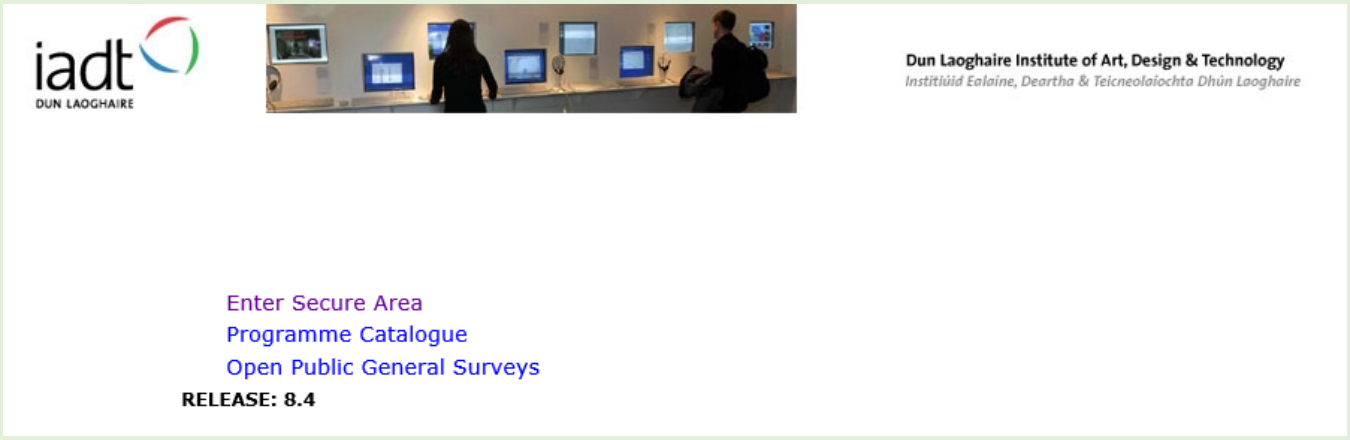
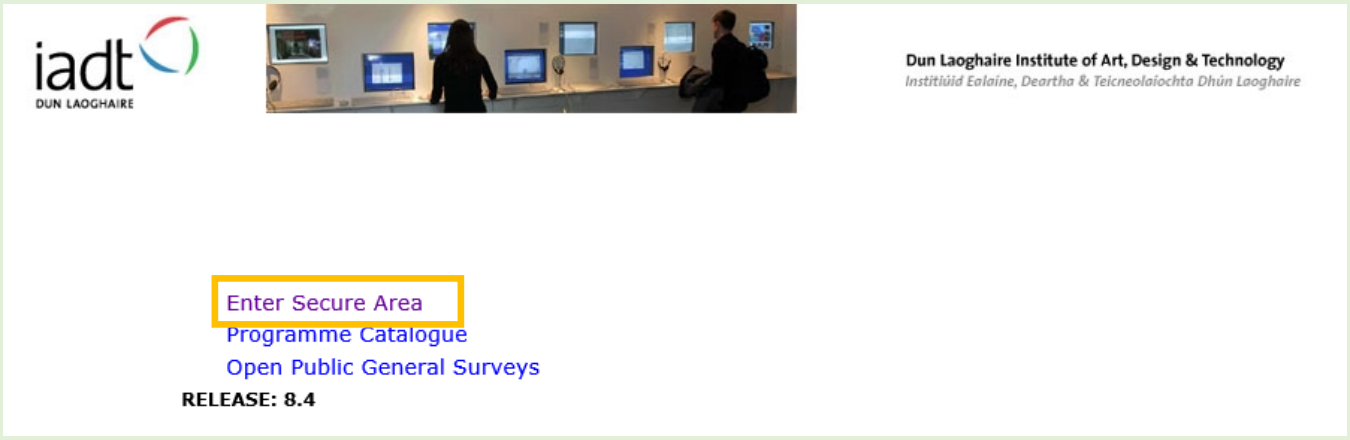
Web Registration for All New Students September 2020

The following information will assist you to complete the web registration process, after which you will be an IADT student. Please read the instructions below and follow them through to the end. If you abandon that process at any time before the end, you will NOT be a registered student. Keep going until you reach the very last page.

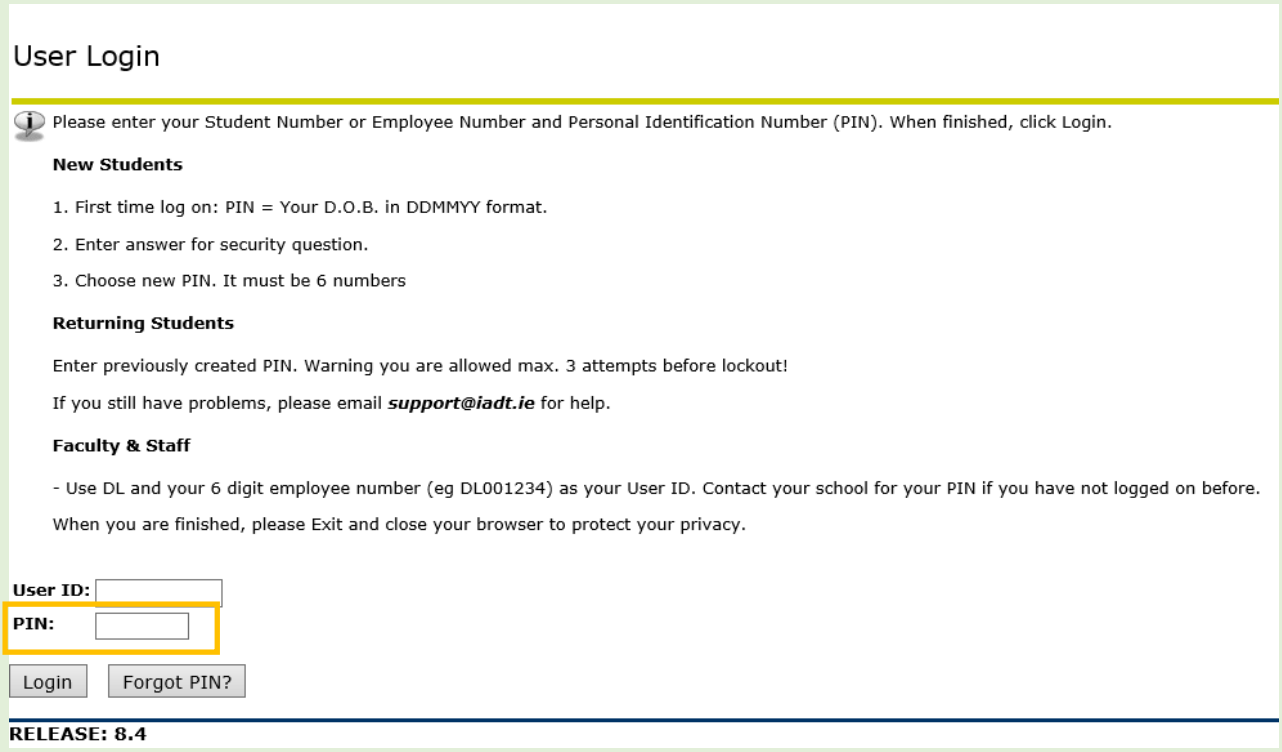
1 Go to http://bit.ly/IADTnewregistration



