INSTRUCTIONS

HOW TO COMPLETE ONLINE REGISTRATION

PLEASE <u>DO NOT</u> USE GOOGLE CHROME TO COMPLETE ONLINE REGISTRATION. YOU MAY USE ANY OTHER BROWSER, SUCH AS INTERNET EXPLORER, SAFARI, OR FIREFOX

STUDENTS ARE ADVISED TO COMPLETE ONLINE REGISTRATION ON A LAPTOP OR DESKTOP DEVICE

LOG IN for <u>continuing students</u>: Log in to Self Service Banner, by clicking on the link provided in our email to you (subject: Online registration for academic year 2022/23 is now OPEN)

Self Service Banner can also be accessed by following the link at https://www.cit.ie/admissions or by selecting the Web4student button menu on MyCIT webpage

Log in using your User ID (R00 number) and your Password.

LOG IN for <u>new users</u>: Follow the link provided in your online registration letter. This will open up Self Service Banner, which is the portal you will use to register. Going forward you will use Self Service Banner to access your results, to pay fees, and to register each academic year.

Self Service Banner can also be accessed by through the link.

Log in using your User ID (R00 number), which you will find in your MTUStartCork email. **Your password will need to be reset after you first log in.**

ONLINE REGISTRATION for <u>all students</u>:

1. At the top of the screen, select **Student Main Menu and Programme Registration**. You will be taken to **Programme Selection**. Select the Academic Year 2022/2023 and press submit.

2. You will be taken to **Request for Consent**. This is referencing your data and our privacy policy. You must tick to confirm you have read the data privacy policy (which can be found on our website). Then select your preference for receiving text messages from MTU. Click submit.

3. You will be taken to the first page of **Online Registration**, which consists of nine areas of information that you are required to confirm. Start by clicking on Personal Information:

   a. PERSONAL INFORMATION. Please check and amend the information held here. Providing your PPS is mandatory if applicable. Click continue.

   b. MAILING ADDRESS. This is your HOME address and will already be completed for you. Your **Eircode is mandatory** if your home address is in Ireland. If the information is incorrect or your Eircode is missing, you must request a change of address form from the Admissions Office. Click continue.

   c. TERM ADDRESS. Please complete only if different from your home address. Click continue.

   d. EMERGENCY CONTACT DETAILS. Please complete and click continue.

e. PROGRAMME DETAILS. Please check and click continue.

f. MODULE INFORMATION. This may not be populated prior to the start of the academic year. Your modules will be assigned to your record in due course. Click continue.

g. ADDITIONAL INFORMATION. Please enter any details regarding your highest qualifications (before beginning this course). Click continue.

h. FEE QUESTIONNAIRE. Please answer these questions to confirm your fee liability. Click continue.

i. ADDITIONAL INFORMATION. There may be a short survey in relation to your course of study in this section. The Access / Disability / Learning Support Referral Form is available here, if applicable to you. Click continue.

j. REGISTRATION CONFIRMATION. Click to agree to the terms and conditions and click Confirm Registration.

HOW TO PAY YOUR FEES

1. You will now be asked to make payment of fees. The **TERM BALANCE** will be displayed on this page and will show the total amount you owe. This is based on the information provided to MTU by you, the student. Therefore, if you believe the amount to be incorrect, you should contact the Fees Office on feesCork@mtu.ie

2. Click to accept terms and conditions.

3. Click **PAY LATER** if you are in receipt of a SUSI grant, OR if you wish to pay at a later date. Please note students will need to return to Main Menu, to pay the mandatory USI €7 student levy under the Fee Payment option. Partial payments can also be made through the Fee Payment tab.

4. Click **PAY NOW** if you wish to pay the full amount.

5. You will be taken to our payment screen. **NB. you must enter the international dial code and remove the first zero from your phone number when completing this page, or it is possible your payment will not work, e,g, +353871234567**. Click continue

6. When Online Registration is fully completed, you will be taken to the **ONLINE REGISTRATION – INFORMATION** screen and you should see a message reading: **YOU HAVE NOW COMPLETED ONLINE REGISTRATION**. If you do not receive this message, return to the checklist to ascertain which part of the process is incomplete.