

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"/>	DKIT e-mail	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"/>	Mailing/Correspondanc	1234567	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Mobile	+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?

* Last institution attended:

Name of institution attended?

From date *

To date *

Year of graduation? *

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

Survey Complete

Please 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

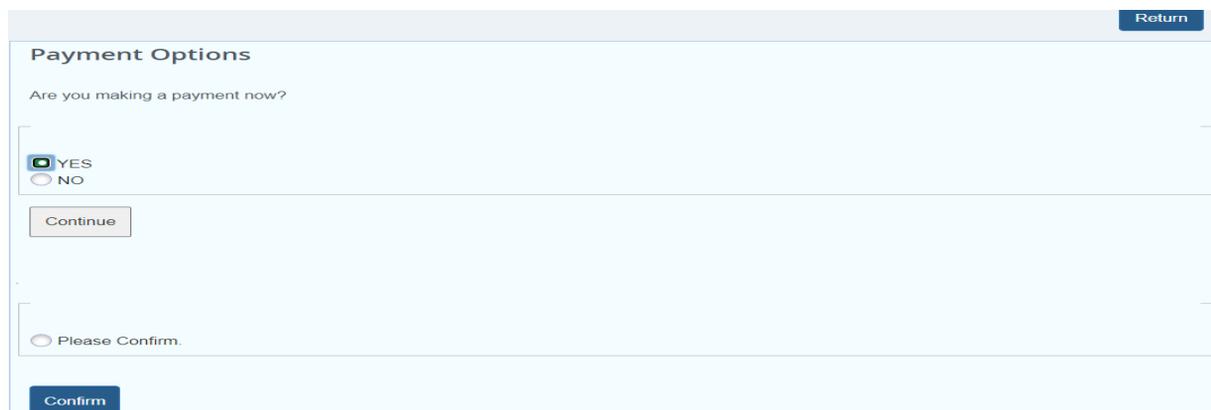
Occasionally, it may be necessary for us to contact you. Consent to be contacted can be revoked at any time by returning to this page.

You may contact me by e-mail

Yes

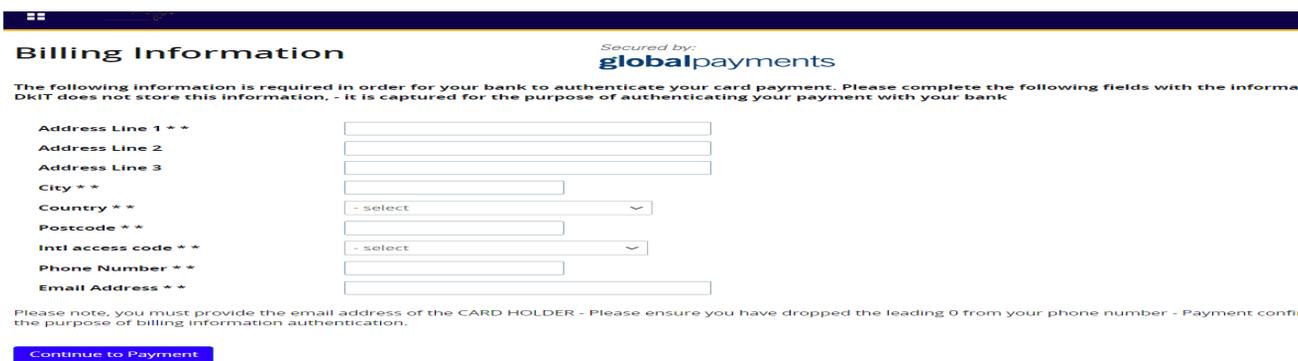
Step by Step Instructions - How to Register Online (Continued)

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



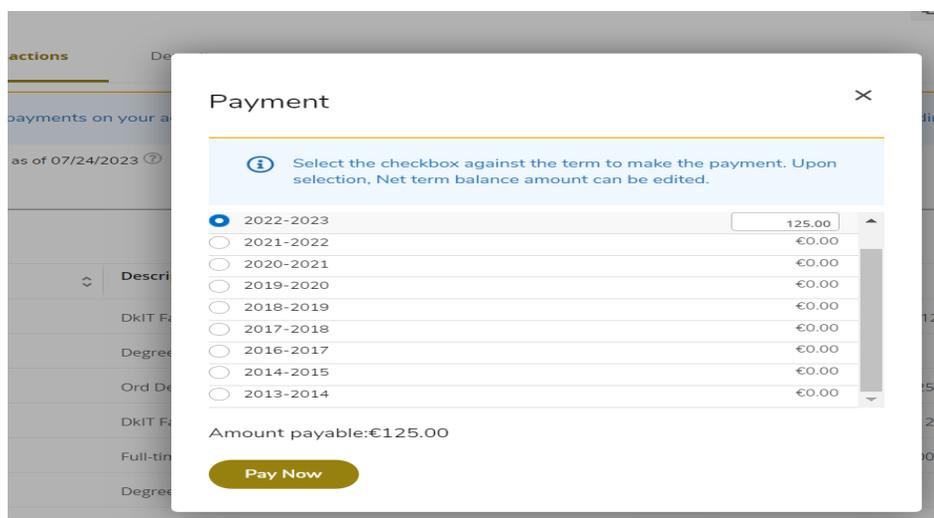
The screenshot shows a web form titled "Payment Options". At the top right is a "Return" button. The main heading is "Payment Options". Below it is the question "Are you making a payment now?". There are two radio button options: "YES" (which is selected) and "NO". Below these options is a "Continue" button. Further down, there is another set of radio buttons with the label "Please Confirm." and a "Confirm" button at the bottom left.

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



The screenshot shows a "Billing Information" page. At the top right, it says "Secured by: globalpayments". Below this is a warning: "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". The form contains several fields: "Address Line 1 **", "Address Line 2", "Address Line 3", "City **", "Country **" (with a dropdown menu), "Postcode **", "Intl access code **" (with a dropdown menu), "Phone Number **", and "Email Address **". At the bottom left is a "Continue to Payment" button. At the bottom, there is a note: "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 is required for the purpose of billing information authentication."

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.



The screenshot shows a "Payment" dialog box. It has a close button (X) in the top right corner. Below the title bar is an information icon and text: "Select the checkbox against the term to make the payment. Upon selection, Net term balance amount can be edited." Below this is a list of years with radio buttons and corresponding amounts in a table:

<input checked="" type="radio"/>	2022-2023	125.00
<input type="radio"/>	2021-2022	€0.00
<input type="radio"/>	2020-2021	€0.00
<input type="radio"/>	2019-2020	€0.00
<input type="radio"/>	2018-2019	€0.00
<input type="radio"/>	2017-2018	€0.00
<input type="radio"/>	2016-2017	€0.00
<input type="radio"/>	2014-2015	€0.00
<input type="radio"/>	2013-2014	€0.00

Below the table, it says "Amount payable: €125.00". At the bottom is a "Pay Now" button.

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