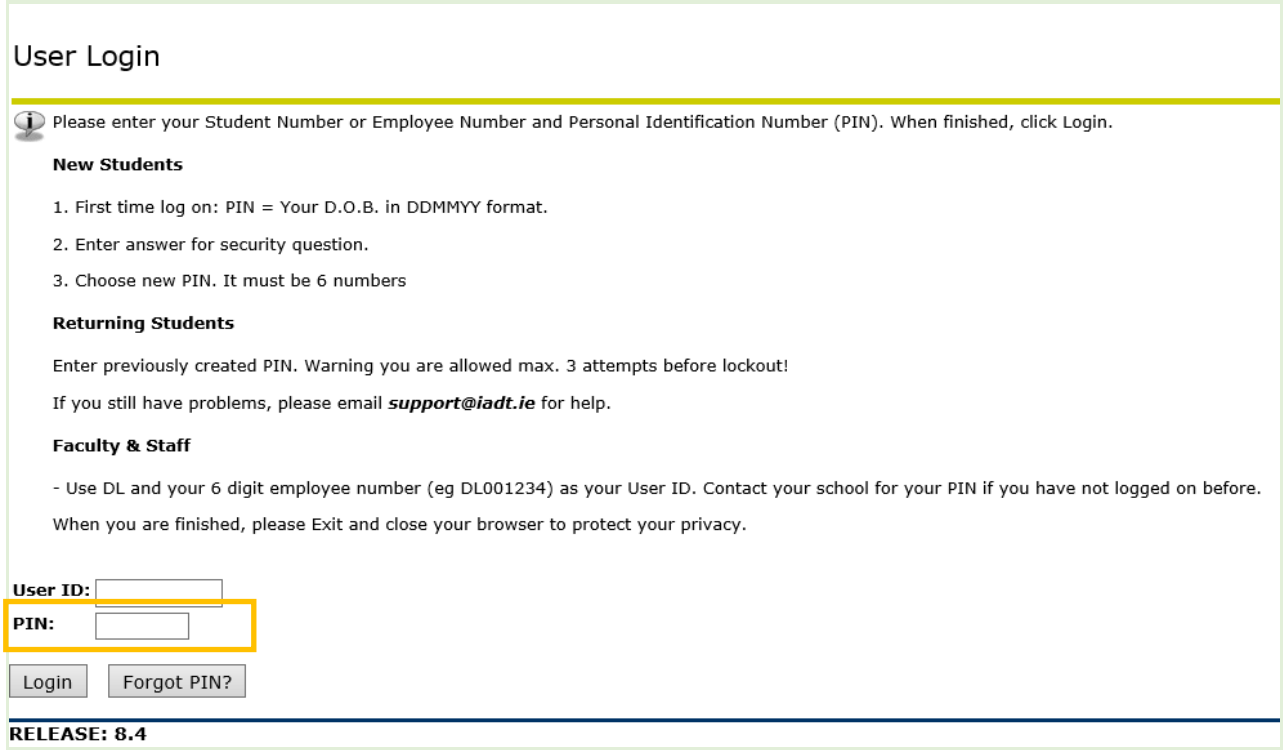
2 Click on **Enter Secure Area**



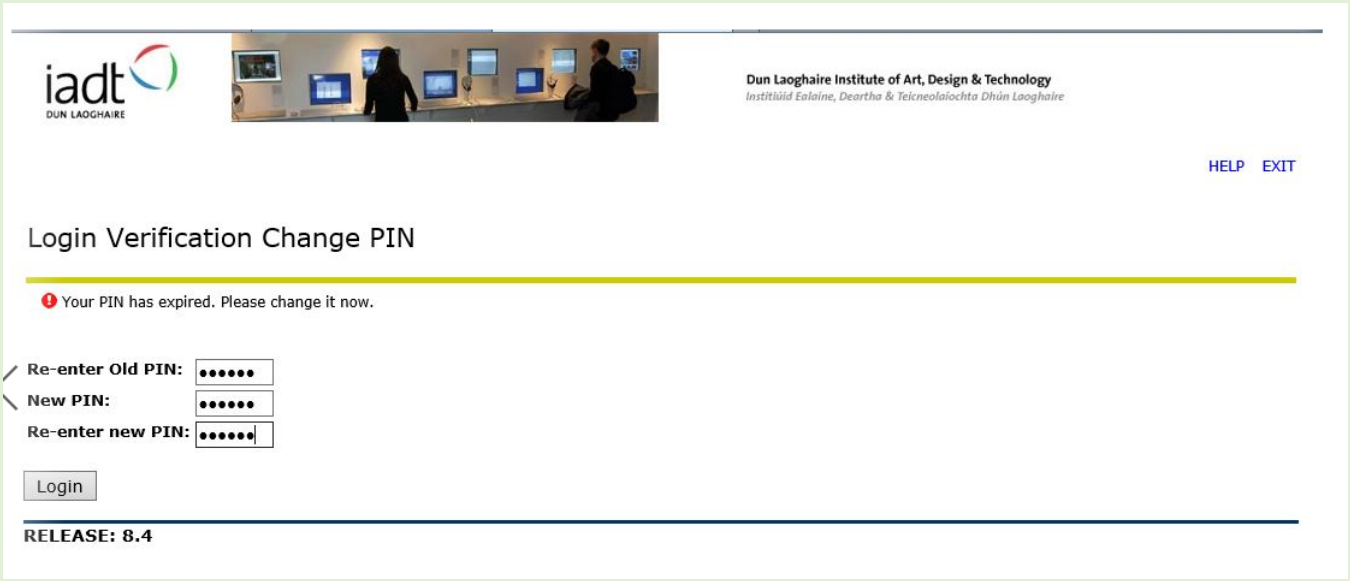
3 Enter your **User ID**. This is your Student Number eg N00181234 can it can found in your Registration Email. Make sure you use a capital N when inputting your number.



4 Enter your six-digit PIN number. This will be your date of birth in DDMMYY format eg 1 September 1998 will result in a PIN of 010998.

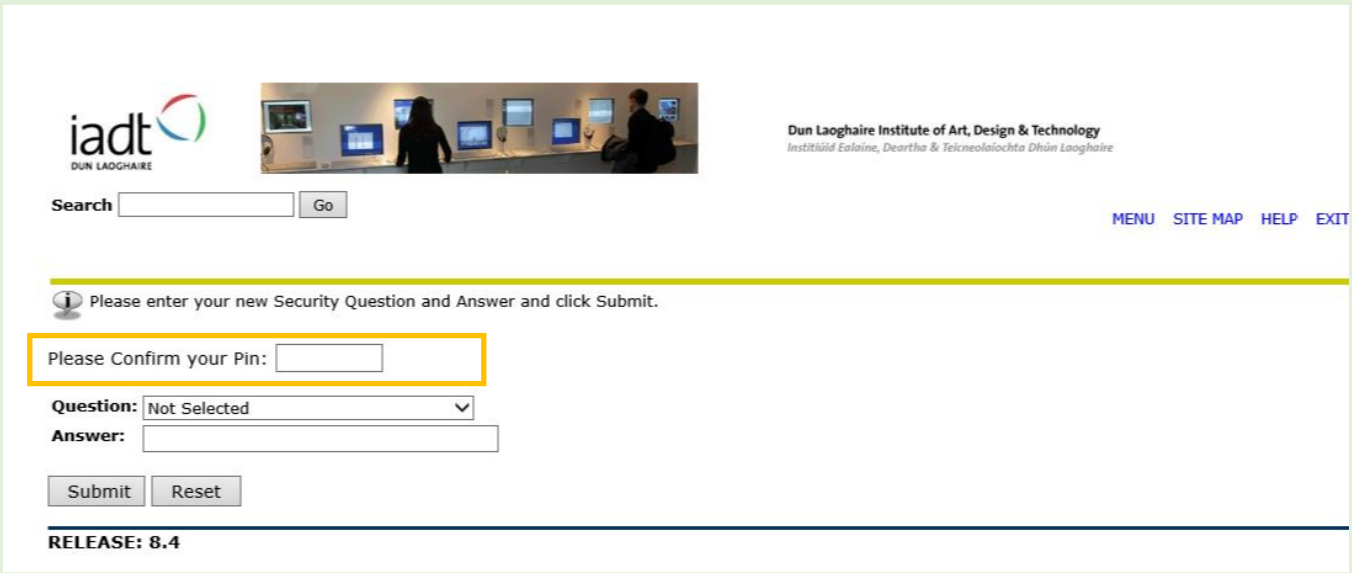


5 This is a **one use only PIN** and is set to pre-expire once used so you will be immediately asked to **create a new PIN**.

