

How to Use Online Registration- Student Quick Reference Guide

Introduction

This quick reference guide contains step by step instructions for students on how to:

Register online, & make a payment ,

Further information, can be found at <https://www.dkit.ie/academic-administration/registration/>

or by contacting the Academic Administration Office at registration@dkit.ie

How to Register Online

- 1. Open Online Services (for Students):** The link for online registration is <https://ssb.ancheim.ie/dkit/> You will need your ID number and PIN to register, you can locate your PIN in recent correspondence from the Institute.

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:

Enter Login ID and Pin and then click 'Login' Your ID and Pin are provided in your registration letter , or Exam Results email

Login Verification 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

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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:

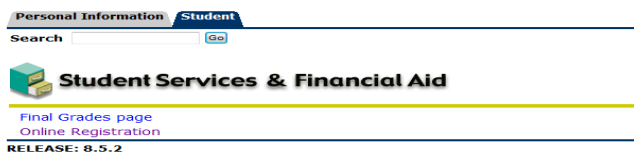
Question:

Answer:

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

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

4. Select **Student Services & Financial Aid Menu** and Click on the **Online Registration** menu



5. Select Academic Year 2019-2020 and then select Submit



6. Request for Consent - GDPR

In order to proceed with your registration, and become a registered student, you must acknowledge and agree you have read and understood the terms and conditions of our Data Protection Statement for Registration.

I confirm that I have read and understood the Data Protection Statement for Student Registration found on <https://www.dkit.ie/about-dkit/legal/data-protection.html> and I agree to the processing of my data by the Institute in accordance with this statement.

Opt In Opt out Contact Permission

The Institute utilizes SMS text messaging to communicate with you on all relevant Institute business.

Please click Yes to consent to be contacted, or No if you do not wish to be contacted by SMS .

7. Online Registration Checklist, please click on **Personal Information** to proceed.

Search Go

[SITE MAP](#) [HELP](#) [EXIT](#)

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](#)

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The screenshots below show the various registration sections. Some details contained in the forms are required fields, these can be identified by **red asterisks beside them**.

Personal Information

Please confirm the personal details shown below. **Please note the email address shown is your DkIT email address, please do not change this address.**

PPS Number is a mandatory field- Failure to provide the correct information may effect your registration status. If your Domiciliary Origin/Country of Permanent Residence is not Ireland and you do not have a PPS Number please enter "None". Please select continue.

PPS	<input type="text"/>
Email Address*	<input type="text" value="D00@student.dkit.ie"/>
Primary Contact Number	<input type="text" value="087"/>
Other Contact Number	<input type="text" value="042 9"/>
Citizenship	<input type="text" value="Ireland"/>
Country of birth	<input type="text" value="Ireland"/>
Nationality	<input type="text" value="Ireland"/>
Residency	EU Resident
<input type="button" value="Continue"/>	<input type="button" value="Checklist"/>

[Return to checklist without saving changes](#)

Alternative Address - Read Only

Alternate mailing address will not be used on official Institute correspondence. Please continue to next page

Date the address is valid from	Aug 11, 2017
Date (if any) you are planning to move	
Address Line 1	
Address Line 2	
Address Line 3	
Town / City	
County	
Country	
<input type="button" value="Continue"/>	<input type="button" value="Checklist"/>

[Return to Checklist without saving changes](#)

Mailing Address

Our records show your mailing address as stated below. Please note this is the address we will use on all official correspondence unless you advise otherwise. If you wish to update your address please contact the **Academic Administration Office**. Please select Continue.

Please note that your address as listed below will be used on all official correspondence with you unless advised otherwise.

Date Address is valid from*	<input type="text" value="16/06/2015"/>
Date (if any) you are planning on moving:	<input type="text"/>
Address line 1*	<input type="text"/>
Address Line 2	<input type="text"/>
Address line 3	<input type="text"/>
Town / City*	<input type="text"/>
County*	<input type="text" value="Louth"/>
Country*	<input type="text" value="Ireland"/>
<input type="button" value="Continue"/>	<input type="button" value="Checklist"/>

[Return to Checklist without saving changes](#)

Emergency Contact Details

Please confirm, correct or add the details of a person we can contact in the event of an emergency.

First Name:*	<input type="text"/>
Last Name:*	<input type="text"/>
Relationship to you:*	<input type="text"/>
Phone Area Code:	<input type="text"/>
Contact Number*	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
Town/City	<input type="text"/>
Country	<input type="text" value="- select"/>
<input type="button" value="Continue"/>	<input type="button" value="Checklist"/>

[Return to Checklist without saving changes](#)

Step by Step Instructions – How to Use Online Registration (Continued)

Programme Details

Please confirm your programme details below and continue to register. If any of these details appear incorrect please contact the Academic Administration Office at registration@dkit.ie or phone 042 9370230.

