	
Net Balance for Other Terms:			€3,125.00	
Account Balance:			€3,125.00	

Pay Now

INSTITUTE OF TECHNOLOGY

Personal Information Student

Search Go

Credit Card Payment

* indicates required field

Payment Amount: *

Submit

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14. Uploading an Image - If you are new to DkIT you will need to provide a Digital Image for your DkIT Student ID card

Navigate back to the Online Registration Menu, and Select Upload Student Image



Student Services & Financial Aid

[Online Registration](#)

[Maintain Consent](#)

Click here to allow consent for contact from Institute administrative staff.

[Upload Student Image](#)

New students upload image functionality