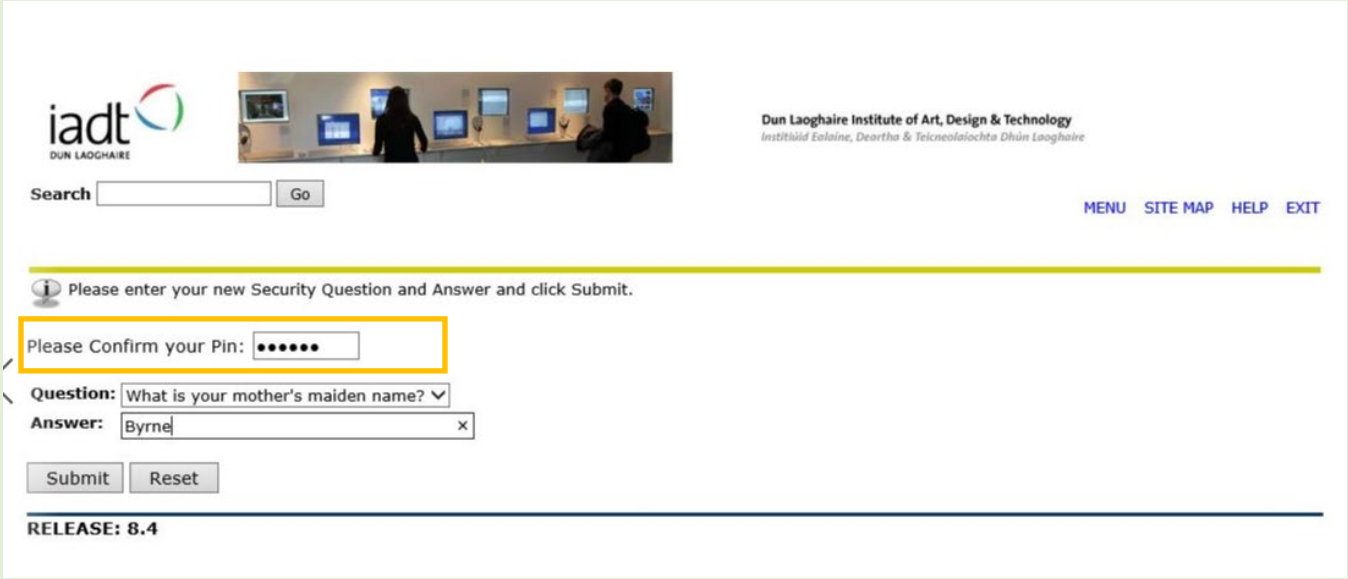


6 To do this, enter your old PIN (6 digit date of birth) and then **choose a new PIN** containing any 6 numbers - it's really important to take a note of this new PIN as you will use it throughout your studies, to access exam results online etc and to register each year.

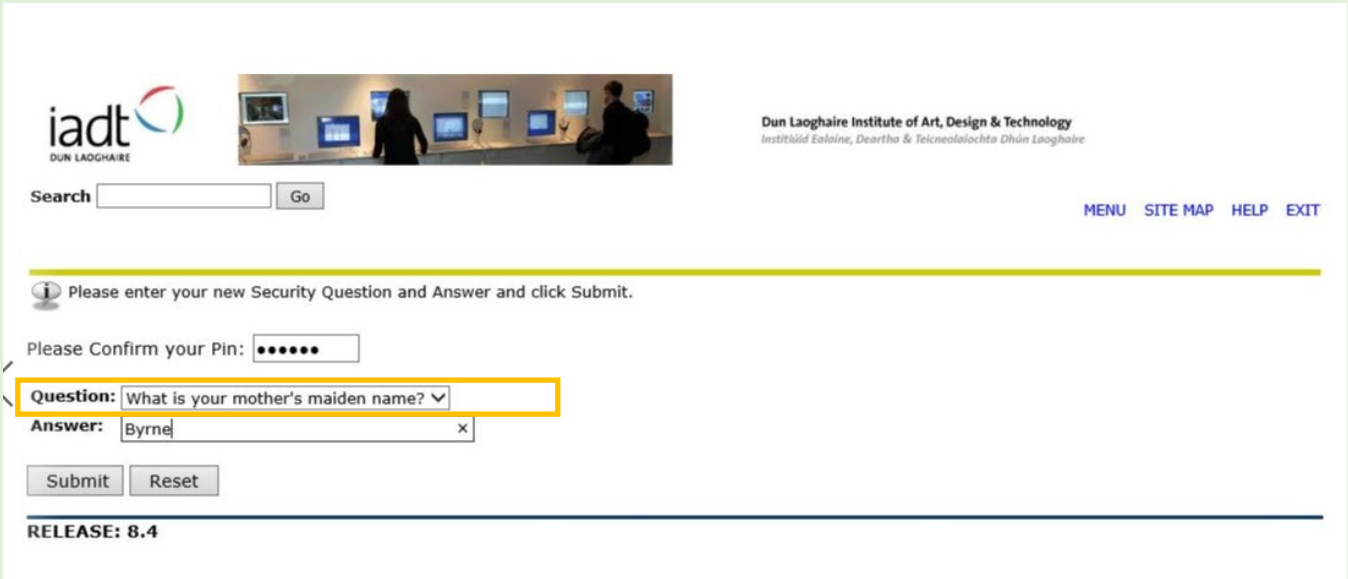
You must confirm your new PIN



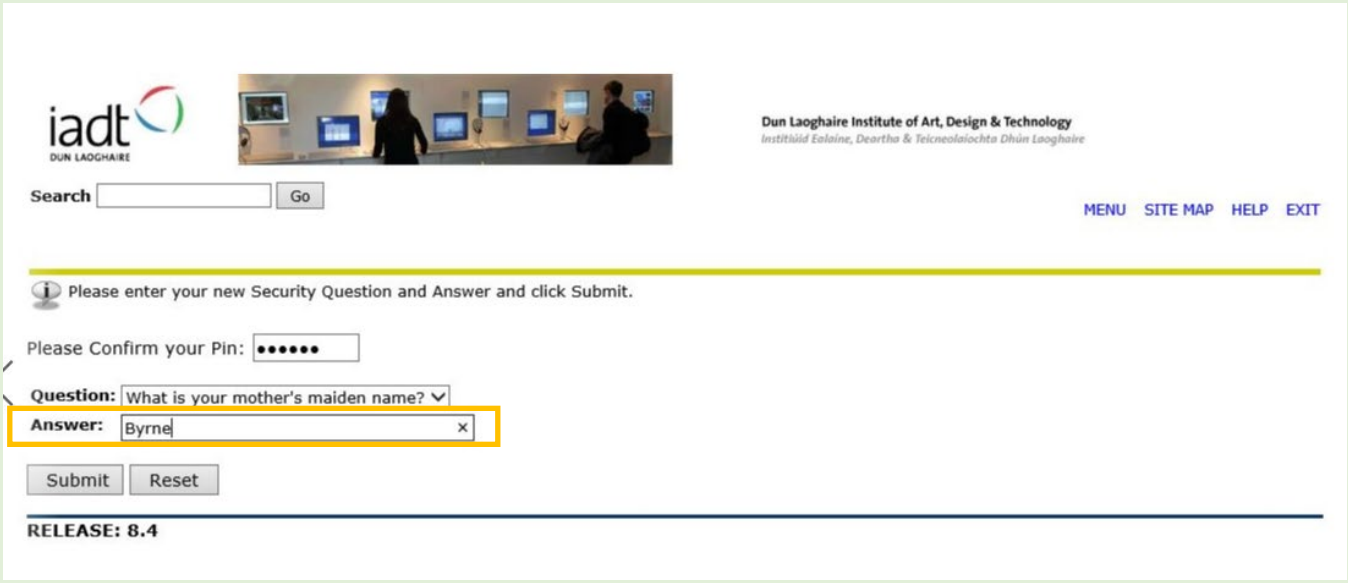
7 Type in your new **PIN**.



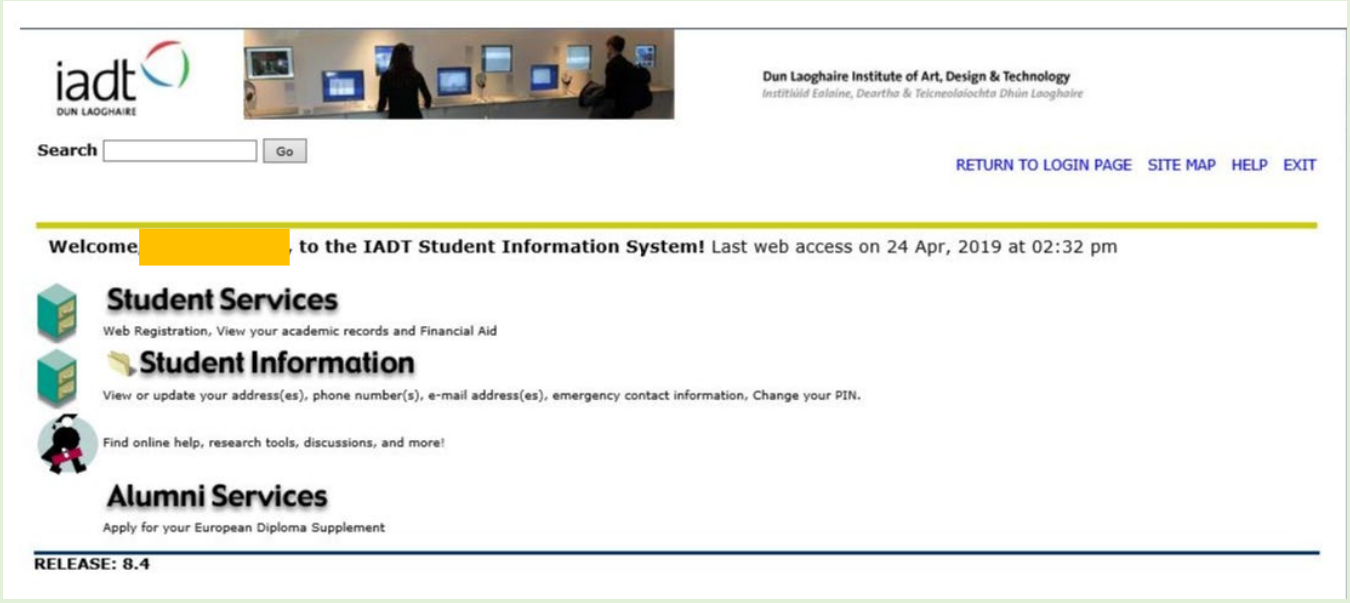
8 You must choose a **Security Question** from the drop down. In this case, the question chosen was What is your Mother's Maiden Name?