Course title BA (Hons) Film & TV Production (DK_IMILM_8)
Course year 2019-2020
Level of study NFQ Level 8 (08)
Stage / Year Second Year Student
Student type Continuing
Full/Part time indicator Full time

[Continue](#) [Checklist](#)

[Return to the Checklist without saving changes](#)

Module Information

The following list details your modules for the Academic Year. Please press continue to proceed

Module Reference	Module	Module Title	Credit Hours
80098	FILM B8002	Directing for Film and Televis	5
80095	FILM B8005	European Cinema	5
80597	FILM B8007	World Cinema	5
65669	FILM H7012	Documentary Prod Theory & Prac	5
66136	LAW U7003	Legal & Ethical Issues in Crea	5
87538	MEDA C8036	Sound Design for Film & TV	5
79283	MEDA C8Z13	Writing for Film and TV 1	5
76463	TEMP X001	Temporary Elective 5 Credits	5
76484	TEMP X022	Temporary Elective 10 Credits	10
76485	TEMP X023	Temporary Elective 10 Credits	10

[Continue](#) [Checklist](#)

Previous third level institutions attended

Please complete the information required below where applicable. Dates can be entered in the format of DD/MM/YYYY

Question 1: What is your highest qualification? *

Question 2: Type of Institution attended? *

Question 3: Name of Institution attended?

From date

To date

Question 4: Year of graduation? (e.g. 2014)

Question 5: Are you entering through a Gov initiative?

[Continue](#) [Checklist](#)

[Return to checklist without saving changes](#)

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Fee questionnaire

Please complete the questions below.

Question 1 - Please answer NO if you have not applied for a SUSI grant, if you have applied for a SUSI grant please enter your SUSI reference. Northern Ireland Students should forward their proof of grant letter to the Academic Administration Office asap.

You must complete Question 2 in order to proceed with your registration

Question 1: Have you applied for a grant?
If yes, enter your SUSI Student Grant Application Number in this field here. If not, enter "NO" *

Question 2: I have spent 3 of the last 5 years in an EU country and can produce documentation to verify this if required. *

[Continue](#) [Checklist](#)

[Return to checklist without saving changes](#)

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Please continue to proceed with registration- there are no surveys available at this time

If you choose not to respond to the HEA survey please click 'Checklist' or 'Continue' to advance or click HEA Survey to complete.

Surveys Assigned to Claire Smyth

SRN Description Status

[Continue](#) [Checklist](#)

[Return to checklist without saving changes](#)

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

8. Registration Checklist Complete

Once you enter data in each section. E.g. Personal Information, a checkmark will appear beside it in the Registration Checklist. Once data has been entered in all sections, click '**Confirm Registration**' to continue.

Online Registration

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- ✓ 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](#)

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

Registration Confirmation

Please confirm that the information you have submitted is true and accurate and you agree to abide by the Rules, Regulations, Policies and Procedures of Dundalk Institute of Technology as set out in the Student Services Guide and detailed on the Institute website.

To continue with your registration please tick the box below and select the 'Confirm Registration' button.

I agree to the terms and conditions above

[Confirm registration](#)

[Return without confirmation](#)

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10. Making your payment of fees.

Your fee amount due for the term 19/20 is detailed below as the term balance. All students must pay the 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.

CONTINUING STUDENTS Please select the "pay now" option and pay €125 facilities fee to process your registration. Northern Ireland students in receipt of a loan or grant from the Student Finance NI must submit proof of grant approval to the Academic Administration Office no later than the 31st October 2019.

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 instalments you must pay €125 + 50% of the fee due now and the balance by 31st January 2020.

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>

PAYMENT OPTIONS:

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

2019-2020

Term Balance: €3125.00

Tick checkbox to agree

I agree to the terms and conditions above

[Pay Now](#)


[Pay Later](#)

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

11, **SELECTING THE PAY NOW** button to pay the **FULL AMOUNT** owed. Enter Card Payment details, please select **VISA** for VISA DEBIT or CREDIT and MasterCard for MasterCard transactions.


Payment Details

Card Number 



Card Number

Expiry

MM/YY

Security Code 

Cardholder Name

 Secure payment by Online Payments 

12 3d Secure Verify your Payment

For extra security purposed you may be asked to Verify your card details by your Bank.

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

13 Selecting the **PAY LATER** will allow you to pay fees in TWO installments. Click on '**HERE**' and select term 2019-2020 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 enter the amount you are paying in the next screen

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

Select a Term:

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

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

201900 2019-2020 Term Detail

Description	Charge	Payment	Balance	Pay Now
Full-time Capitation - Student	€3,000.00			
DkIT Facilities Contribution	€125.00			
Hon Degree Tui Fee - Contract	€819.00			
Degree Free Fees Credit or Pay		€819.00		
Net Term Balance			€3,125.00	
Net Balance for Other Terms:			€0.00	
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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→ Enter payment amount and submit, Enter card details as outlined in 11 & 12 above to complete registration