

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 , and complete the HEA Equal Access Survey

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 or by entering your student ID number in the User ID box and selecting Forgot Pin?

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

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:

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

Re-enter new PIN:

Confirm new PIN by re-typing it again

Login

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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: Not Selected

Answer:

Submit

Reset

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

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

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

Personal Information **Student**

Search

 **Student Services & Financial Aid**

[Final Grades page](#)
[Online Registration](#)

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5. Select Academic Year 2017-2018 and Programme, then select 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

☒ 2017-2018 Business Studies L8

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

Search

[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 checklist 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. It is important to note that we will use this email address for all official college business, please do not change this address. Please update PPS, or contact phone numbers if necessary.**

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	<input type="text" value="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	<input type="text" value="Aug 11, 2017"/>
Date (if any) you are planning to move	<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"/>
Country	<input type="text"/>
<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](#)

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

Programme Details

Please confirm your programme details below and continue to register. If at 9370230.

Course title BB in Business & Management L7 (DK_BBSMG_7)
Course year 2015-2016
Level of study NFQ Level 7 (07)
Stage / Year Third Year Student
Student type Repeat
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
73079	BUSS B8010	Innovation & Entrepreneurship	5
73497	BUSS B8011	Business Planning	5
73515	BUSS B8013	The European Union	5
73500	EBUS B8002	E-Business	5
73503	ECON B8001	Applied Economics 1	5
73521	ECON B8002	Applied Economics 2	5
73518	ETHC B8006	Business Ethics	5
73524	LAW B8008	EU Law & Business	5

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

Survey Information

All 1st Years are encouraged to complete the HEA Equal Access Survey. Please click on the text HEA Access Survey to enter the Survey.

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

- * 1. Please select 'No' if you do not want to complete these Equal Access questions
- ☐ Yes
 - ☐ No

If you selected No to Question 1 above proceed to the end of this section and select the Complete button otherwise please complete the Equal Access questions.

Once complete select the Complete button to bring you back to the Registration Menu. If you select the 'Finish Later' button, you will need to select the student tab and reselect ONLINE REGISTRATION in order to complete your registration.

7. 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

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](#)

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

Registration Confirmation

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 Handbook 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 click http://www.dkit.ie/personal_data for further information. DkIT may use communication details provided to send relevant information to students and graduates and may use Student Identity photographs for the purpose of Identification.

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](#)

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9. Making your payment of fees.

Your fee amount due for the term 17/18 is detailed below as the term balance. All students must pay the Facilities fee of €125.

GRANT 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 2017.

NON GRANT HOLDERS FIRST YEAR AND CONTINUING EU STUDENTS

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

If you are an EU student NOT in receipt of a grant 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 2018.

INTERNATIONAL STUDENTS paying International Fee rates must select the "pay now" option and pay your fees in FULL

Please note as per the Procedures for the Collection of Student Fees, students with fees owing after the specified collection deadlines may have their services withdrawn. These services include, email, moodle, library access, access to examination results, graduation, and academic records. Please see <https://www.dkit.ie/admissions/student-finance/fees> for further details

PAYMENT OPTIONS:

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

2017-2018

Term Balance: €3125.00

I agree to the terms and conditions above ☐

Tick checkbox to agree terms and conditions,
Pay Now will take the full amount owed.

Pay Now Pay Later

10, Enter Card Payment details, please select VISA for VISA DEBIT or CREDIT and MasterCard for MasterCard transactions.

Card Type:

Card Number:

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

Expiry Date:

Cardholder Name:

Pay Now

Securely Processed by

11 3d Secure Verify your Payment

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

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12 Selecting the **PAY LATER** will allow you to pay fees in TWO installments. Click on '[here](#)' and select term 2017-2018 and click submit.

Please click [here](#) to make a payment of your first fee installment. You must pay the 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 please email registration@dkit.ie

Select a Term:

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13. 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

Please see below for details of fees payable to DkIT for the year 2017/2018. The Account Balance is the amount due and is based on information available at the time of assessing fees. You must pay the Facilities Fee of €125 and at least half of any other fees due in order to register. Please click the pay now button and enter the amount you wish to pay. For example if you owe fees of €3125 then you MUST pay a minimum of €1625. If you owe a fee of €125 you must pay the €125 in full. Payments of a lesser amount will not constitute a registration and you will be deemed not registered.

201700 2017-2018 Term Detail

Description	Charge	Payment	Balance	<input type="button" value="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	

INSTITUTE OF TECHNOLOGY

Personal Information Student

Search

Credit Card Payment

* indicates required field

Payment Amount: *

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Enter payment amount and submit, Enter card details as outlined in 10 & 11 above to complete registration