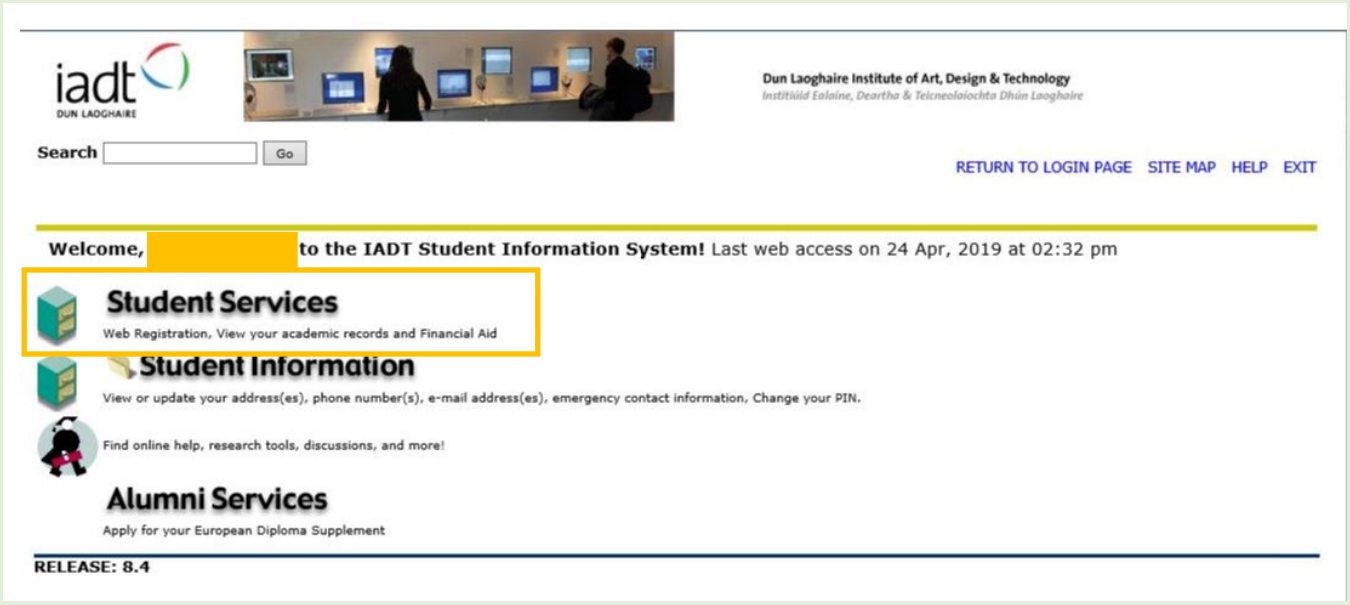
9 Type in the **Answer** to the Security Question; in this case, it is Byrne and then click **Submit**



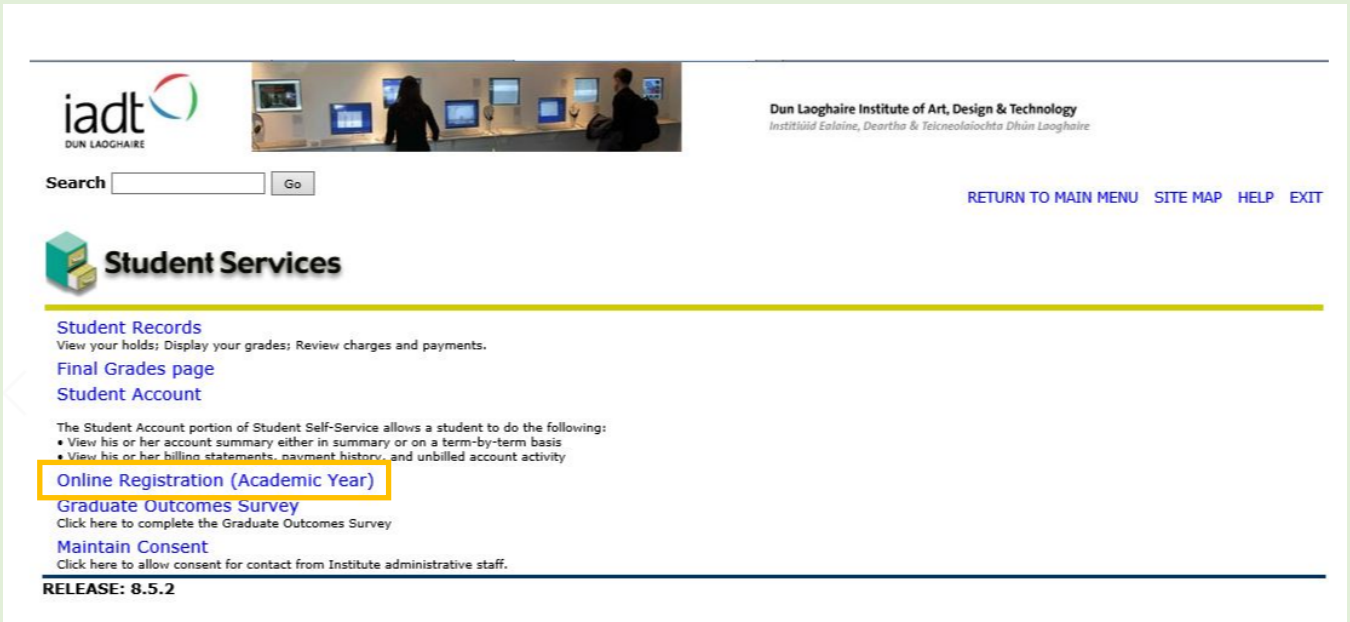
10 You will be brought to the **Main Menu Page**, which will show your name and the last time and date you accessed the system



