

# How to Use Online Registration- Student Quick Reference Guide

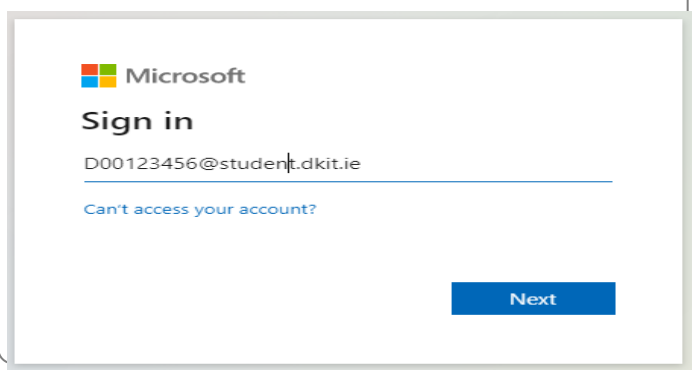
## Introduction

This quick reference guide contains step by step instructions for **students** on how to register online: To register online you will need your **student number which is your username** (**Dnumber@student.dkit.ie**) and **password which you will be sent via email** to login to the Student Record System (SSB Banner 9) . If you need assistance please email [registration@dkit.ie](mailto:registration@dkit.ie). **Please note the HEA survey is only to be filled in by new undergraduate first year students.**

## How to Register Online

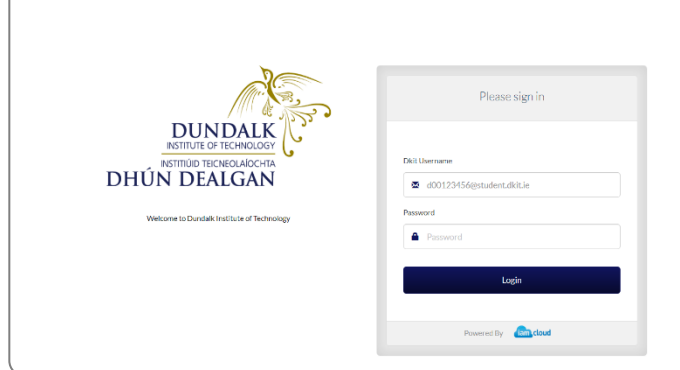
1. The DkIT Online Registration Portal is available on <https://ssb.dkit.ie/StudentSelfService/>



### 2. Select 'Enter Secure Area'



Microsoft  
**Sign in**  
D00123456@student.dkit.ie  
[Can't access your account?](#)  
**Next**

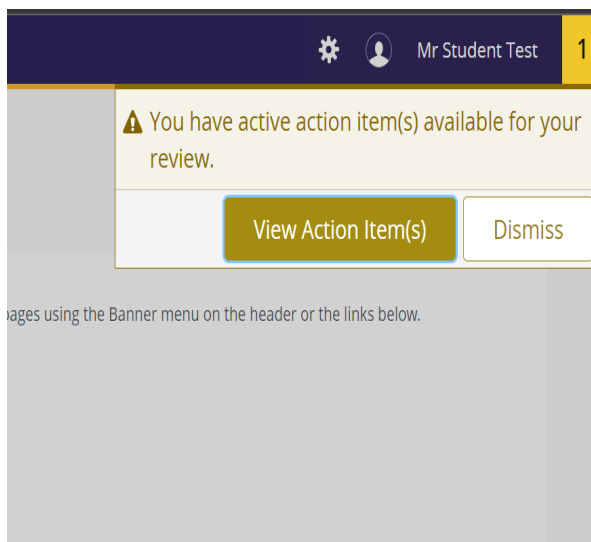
### 3. Enter Login Details





  
Welcome to Dundalk Institute of Technology  
Please sign in  
DkIT Username  
a00123456@student.dkit.ie  
Password  
Password  
**Login**  
Powered By 

### 4. Action Items Processing Screen

Below is what you will be presented with : Action Items for review. Please click view action items. There are two radio buttons on each page both must be clicked.



