



MTU

Ollscoil Teicneolaíochta na Mumhan
Munster Technological University

Online Registration

Admissions

07 September 2022

www.mtu.ie


Web4Student

Once you've signed in:

Search

[SITE MAP](#) [EXIT](#)

Welcome, Janis Test Bob Test, to the MTU Information System! Last web access on Aug 04, 2022 at 03:15 pm

 [Student Main Menu](#)
Click here to register for electives, view your registration records and examination results



Click Student Main Menu

 **Faculty Services**
Enter Grades, View and download Class Lists, Email students

[Return to Homepage](#)

RELEASE: 8.4

Personal Information

Student

Search

Go

Student Information

 **Programme Registration**
Programme Registration



Click Programme Registration to begin Online Registration

 **Elective Registration**

Click here to enrol for electives

 **Examination Results**

Click here to view your examination results

 **Fee Payment**

- Pay Outstanding Balance
- Make Part Payment
- View/Print Online Receipt

Search

Online Registration - Programme Selection

[Click here](#) to view the Online Registration User Guide



User guide available to help with any initial online registration queries

Below is the programme that you are eligible to register on.

When you have selected the Programme press the '**Submit**' button to continue.

If no Programme is shown then you have either **completed registration**
OR **are not eligible to register** at this time.

Please contact the Admissions Office (admissionsCork@mtu.ie) if you have any queries relating to your enrolment.

Please contact the Fees Office (feesCork@mtu.ie) if you have any queries relating to fees.

The following FAQ's may be of assistance: [Click here](#) Frequently Asked Questions

Data Protection Act 1988 & 2003:

MTU will treat all information relating to you as confidential and will not disclose such information except as permitted by law. The information provided will be held on computer and will only be used for purposes registered under the Data Protection Act.

The University will communicate with you through your student email address and/or by post to your home address. Important services within MTU use text messaging as a way to communicate important/urgent information to you.

The details below show your programme and Academic Year for which you are eligible to register.

Select Academic Year	Programme
<input type="radio"/> Academic Year 2022-23	8.5 Test Programme
<input type="button" value="Submit"/>	



If you have completed online registration, or you are not yet eligible to register, your programme/course will not appear here. You will need to contact Admissions.



If you have yet to complete online registration, you can continue by selecting the 2022/2023 academic year, and then clicking "Submit".

Request for Consent

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](#). You must agree to the terms and conditions in order to register with MTU.

I confirm that I have read the Data Privacy Policy ([available here](#)) and agree to the processing of my data by the University in accordance with these guidelines.

Contact Permission

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

Occasionally MTU may send you extra information that may be of interest to you e.g. University or Course Developments. Please indicate below if you wish to be contacted by SMS on these occasions. (Consent to be contacted by SMS can be revoked at any time by logging back in to this system).

Yes - I agree to be contacted by SMS
re occasional extra Institute information:

No - I do not want to be contacted by SMS
re occasional extra Institute information:

Register

Click Register to continue

You are advised to read the Data Privacy Policy. To continue you must tick to confirm you agree with MTU Data processing guidelines.

Select your preference for receiving optional text messages from MTU

Search

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](#)



You will need to complete each section.

Once a section is complete, a tick icon will appear.

When you have provided all the possible information you need please confirm your registration by clicking on the link below.

 [Confirm Registration](#)

Search

Personal Information

- Please confirm the personal details shown below by clicking the 'Continue' button.
- If your name is incorrect please contact the Admissions Office providing proof of name e.g. driving licence or passport.
- Mandatory fields are marked with a red star * and must be filled.
- If the details below are correct just click the 'Continue' button.

First Name Student 1
Last Name 8.5 Test
Student ID R00223622
Birth Date 01/03/1997
Gender F
[If the Gender listed above is incorrect send an email to the Admissions Office](#)

← These details can not be changed unless Admissions are contacted.

If your Domiciliary Origin/Country of Permanent Residence is Ireland you must enter a PPS Number. If not enter the word "None".

PPS Number*
*If your Country of origin is Ireland PPS Number is mandatory in order to register.
It is a requirement of the Higher Education Authority that your PPS is recorded here.
If your Country of Origin is outside of Ireland please enter "None".*

← International students – enter “None”

Personal Email Address*
Primary Phone Number
Other Phone Number
Country of Citizenship
Country of birth
Country of Nationality
Residency (EU or Non-EU) EU Resident

← Email Address must be entered
Preferably not a school or parent email address.