11 Click on **Student Services**

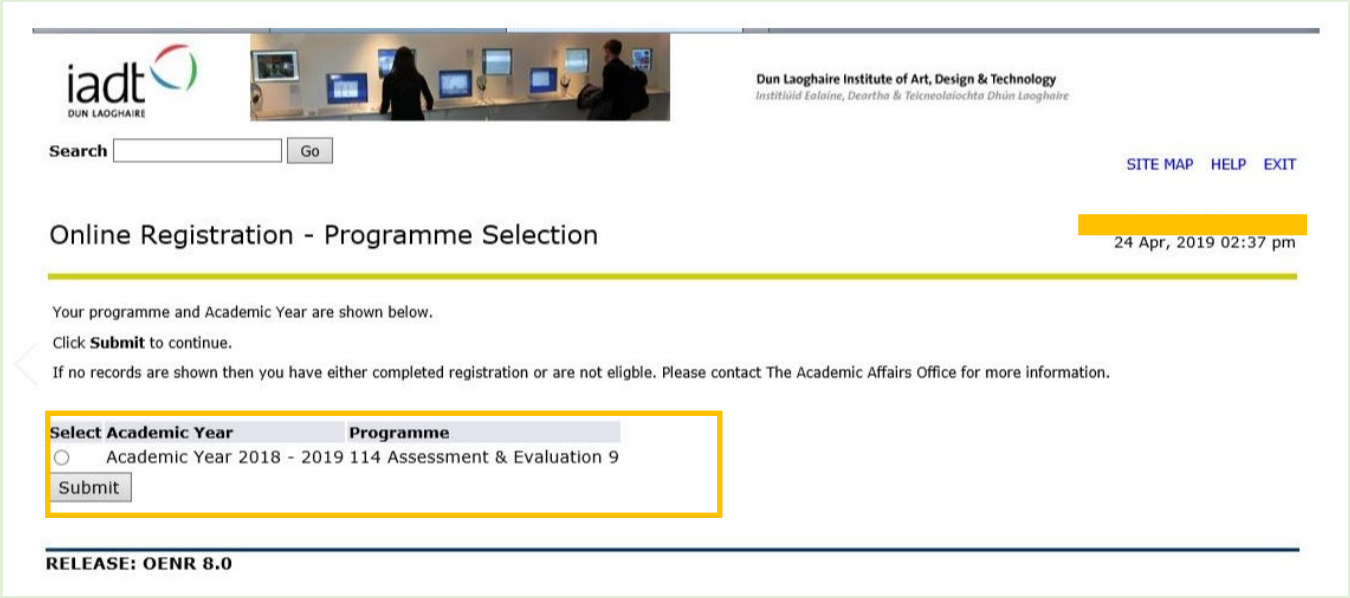


12 Click on **Online Registration (Academic Year)**

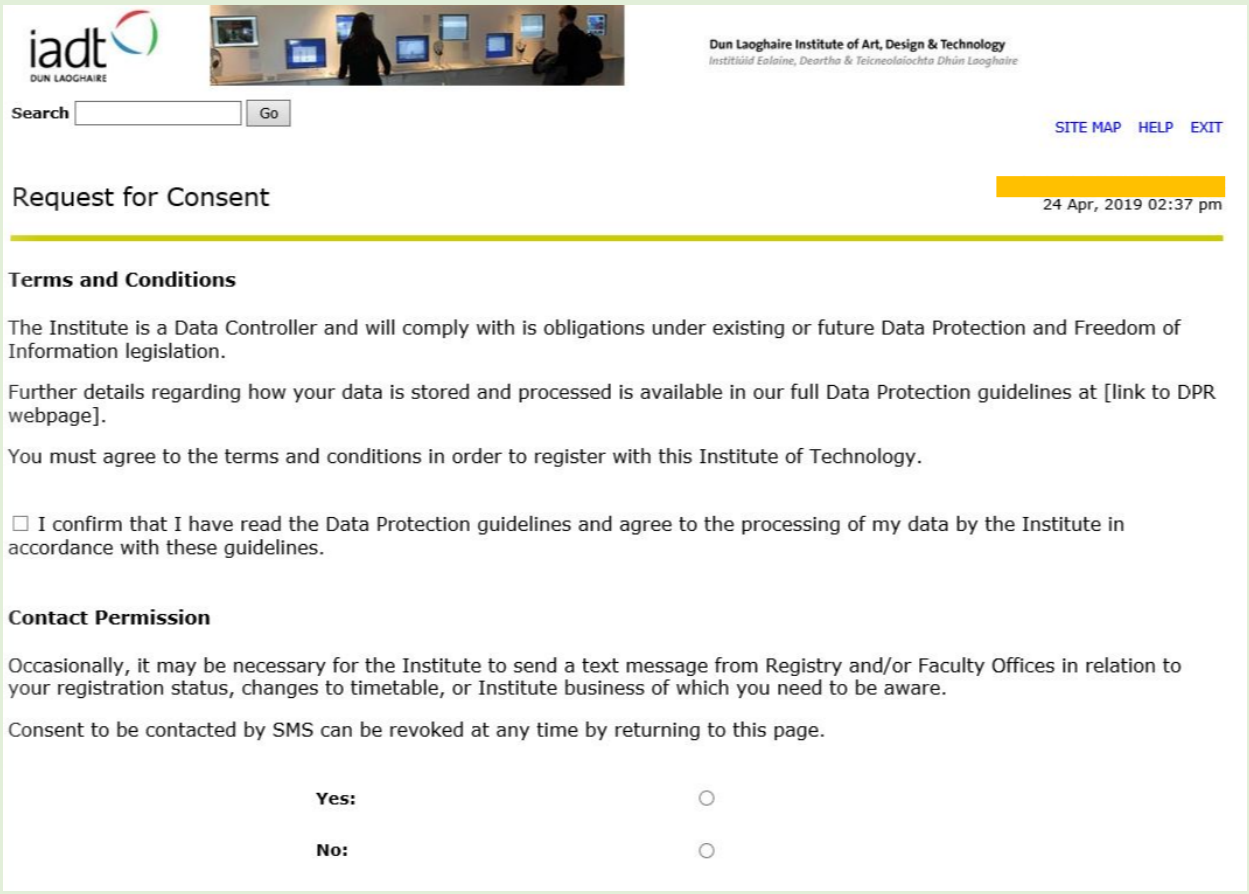


13 Your **Programme** and **Academic Year** will be shown

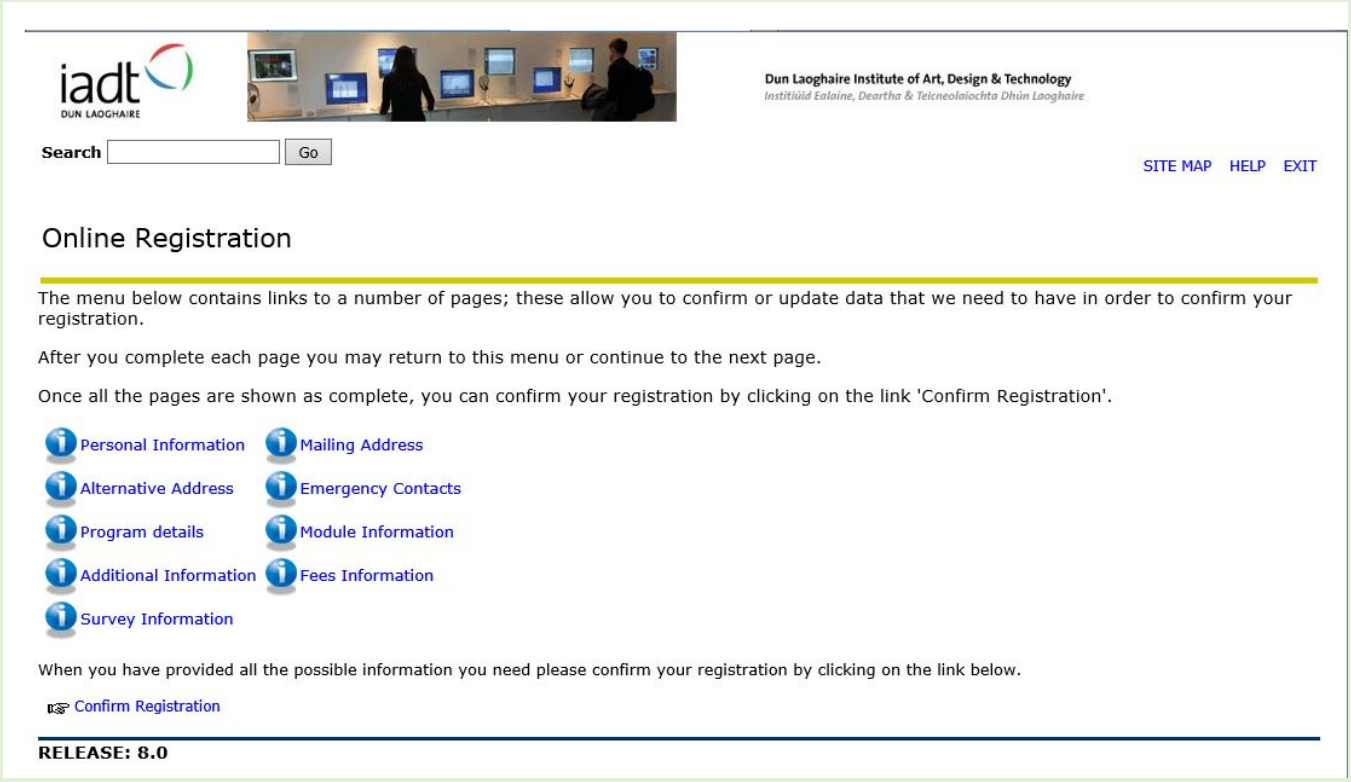
The **Academic Year 2020-21** should be selected by clicking the radio button. Then click **Submit**