  Mr Student Test **1**

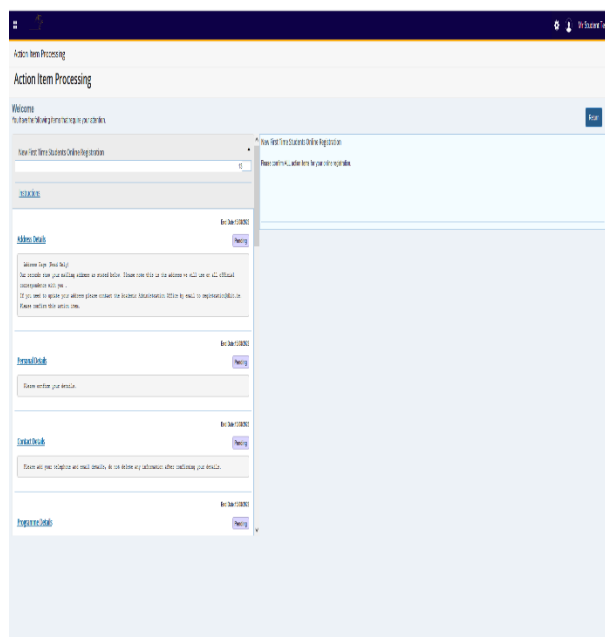
**⚠ You have active action item(s) available for your review.**

**View Action Item(s)** **Dismiss**

Pages using the Banner menu on the header or the links below.

### 5. Action Items Screen :List of Action Items

Please work through each action item underlined in blue and add or confirm your details. Each radio button turns green on completion.



**Action Item Processing**

Welcome to the Student Self-Service system.

**View Action Item(s)**

**Action Item(s)**

Action Item(s)	Status
<u>View Action Item(s)</u>	<input type="radio"/>
<u>View Action Item(s)</u>	<input type="radio"/>
<u>View Action Item(s)</u>	<input type="radio"/>
<u>View Action Item(s)</u>	<input type="radio"/>
<u>View Action Item(s)</u>	<input type="radio"/>

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

**6. Address Details :** This Page is read only, please click the two confirm buttons at bottom of page.

### Your Address Details

Primary Address

Address Line 1 \*

Address Line 2

Address Line 3

Town/City \*

Eircode/Postcode \*

County

Country \*\*

☒ Please confirm.

**7. Personal Details**  
Please confirm your details and add in preferred pronoun and gender identification.

### Your Personal Details

First name

Middle name

Last name

Preferred first name

Date of birth

Gender identification

Gender

Preferred pronoun

☐ Please confirm

## 8. Contact Details

### Your Contact Details

Email Addresses

Please enter at least one email address that we can contact you on.

Delete	Email Type	Email Address	Preferred
<input type="checkbox"/>	<input type="text" value="DKIT e-mail"/>	<input type="text" value="D0012345@student.dkit.ie"/>	<input checked="" type="checkbox"/>

Phone Numbers

Please enter at least one phone number that we can contact you on.

Delete	Phone Type	Phone Number	Primary
<input type="checkbox"/>	<input type="text" value="Mailing/Correspondanc"/>	<input type="text" value="1234567"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="text" value="Mobile"/>	<input type="text" value="+3531234567"/>	<input checked="" type="checkbox"/>

☐ Please confirm

## 9. Programme Details

### Programme Details

Below are details of the programme that you are registering on. If the programme of study or any other details Admissions Office.

**Course title**

Bachelor of Science (Honours) in General Nursing (DK\_NNGEN\_8)

**Course year**

2022-2023

**Level of study**

NFQ Level 8 (08)

**Stage / Year**

**Student type**

New First Time

**Full/Part time indicator**

Full Time

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

### 10. PPS Optional

**PPS Number**  
Do you have a PPS Number

☒ YES  
☐ NO

Please enter your PPS Number

PPS Number \* 1234567

☐ Please Confirm.

Confirm

### 11. Emergency Contact

#### Emergency Contacts

##### Primary Emergency Contact

First Name \*\* Test

Last Name \*\* Contact

Relationship \*\* Mother

Area Code \* 0044

Phone Number \*\* 1234567

Address Line 1

Address Line 2

Address Line 3

Town/City

### 12. SUSI ID

**SUSI ID**  
Do you have a SUSI ID

☒ YES  
☐ NO

Please enter your SUSI Grant Application Number

SUSI ID 123456

☐ Please Confirm.

Confirm

### 13. Nationality

#### Nationality Details

##### Your Nationality

Citizenship Ireland

Country of Birth Ireland

Nationality Ireland

Residency EU Resident

☐ Please confirm

Confirm

## Step by Step Instructions - How to Register Online (Continued)

**14. Additional information : Please note if your education is prior to 2013, go to 2013 and click the back arrow to get the previous 10 years in the calendar.**

### Additional Information

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

YES

\* What is your highest qualification? Ordinary Degree (formerly knowr

\* Last institution attended: Unknown

Name of institution attended? Dundalk Inst. of Technology

From date \* 03/27/2023

To date \* 03/29/2023

Year of graduation? \* None

Are you entering through a Government initiative?

Are you entering through one of the following schemes?

