

# How to Use Online Registration – Reference Guide

## Introduction

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

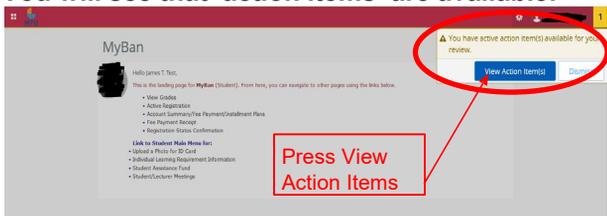
1. Complete and submit your personal/programme registration details online.
2. Make payment for registration.

If you require further information, please contact the Admissions Office, email [admissionsCork@mtu.ie](mailto:admissionsCork@mtu.ie) or phone (021) 433 5040.

## Step by Step Instructions – How to Use Online Registration

**1. You will receive an email from NO\_REPLY\_MTU\_Cork giving you details when your online registration is available. You will then be given a link to login to your MyBan Student at [StudentSSB-Cork](#)**

**2. You will see that ‘action items’ are available:**



**4. Press each of the action items and provide the information required.**

- Examples of the action items assigned to you are shown here.
- Other pages (not shown here) may display to you depending on the type of student that you are.
- Not all fields are updateable. Mandatory fields are shown with \*

**• Personal Details:**

My Personal Details

- Please Confirm your Personal Details below.
- If your name is incorrect please contact the Admissions Office providing proof of name e.g. driving licence or passport.
- If all the details are correct just go to the end of the page and follow the instructions to Confirm.

FIRST NAME:

MIDDLE NAME:

LAST NAME:

PREFERRED FIRST NAME:

DATE OF BIRTH:

GENDER IDENTIFICATION:

GENDER:

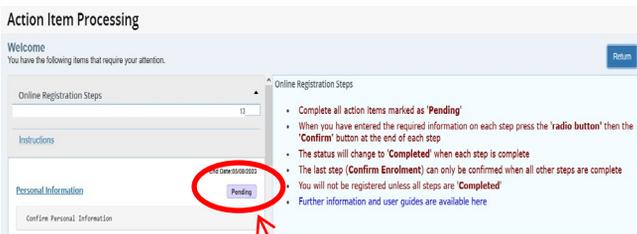
PREFERRED PRONOUN:

My personal details are correct

This is my programme of study

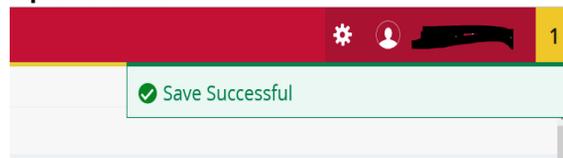
**Save each action item by pressing the radio button and pressing the ‘Confirm’ button**

**3. You will now see a list of action items and some instructions:**



- All items begin as **Pending**
- They must become **Completed**

**5. Each time you save an action item the ‘Save Successful’ message will show at the top of the list:**



**Continue on through your action items by providing the required information**

**• Programme Details:**

Programme Details

- Below are details of your Programme of study. If any details are incorrect, please contact the Admissions Office.

Course title:

Course year:

Level of study:

Stage / Year:

Student type:

Full/Part time Indicator:

This is my programme of study

Tick the radio button then press ‘confirm’

# How to Use Online Registration – Reference Guide

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

### 6. Contact Permissions for non-essential services/information

Contact Permission for Non-essential Services/Information

MTU will send you emails and/or SMS (text) messages regarding essential University information e.g. regarding registration, examinations, changes to timetables or other important University information of which you need to be aware.

Occasionally MTU may send you extra information/contact you re items that may be of interest to you e.g. University Course Developments/other non-essential business. Please indicate if you wish to be contacted by SMS/email on these occasions by either choosing 'Consent' or 'Decline Consent'.

**CONSENT TO BE CONTACTED (non-essential services):**

Consent

Tick the radio button then press 'Confirm'

I have chosen an option above

**Confirm**

### 7. Learning Support Services Referral Form

Learning Support Services Referral Form

If you are

- a student with a disability including dyslexia or any other learning difference;
- a HEAR or DARE applicant;
- a member of the Traveller and/or Roma Community

Please complete the following confidential online Access/Disability/Learning Support Referral Form. By submitting this form you will be notifying Student Support Services that you wish to be contacted by a Service Provider to discuss possible supports and/or services you wish to avail of while completing your course here in MTU. After submitting this form you can expect to receive an email to your student email account within the next week. This email will be from Student Support Services. You may also receive an SMS (text). If you use the above link to fill out the form - close the Support Services Referral Form window when you are finished to return to this online registration page in order to finish your registration.

Tick the radio button then press 'Confirm'

I have read and understand the information above

**Save**

### 8. Home Address (not updateable)

My Home Address

- The following is the permanent home address that we have recorded for you.
- Your home address is not updateable here.
- If your home address has changed you must provide proof of your new address to the Admissions Office.
- If the details below are correct go to the end of this step and Confirm.

Home Address

ADDRESS LINE 1:  
Test

ADDRESS LINE 2:  
Test

ADDRESS LINE 3:  
Test

LAST LINE OF ADDRESS:  
Kerry

EIRCODE/POSTCODE:  
TEST

COUNTY:  
Kerry

COUNTRY:  
Ireland

Tick the radio button then press 'Confirm'

My home address is correct

**Confirm**

### 9. Term Address (updateable)

Term Address

- Enter your Term address here (where you will reside during the academic year).
- Use the 'Add New Term Address' button to add a term address.
- OR Tick 'Same as Home Address' if your term address is the same as your home address.