14 You will be requested to click for **Consent**. Read this carefully and answer **Yes** or **No**

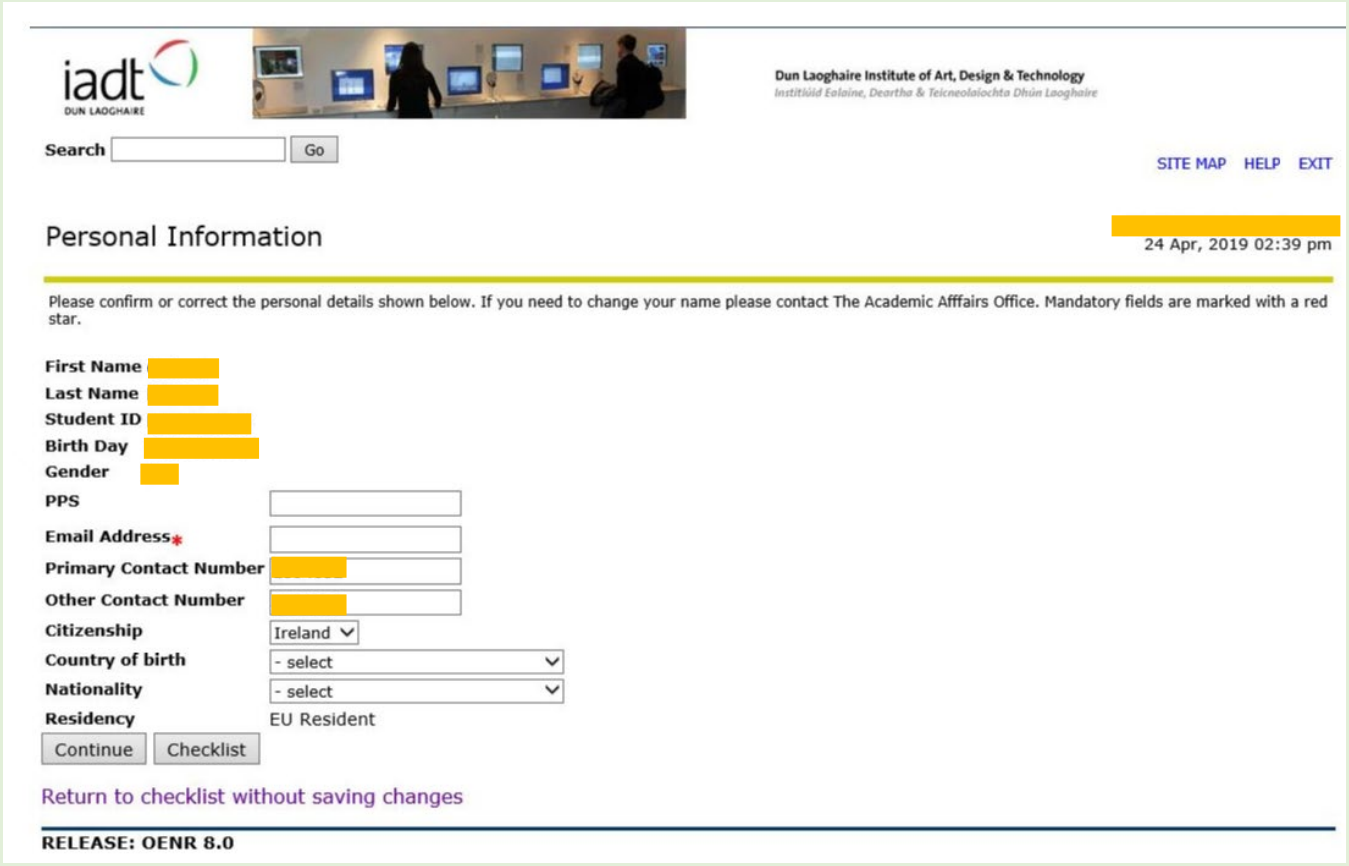


15 You will now see a number of checklist items. Start at **Personal Information**, checking that your details are correct and updating them, where necessary. Click **Continue** to navigate through each checklist item



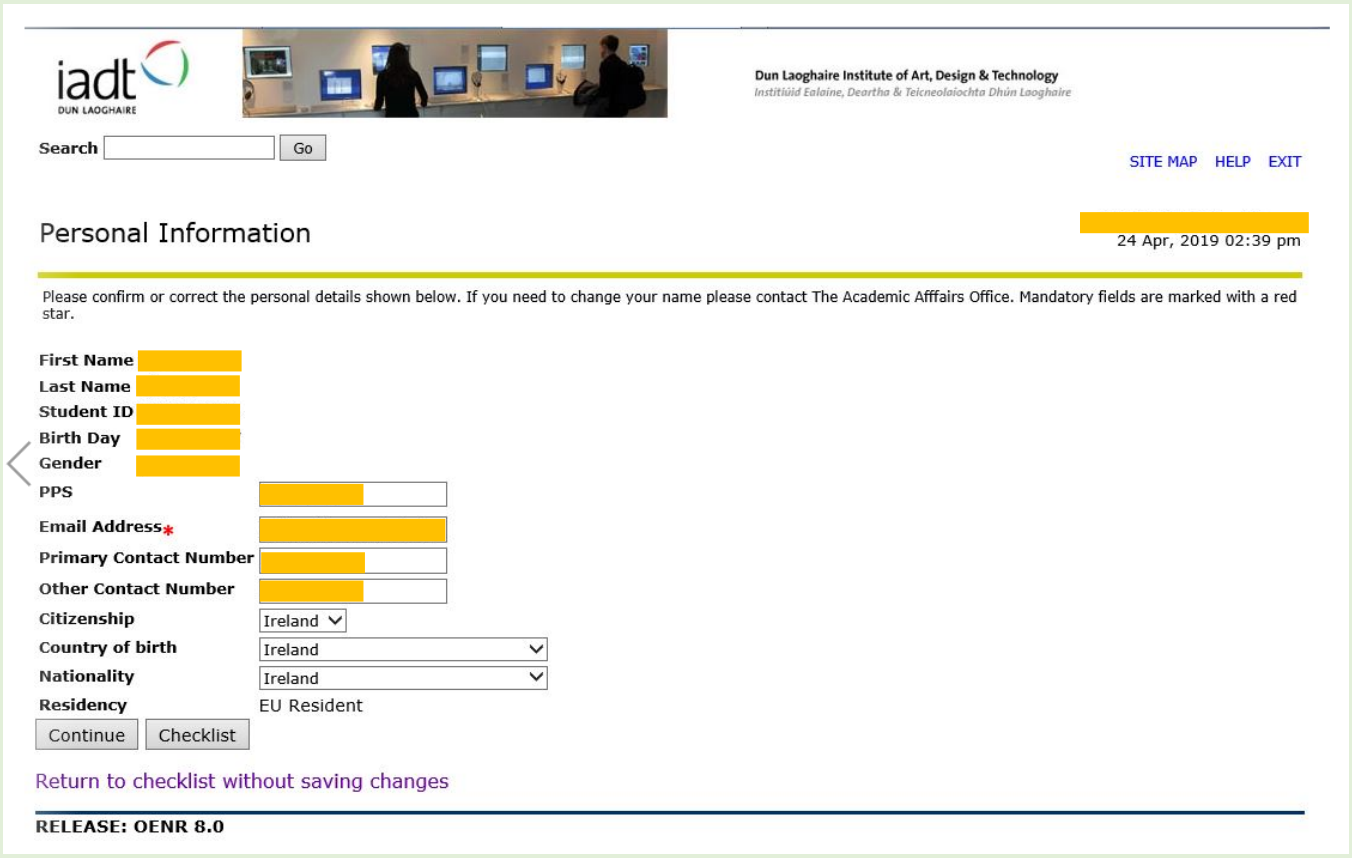
16 **Personal Information** – Your personal information should default into here, including your student email address. Where there is a red *, you **must** enter information ie your student email address. The format is studentnumber@student.iadt.ie for example, N00123456@student.iadt.ie