[Return to checklist without saving changes](#)

← Confirm by clicking Continue
Save and leave by clicking Checklist
Leave without saving click Return to check list without saving

Search

Home Address (not updateable)

- The following is the **HOME ADDRESS** information that we have recorded for you.
- This is the address that we will use to communicate with you. Important official documents will be sent to this address.
- If your home address has changed you must provide proof of this change of address to the Admissions Office.

Date Address is valid from:* Nov 26, 2021
Address line 1* Test House
Address Line 2 Test Street
Address line 3 Test Town
Town / City* Test
County* CK
Country* TRI

[Return to Checklist without saving changes](#)


If all is correct click continue



If not contact Admissions to update this

Term Address (ONLY If Different to Home)

- If your term address will be different from your home address please fill in the details below.
- The First and Last Line of Address must be filled. As your term address will be in Ireland the last line should be your term address County or City. The 'County' and 'Country' fields below that do NOT form part of your term address and are for statistical purposes only.
- Click the '**Continue**' button when you have recorded your term address.
- If your term address is the same as your home address you do not have to fill the details below just click the '**Continue**' button.

Date Term address is valid from: 

Term Address Line 1:

Term Address Line 2:

Term Address Line 3:

Town/City (Last Line of Address):

County (Statistical Purposes Only):

Country (Statistical Purposes Only):

[Return to Checklist without saving changes](#)



Only complete this page if you are living in a different address from your home address during your time at MTU.

If this is not applicable, then you can click Continue to go to the next page.

Search

Emergency Contact Details

- Please give details of a person that can be contacted in case of an emergency.
- If the telephone number is outside Ireland you can enter the country code in the 'International Dialling Code' field.
- When you have recorded the details click the '**Continue**' button.

First Name:*	<input type="text" value="Test"/>
Last Name:*	<input type="text" value="Test Relative"/>
Relationship to you:*	<input type="text" value="Brother"/>
International Dialling Code:	<input type="text"/>
Contact Telephone Number*	<input type="text"/>
Address Line 1	<input type="text" value="Test"/>
Address Line 2	<input type="text" value="Test"/>
Address Line 3	<input type="text" value="Test"/>
Town/City	<input type="text" value="Test"/>
Country	<input type="text" value="Ireland"/>

[Return to Checklist without saving changes](#)



You will need to input an emergency contact.



Once completed click Continue to move to the next page.

Programme Details

- Below are the details of your Programme of study.
- Click the '**Continue**' button to Accept your Programme.

Course title	8.5 Test Programme (CK_85TST_8)
Course year	Academic Year 2022-23
Level of study	Advanced (08)
Stage / Year	First Year Student
Student type	New First Time
Full/Part time indicator	Full time

Continue

Checklist



Click Continue to accept your programme.

[Return to the Checklist without saving changes](#)

Search

Module Information

Disclaimer: All module titles and information listed are subject to change.

Please Note: The University may alter or amend module information and choices in accordance with the requirements of University development, student demand, available resources and the requirements of the accrediting and validating authorities. While every effort is made to ensure accuracy of information shown here it cannot be construed as implying a contract between the Institute and any student for the availability of any particular structure, subject, content or title.

If you are a full-time student and your modules are not listed here yet - your modules will be assigned to your record in due course.

Use '**Continue**' to go to the next page.

Module Reference	Module	Module Title	Credit Hours
29929	TS85 99999	Test 8.5 Module 5	



All modules may not be listed but will be added at a later date.

[Return to checklist without saving changes](#)

Additional Information – Previous Third Level/ Highest Qualification Prior to Entry to MTU Cork

Please enter details under question 1 to 3 below if you have previously attended another Third Level Institution.


Please enter the dates you attended the Third Level Institute.


Please answer question 5 **ONLY** if you have entered through a Springboard/HCI programme.

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 Springboard or HCI?



[Continue](#) [Checklist](#)

Only Springboard and
HCI students must
answer Q5.

E.g. Leaving cert
Institute of Technology
CIT
Sept 12th 2019
June 30th 2020
This information is very important for
student fees.

Fees Questionnaire

Please answer the questions below regarding grant application through SUSI and Residency.

If you have applied for a SUSI grant but don't yet have a tracking number or if you are awaiting a decision enter 'No'

Part-Time Students ONLY Please Note: Answer 'No' to both questions below as they are not relevant to part-time students.