SAME AS HOME ADDRESS

ADDRESS LINE 1:  
\*

ADDRESS LINE 2:  
\*

ADDRESS LINE 3:  
\*

LAST LINE OF ADDRESS:  
\*

EIRCODE/POSTCODE:  
\*

COUNTY:  
\*

COUNTRY:  
\*

Tick the radio button then press 'Confirm'

My term address is correct

### 10. Contact details (email and phone)

My Contact Details

Email Address(es)

Use the 'Add Email Address' button to enter at least one personal email address that we can contact you on. Taking 'Delete' will instantly delete an existing record.

Delete	Email Type	Email Address	Preferred
<input type="checkbox"/>	Personal e-mail Address	██████████	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Personal e-mail Address	██████████	<input type="checkbox"/>

**Add Email Address**

Phone Number(s)

Use the 'Add Phone Number' button to enter at least one phone number that we can contact you on. Taking 'Delete' will instantly delete an existing record.

**FORMAT OF PHONE NUMBERS:**

- International Country Code + mobile number e.g. Irish mobile 087 1234567 should be entered as 353871234567
- Please drop the leading '0' of the mobile number after the country code (as above).
- Use an Irish mobile number if you have one
- For Non-Irish mobile numbers, the list of country codes can be found [Here](#)

Delete	Phone Type	Phone Number	Primary
<input type="checkbox"/>	Mobile Phone Number	██████████	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Other Contact Number	██████████	<input type="checkbox"/>

**Add Phone Number**

Tick the radio button then press 'Confirm'

My email and phone details are correct

**Confirm**

### 11. Emergency contact details

My Emergency Contact(s)

Main Emergency Contact

- Please give details below of at least one person that can be contacted in the case of an emergency.
- The 'Phone Number' field will hold up to 12 digits, if you are recording a telephone number outside of Ireland you may need to put the international area code in to the 'Phone Area Code' field.
- Use the 'Add Emergency Contact' button to input the details of your Main emergency contact.
- When you have recorded your emergency contact(s) go to the end of the step and Confirm.

**Add Emergency Contact**

Other Emergency Contact (if applicable)

Use the 'Add Emergency Contact' button to add details of another emergency contact (if applicable).

**Add Emergency Contact**

Tick the radio button then press 'Confirm'

My emergency contact details are correct

**Confirm**

# How to Use Online Registration – Reference Guide

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

### 12. Nationality and Residency

**Nationality Details**

My Nationality

• When you have reviewed/updated your information go to the end of the step and Confirm.

CITIZENSHIP: \*

▼

COUNTRY OF BIRTH: \*

▼

NATIONALITY: \*

▼

RESIDENCY: \*

▼

↓ Tick the radio button then press 'Confirm'

All my details above are correct

Confirm

### 13. Additional Information

**Additional Information**

(Residency, Previous 3rd Level Education and entry through Government Initiatives)

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

• ▼

What is your highest qualification (before this Programme)?

• ▼

What was your highest previous educational institution attended (before this Programme):

• ▼

**If you have previously attended Third Level Education:**

Name of Previous 3rd Level Institution attended?

▼

From Date:

▼

To Date:

▼

Year of Graduation (if applicable):

▼

**If you have entered through a Government Initiative:**

Are you entering through a Government initiative listed here (if not Choose No)

• ▼

Are you entering through one of the following listed schemes (if not Choose No)

• ▼

↓ Tick the radio button then press 'Confirm'

The Information above is correct

Confirm

### 14a. If you have a SUSI Application/ID

**SUSI ID**

Have you applied for a SUSI grant/do you have a SUSI ID?

YES  
 NO

Please enter your SUSI Grant Application Number if you have applied for a SUSI grant.

SUSI ID:

▼

↓ Tick the radio button then press 'Confirm'

I confirm that the above information is correct

Confirm

### 14b. If you do NOT have a SUSI Application/ID

**SUSI ID**

Have you applied for a SUSI grant/do you have a SUSI ID?

YES  
 NO

↓ Tick the radio button then press 'Confirm'

I confirm that the above information is correct

Confirm

**An email will be sent to you at a later date from the Fees Office regarding payment. Please continue to the next page to confirm your Online Registration.**

# How to Use Online Registration – Reference Guide

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

### 17. Student Declaration

- You must read and agree the terms and conditions, then Confirm Enrolment
- This step is only possible if all previous steps are complete

#### Student Declaration

**Terms and Conditions**  
The University is a Data Controller and will comply with its obligations under existing and/or future Data Protection and Freedom of Information legislation. Further details regarding how your data is stored and processed is available in our full Data Protection guidelines available here. Students must agree to the terms and conditions in order to register with MTU.

**The information given by me here is true and correct.**

- I acknowledge that this is a valid requirement for registration.

**I have read and agree to abide by the University's Rights and Responsibilities (link below).**

- I understand that it is an offence to act contrary to the Rights and Responsibilities.
- [View a copy of Student Rights and Responsibilities here](#)  
or visit the University Library or Academic Affairs Helpdesk for a paper copy

**I have read and understand the HEA Student Data Collection Notice (link below). I understand that MTU must provide the Higher Education Authority with student data.**

- [HEA Student Data Collection Notice](#)

**I confirm that I have read and understand the Student Privacy Statement (link below) and I agree to the processing of my data by the University in accordance with these guidelines.**

- [MTU Student Privacy Statement](#)

Tick the radio button then press 'Confirm'

I confirm my enrolment and agree the terms and conditions above

[Confirm Enrolment](#)

### 18. When all Action Items are complete you will receive this message