**15. HEA Access Survey New First Time Students to third level education.**

### Survey: HEA Access Survey

\* - Required Question, it must be answered to complete the survey.

Responses to the Equal Access questions are used by the Higher Education Authority (HEA) to allocate additional resources for equality of access to higher education. All students are encouraged to answer these questions, however they are not mandatory and non-response will not prevent your registration at college or affect your eligibility for financial support. Non-response may, however, have implications for the amount of State funding that is allocated to your college, and to the supports available for students. For more information, see [www.heai.ie/access](http://www.heai.ie/access)

Survey Complete

Please confirm.

Confirm

**16. Consent to Contact Page (Data Protection Page)**

### Capture and Process Personal Data

DkIT is a Data Controller for your personal information and will comply with its obligations under existing or future Data Protection legislation. The Institute may disclose personal and sensitive personal data pertaining to students to external agencies only where it has a legal obligation to do so. E.g. data is shared with the Higher Education authority for funding allocation, statistical analysis and policy formation purposes. To find out further information on how your data is processed including who it might be shared with please read the DkIT Student Privacy notice and the DkIT Data Protection Statement for Student Registration on <https://www.dkit.ie/about-dkit/legal/data-protection.html> By continuing with your registration you are agreeing to your data being shared as outlined in our Data Protection Statement for Student Registration. Details of how your data is stored and processed can be found in the DkIT Student Privacy notice on: <https://www.dkit.ie/about-dkit/legal/data-protection.html> 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. I acknowledge by proceeding to register as a student, I am agreeing to the terms outlined in the Data Protection Student Registration statement.

Consent to process personal data \* \*

Please indicate your contact preferences below

Occasionally, it may be necessary for us to contact you. Consent to be contacted can be revoked at any time by returning to this page.

You may contact me by e-mail

Yes

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

- 17. Pay Full Fees now or Part Payment Page (Text on page instructions)

Return

### Payment Options

Are you making a payment now?

☒ YES

☐ NO

Continue

☐ Please Confirm.

Confirm

If you want to pay in full please select the YES above, continue and pay now, this will take you to the below payment portal to make your payment.

### Billing Information

Secured by:  
globalpayments

The following information is required in order for your bank to authenticate your card payment. Please complete the following fields with the information. DkIT does not store this information. - It is captured for the purpose of authenticating your payment with your bank.

Address Line 1 \*\*

Address Line 2

Address Line 3

City \*\*

Country \*\*

- select

Postcode \*\*

Intl access code \*\*

- select

Phone Number \*\*

Email Address \*\*

Please note, you must provide the email address of the CARD HOLDER - Please ensure you have dropped the leading 0 from your phone number - Payment confirmation for the purpose of billing information authentication.

Continue to Payment

If you wish to part pay please select NO, continue and click on the hyperlink here where you will be taken to the account summary page, you will select pay now and the year(2025/2026) as below. (Please note the amount is editable in the box below, enter in the amount you wish to pay). Go back in and confirm the payment page after you have made your payment full or part.

actions

De

payments on your a

as of 07/24/2023

Descr

DkIT R

Degree

Ord D

DkIT R

Full-ti

Degree

Payment

Select the checkbox against the term to make the payment. Upon selection, Net term balance amount can be edited.

☒ 2022-2023

125.00

☐ 2021-2022

€0.00

☐ 2020-2021

€0.00

☐ 2019-2020

€0.00

☐ 2018-2019

€0.00

☐ 2017-2018

€0.00

☐ 2016-2017

€0.00

☐ 2014-2015

€0.00

☐ 2013-2014

€0.00

Amount payable:€125.00

Pay Now

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

### 18. Confirm Registration

**This is the last action item. (All action items must turn from pending to completed to complete online registration in full)**

#### Student Declaration

I declare that the information I have submitted is true and accurate. I agree to abide by the Rules, Regulations, Policies and Procedures of Dundalk Institute of Technology as set out in the Student Services Guide and on the relevant sections of the Institute website. I understand that DkIT will treat all information as confidential and will not disclose such information except as permitted by law. Please confirm that you agree to these term and conditions by ticking the checkbox below and pressing the Confirm Registration button.

☐ Please confirm

Confirm Enrolment

### 19. Image Upload

**This will be deployed separately to your online registration, students can upload their photo anytime.**

#### Upload a Photo

Please click the radio button and paperclip icon to upload a picture of yourself for use on your Student Identification Card.

Only image files can be uploaded.

Only 1 image file can be uploaded per user.

The image must be less than 150 KB in size.

The image must be a usable photo of yourself.

If you need to replace the image that has been upload you can delete the uploaded image by clicking the delete icon and then upload a new image.

☐ Please upload.

Confirm