

# How to Register & Pay for Repeat Autumn Examinations Online

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

1. Register for repeat courses online.

If you need assistance or further information, please contact the Examinations Office - [exams@dkit.ie](mailto:exams@dkit.ie).

**1. Open Online Services (for Students):** A link to the online services site for students is provided on [www.dkit.ie/results](http://www.dkit.ie/results) or log onto <https://ssb.ancheim.ie/dkit/>.

You will need your Student ID and PIN to login. You can locate your PIN in recent email correspondence from the Examinations Office, or by entering your student ID number in the User ID box and selecting Forgot Pin?

## 2. Log into 'Enter Secure Area' with your User ID and Pin



### 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.

RELEASE: 8.4

## 3. Enter your 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'

**Select Student Services and Financial Aid**

## 4. Select Final Grades page



### Personal Information Student

Search



## Student Services & Financial Aid

[Final Grades page](#)

[Online Registration](#)

RELEASE: 8.5.2

## 5. Select Term 2014-2015

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Select a Term:

RELEASE: EGB 8.0

## How to Register for Repeat Autumn Examinations Online

### 6. Final Grades Page – click the Re-apply link.

#### Modular Final Grades

##### Student Information

###### Current Program

Ordinary Bachelor Degree  
**Level:** NFQ Level 7  
**Program:** Comm Youth Work L7  
**Admit Term:** 2011-2012  
**Admit Type:** CAO Applicant  
**Catalog Term:** 2011-2012  
**College:** School of Business&Humanities  
**Campus:** DKIT Main Campus  
**Major and Department:** Community Youth Work, Humanities  
**Academic Standing:** Exemptions Granted  
**Student Class:** Y3  
**Award Title:** Bachelor of Arts in Community Youth Work

If you have failed a course, it will appear under the courses 'Status' heading

**Award Classification:** No Classification

##### GPA Summary

Stage	Stage Passed	Stage GPA	Earned Credits	Total Credits Required
Stage 1	Y	68.30	60	60
Stage 2	Y	70.50	60	60
Stage 3	N	49.50	45	60
Award	N	55.00	165	180

The 'Re-apply' link will be present at the bottom of the page. Click to continue with registration.

##### NFQ Level 7 Course work

CRN	Subject	Course	Section	Sitting	Course Title	Final Grade	Attempted Credits	Earned Credits	Status
74742	PLCE	H7006	L02	June Exam Session	Youthwork Placement 2	60	27.500	27.500	Exempted
74745	PRPF	H7002	L02	June Exam Session	Applied Professional Development 2	50	2.500	2.500	Exempted
74379	YTWK	B7008	L01	January Exam Session	Youth Work Practice 2	55	5.000	5.000	Exempted
74748	COMD	H7002	L01	January Exam Session	Community Entrepreneurship	40	5.000	5.000	Exempted
74754	RESA	H7001	L01	January Exam Session	Research Methods and IT Skills	28	5.000	0.000	Fail
74757	SOCS	H7002	L01	January Exam Session	Development Studies	22	5.000	0.000	Fail
74760	SOCS	H7003	L01	January Exam Session	Migration and Social Change	34	5.000	0.000	Fail
74763	SOCS	H7004	L01	January Exam Session	Social Studies	60	5.000	5.000	Exempted

Click on the Following link to register for repeat Exams: [Re-apply](#)

### 7. Register for Repeat Course/s- Please ensure you register for the correct modules. If you have modules that are offered in both semesters they will appear twice on this screen. Please ensure you select the module relevant to the SEMESTER in which you have previously taken this module.

#### Personal Information Student

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#### Resit course registration

Select all the courses you wish to resit by clicking **Select** or **Select All**

#### Recent Resit Registration Messages

Date CRN Message

Click Register

#### Resits available

Term	Part of Term	CRN	Course Code	Course Title	Section Type	Start Date	End Date	Select
2013-2014 Winter Repeats	Autumn	74755	RESAH7001	Research Methods & IT Skills	X03 Exam Only	01-AUG-14	15-SEP-14	<input type="checkbox"/>
2013-2014 Winter Repeats	Autumn	74758	SOCSH7002	Development Studies	X03 Exam Only	01-AUG-14	15-SEP-14	<input type="checkbox"/>
2013-2014 Winter Repeats	Autumn	74761	SOCSH7003	Migration & Social Change	X03 Exam Only	01-AUG-14	15-SEP-14	<input type="checkbox"/>

## How to Register for Repeat Autumn Examinations Online

### 8. Resit Course Registration Confirmed

Personal Information **Student**

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#### Resit course registration

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##### Recent Resit Registration Messages

Date	CRN	Message
24-APR-2014 15:54:07	74755	Registration request successfully processed.
24-APR-2014 15:54:07	74761	Registration request successfully processed.
24-APR-2014 15:54:07	74758	Registration request successfully processed.

##### Resits available

Term	Part of Term	CRN	Course Code	Course Title	Section Type	Start Date	End Date	Select
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##### Courses currently assigned

Term	Part of Term	CRN	Course Code	Course Title	Section Type	Start Date	End Date	Status
2013-2014	Winter Repeats Autumn	74755	RESAH7001	Research Methods & IT Skills	X03	Exam Only 01-AUG-14	15-SEP-14	Courses Assigned
2013-2014	Winter Repeats Autumn	74758	SOC SH7002	Development Studies	X03	Exam Only 01-AUG-14	15-SEP-14	Courses Assigned
2013-2014	Winter Repeats Autumn	74761	SOC SH7003	Migration & Social Change	X03	Exam Only 01-AUG-14	15-SEP-14	Courses Assigned

Click on the Make Payment button to pay for the repeats

## 9. Review Registration Fees



Personal Information **Student**

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### Resit Fees page

2013-2014

Description	Charge	Payment	Balance
<b>Term Charges:</b>	€3054.00		
<b>Term Credits and Payments:</b>			€0.00
<b>Term Balance:</b>			€3054.00
<b>Account Balance:</b>			€3054.00
<b>Repeat exam fees:</b>			€100.00

Please note that the amount being charged in this transaction is a repeat exam registration fee only

I agree to the terms and conditions above

## 10. Enter Payment Details

Card Type:

Card Number:

Security Code:  ([About security code](#))

Expiration Date:

Cardholder's Name:



## 11. 3d Secure



Verified by  
VISA

### Added Protection

Please submit your Verified by Visa password.

[I am not enrolled in Verified by Visa](#)

Merchant: dkitonlinereg

Amount: 100.00 EUR

Date: 19/11/13

Card Number: XXXX-XXXX-XXXX-4037

Personal Message: Welcome to Verified by Visa!

Login Name:

Enter the first, second and eighth characters of your password:

[Forgot your password?](#)

## 12. Payment Confirmation

Your payment is complete and will be credited to your student account.

Please click [here](#) to view the confirmation of your registration. If you have any queries please email [exams@dkit.ie](mailto:exams@dkit.ie) or phone 042 9370235

Please do not use the back button as unpredictable results may occur.