Question 1: Have you applied for a SUSI grant?
If yes, enter your SUSI Student Grant Application
Number in this field here. If not, enter "NO"*



If you are waiting on a Susi number, enter "NO" and contact the fees office **as soon as** you receive your application number.

Question 2: I have spent 3 of the last 5 years
in an EU country and can produce documentation
to verify this if required.*



Holidays abroad are not included here.

[Continue](#) [Checklist](#)

[Return to checklist without saving changes](#)

Additional Information

R00223622 Student 1 8.5 Test
Aug 16, 2022 05:18 pm

If there is any extra information required/conditions that must be agreed to some 'Survey Items' may show in the table below.

If no extra information is required and no surveys are displayed below click **Continue** to proceed.

If you are a student with a disability (including dyslexia, learning difference etc), a HEAR and/or DARE applicant, a member of the traveller and/or Roma communities or a mature student you are welcome to avail of the support of the Access and Disability Services in MTU.

Mature Students
Linked Schools
HEAR
Traveller and Roma Community
Disability and DARE

Please Note: that students with disabilities, health conditions and/or learning differences who require access to support and reasonable accommodations are required to fill out an online application form [using this link](#)

Once students have completed this form and provided documents, they will receive an email via their student email addresses with an appointment for a needs assessment.

If there are any survey items below you must complete them before continuing.

If you choose not to respond to the HEA survey please click 'Checklist' or 'Continue' to advance or click HEA Survey to complete.

Surveys Assigned to Student 1 8.5 Test

SRN	Description	Status
7	HEA Access Survey	Pending



If you have completed the HEA survey, it will appear. This survey is not mandatory but encouraged. Students can continue without completing the HEA survey by clicking into the survey and click “Finish Later”.

[Continue](#) [Checklist](#)

[Return to checklist without saving changes](#)

1. Learners with a disability

If you have a disability please indicate this by selecting the appropriate checkbox(es) below. The purpose of asking this question is to assess the extent to which learners with a disability are participating in higher education. The information is also necessary to plan and resource services and supports so that learners can successfully participate in and complete their higher education course. As with all other information in the registration form, the data provided will be treated confidentially.

2. Do you have any of the following long-lasting conditions? If yes, tick checkbox as appropriate.

- Blindness, deafness or a severe vision or hearing impairment
- A condition that substantially limits one or more basic physical activities such as walking, climbing stairs, reaching, lifting or carrying
- A specific learning difficulty (e.g. dyslexia)
- A psychological or emotional condition (includes a mental health difficulty)
- Other, including any chronic illness

3. If you answered 'Yes' to any of the conditions specified above, do you require additional education support(s)?:

- Yes
- No

2. Parental Allowance

4. Are you a Parent?

- Yes
- No

5. If yes, are you in receipt of a one parent allowance?

- Yes
- No

3. Data on cultural and ethnic background of learners

What is your ethnic or cultural background?

Choose ONE section from A to D, then select the appropriate box

6. A. White

- 1. Irish
- 2. Irish Traveller
- 3. Roma
- 4. Any other White background

7. B. Black or Black Irish

- 5. African
- 6. Any other Black background

8. C. Asian or Asian Irish

- 7. Chinese
- 8. Indian/Pakistani/Bangladeshi
- 9. Any other Asian background

9. D. Other, including mixed background

- 10. Arabic
- 11. Mixed background
- 12. Other - write in description

Data on commute to college

10. Do you live or intend to live in the family home during term-time?

- Yes
- No

Data on commute to college

10. Do you live or intend to live in the family home during term-time?

- Yes
- No

11. If you answered no to the question above and will live in term-time accommodation, how long does it take you or do you expect it to take you to commute to college each morning on average?

- 0 to less than 15 minutes
- 15 to less than 30 minutes
- 30 to less than 60 minutes
- 60 to less than 90 minutes
- 90 minutes or more

Complete

Finish Later

Search

General Surveys

You don't have Surveys to answer.

[\[Return to Online Registration \]](#)



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Once you have completed the HEA survey you will need to click the button above to Return to Online Registration.

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

Once each section has been completed this screen will appear.

When you have provided all the possible information you need please confirm your registration by clicking on the link below.

[Confirm Registration](#)



Click here to confirm your registration and continue to the payment pages.

Search

Go

Registration Confirmation

The information given by me here is true and correct to the best of my knowledge.