Check that all your personal information is correct

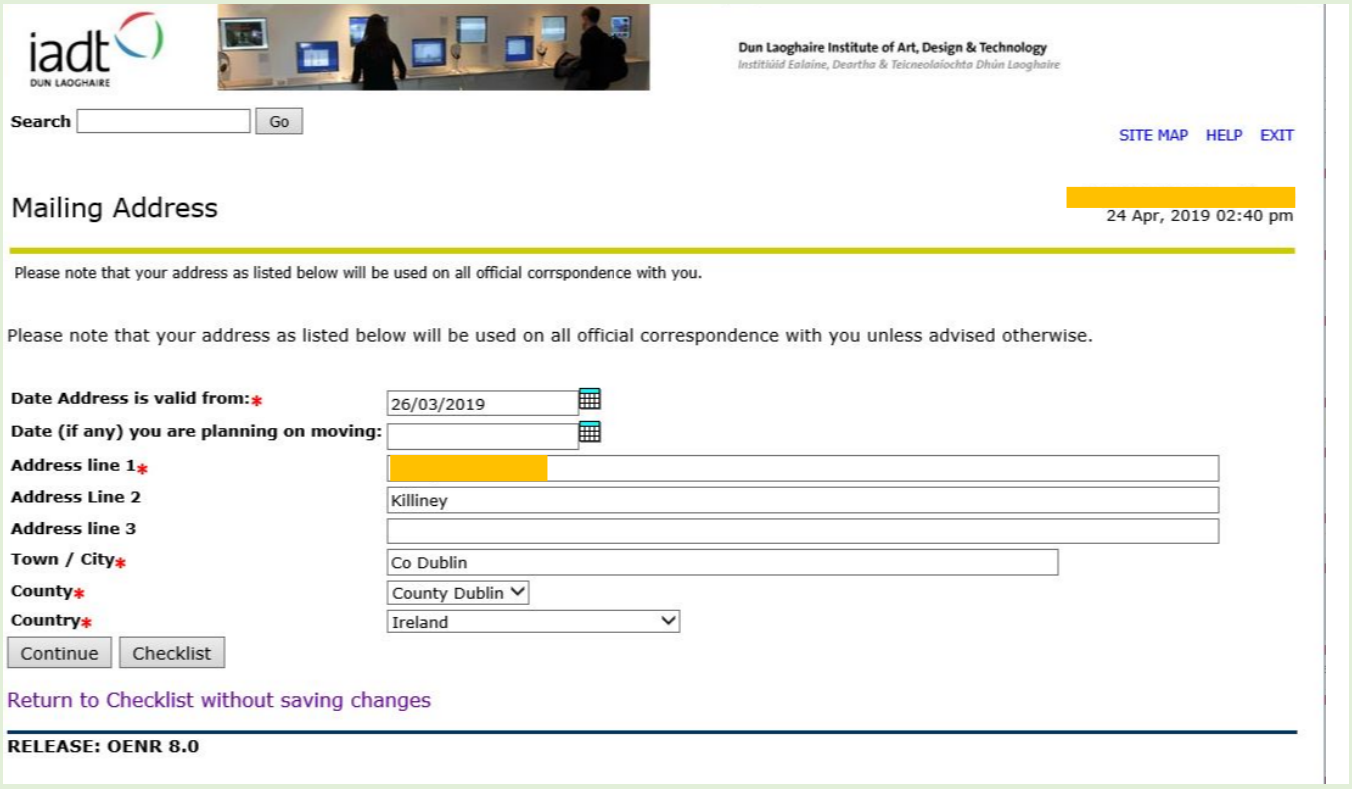


Note: In this image, test personal information is redacted.

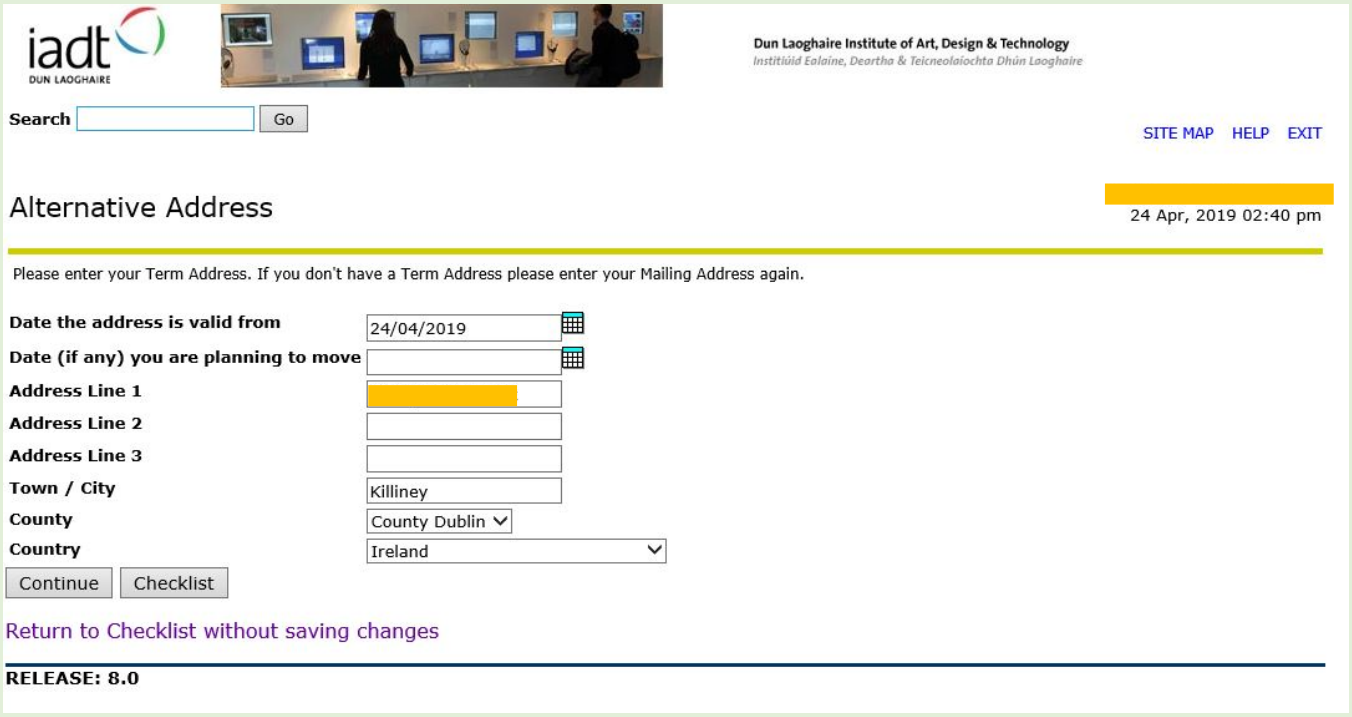
17 Include all **Personal Information** requested and click **Continue**



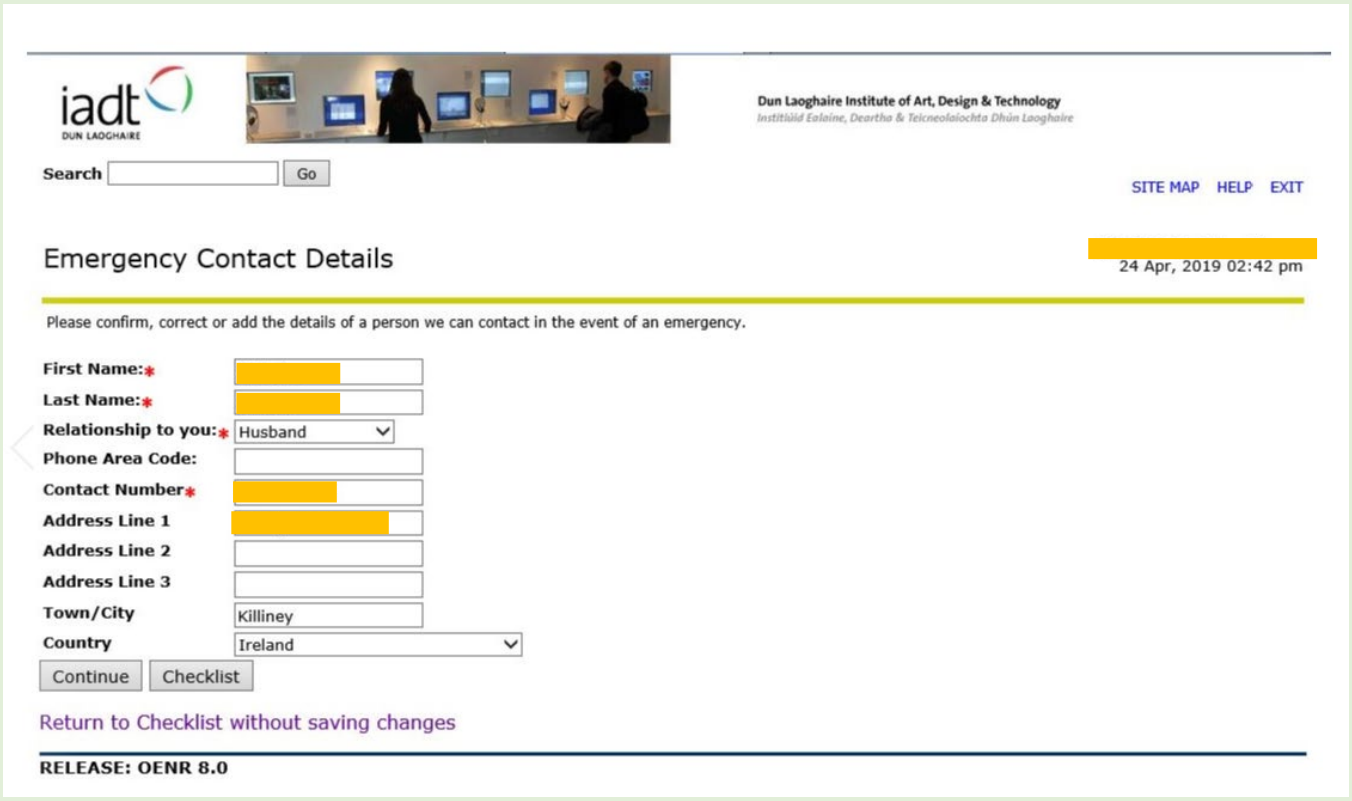
18 Now you will be asking to include your full **TERM Address**, type it in and click **Continue**