I acknowledge this is a valid requirement for registration.

I have read and agree to abide by the University's Student Code of Conduct

I understand that it is an offence to act contrary to the regulations.

[Click here](#) to view a copy of the current 'Student Code of Conduct' section of the student handbook or visit the University Library or Academic Affairs Helpdesk for a hard copy.

Covid 19: I agree to abide by any Covid-19 Restrictions that may be in place both on and off campus.

[Covid-19 Important Updates](#)

I understand that MTU must provide the Higher Education Authority with student data.

[Click here to view MTU's Student Privacy Statement](#)

I agree to the terms and conditions above

Confirm registration

Return without confirmation



Tick Agree to Terms and Conditions, this will allow you to Confirm Registration and continue.

Search

Student Fees

The '**Term Balance**' shown below is now due. This must be paid in full in order to become a registered student. You must press '**I agree to the terms and conditions above**' and then click either -'**Pay Now**' to pay your Fees in full by credit or debit card and become fully registered.

OR

-'**Pay Later**' - If you choose this option you will **NOT** be registered until the fees are paid in full. You can choose this option if you have been awarded/are awaiting a SUSI award.

*****NOTE***** If you are continuing your studies and were previously funded by SUSI your account will be updated once SUSI re-confirm your eligibility for free fees.

Until that time your account will show that you owe full fees.

If you think that you will be SUSI funded, **you will still be liable** for the €7 Union of Students in Ireland (USI) levy.

[Click here for Terms and Conditions in relation to online payment of fees.](#)

Academic Year 2022-23

Term Balance: €0.10

I agree to the terms and conditions above

RELEASE: 8.0

You can view your Fee balance for the current academic year

You will need to tick agree the terms and conditions

Before you can choose to **Pay Now** (pay full amount) **OR**

Pay Later (Click PAY LATER if you are in receipt of a SUSI grant or to pay at a later date).

Card Type:

Card Number:

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

Expiration Date:

Cardholder's Name:

Enter card details
and click Pay Now



Search

Go

Registration Complete

You are now Registered with MTU

[Click here to view your Registration Details Page](#)

[Click here](#) to email the Admissions Office if you have any queries about your registration

Click 'BACK TO STUDENT MENU' above to go back.

Student Confirmation page

Biographical Information

Student ID: A00185195
Last Name: Test
First Name: Will
PPSN:
Date of Birth:
Address: 123 Fake St
City: Blackrock
County: DN21
Nation: IRL

Program Information

Programme HC in Business St Ad Ed (AL_BSTDA_6CE)
Award Higher Certificate
Major Business Studies (BSA6)
Department Adult and Continuing Educ (ADED)
Term Academic Year 2010-2011
Student Level NFQ Level 6 (06)
Student type New First Time
F/T or P/T: Full time

Registration Details

Term Code: Academic Year 2010-2011
Status: Registered



You will be able to view your account summary once you complete online registration.

If **Pay Later** is chosen the below screen appears, students will need to return to **Main Menu**, to pay the mandatory USI €7 student levy under the **Fee Payment** option.

Further Information Fee Payment Information

Further Information

- Full-time students who opt to pay per Semester will remain as Temporarily Registered until their fees are paid in full in Semester 2. Please note this does not mean your Registration is incomplete and it will not affect your access to classes, exams, results, facilities and services.
- If you are awarded a grant SUSI will notify the University directly and your account will be updated.
- All Full-time EU Resident students are liable for the €7 Union of Students in Ireland (USI) Levy.
- Fee Payment deadlines can be found on the [Fees website](#)
- Students with fees outstanding after the due date will be unable to access computer facilities and services. Students will be notified in advance by email.
- If you have made a payment, you will receive an email confirmation of your payment to your Student email address.

Search

Go

Student Informatio



Registration

Click here to enrol for electives



Examination Results

Click here to view your examination resu



Fee Payment

- Pay Outstanding Balance
- Make Part Payment
- View/Print Online Receipt

Student Account

Part Payment of Fees

Use this option if you are paying outstanding fees.

Student Fees Receipt

Click here to view payments you have made.
When you make an online payment it will be visible here.

View Holds

RELEASE: 8.5.2

Select Term

Select a Term: Academic Year 2022-23 (View only) ▼

Submit

RELEASE: 8.4.AC

Credit Card Payment

* indicates required field

Payment Amount:*

Submit