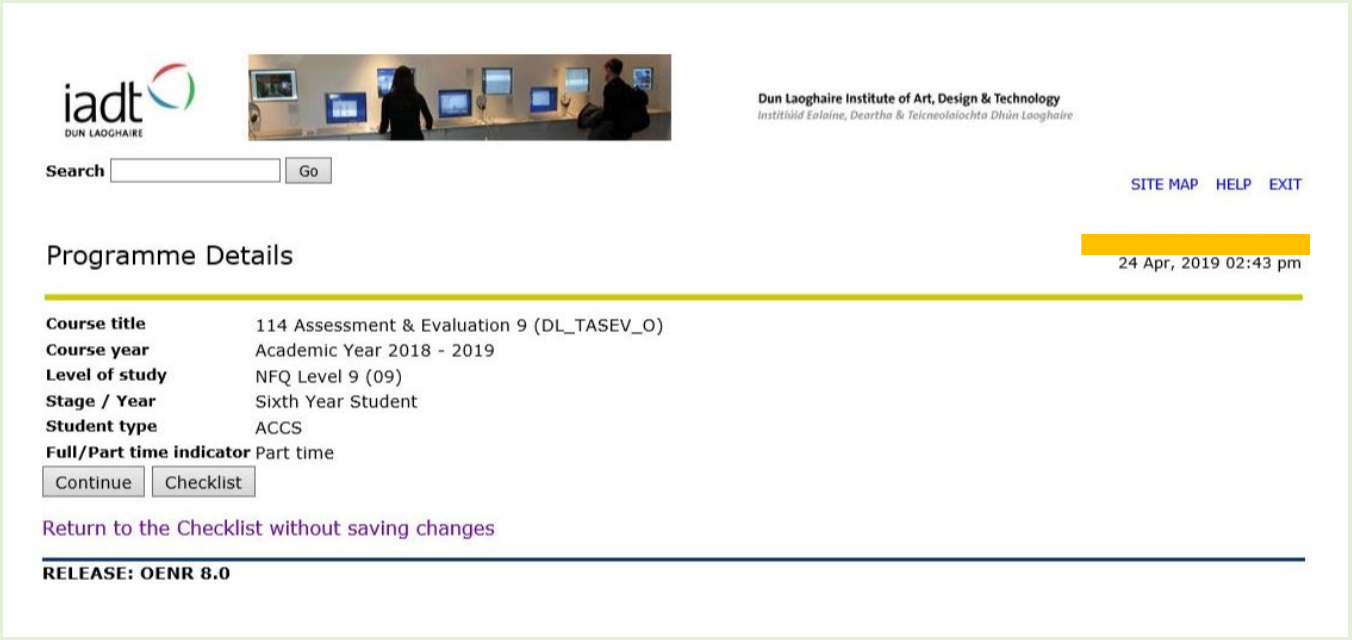
19 You will be asked to include your full **HOME Address** (where you live outside of term time), type it in and click **Continue**



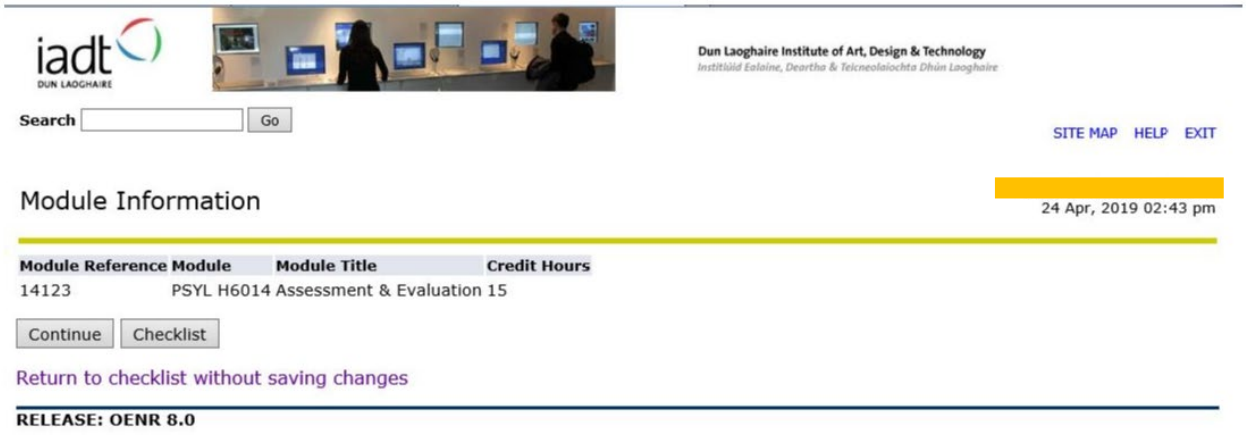
20 You will be asked to input your **Emergency Contact Details** – all areas with a red * will require you to input information and click **Continue**



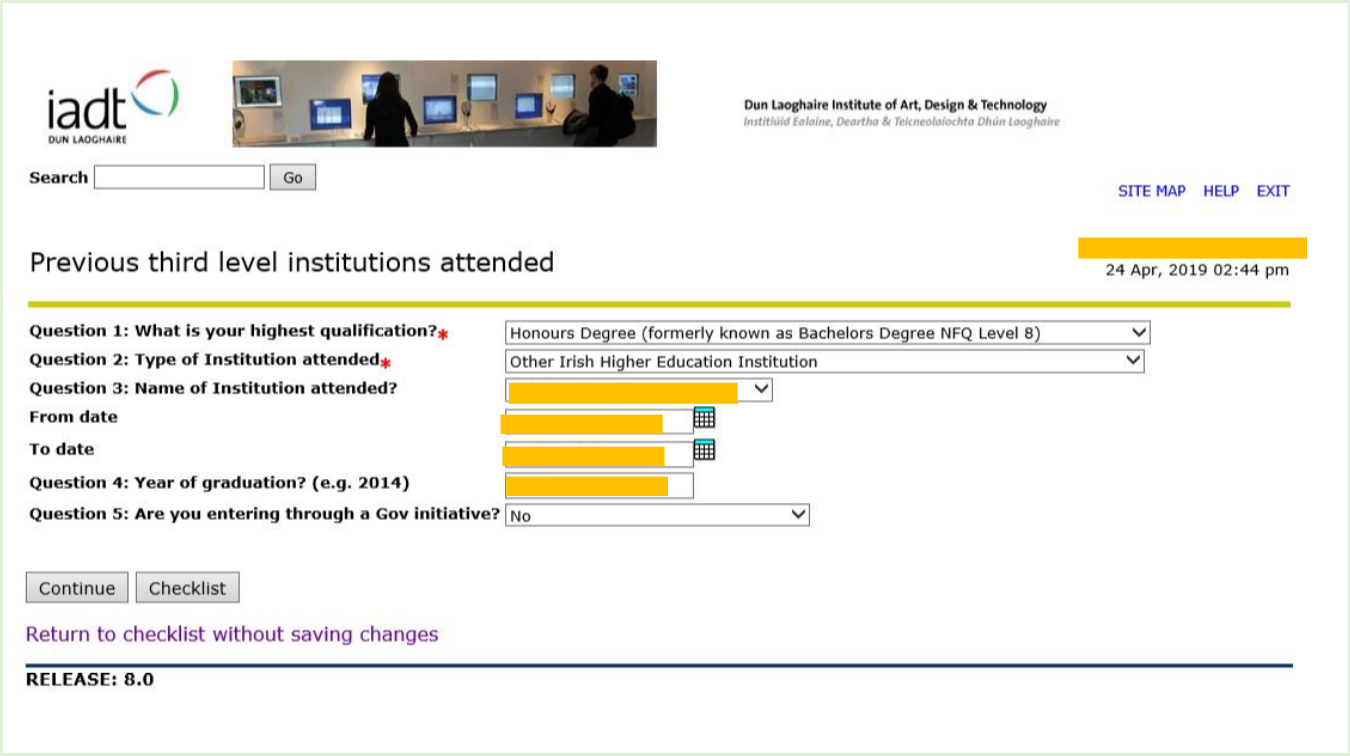
21 Now your **Programme Details** will appear – check these are correct and click **Continue**



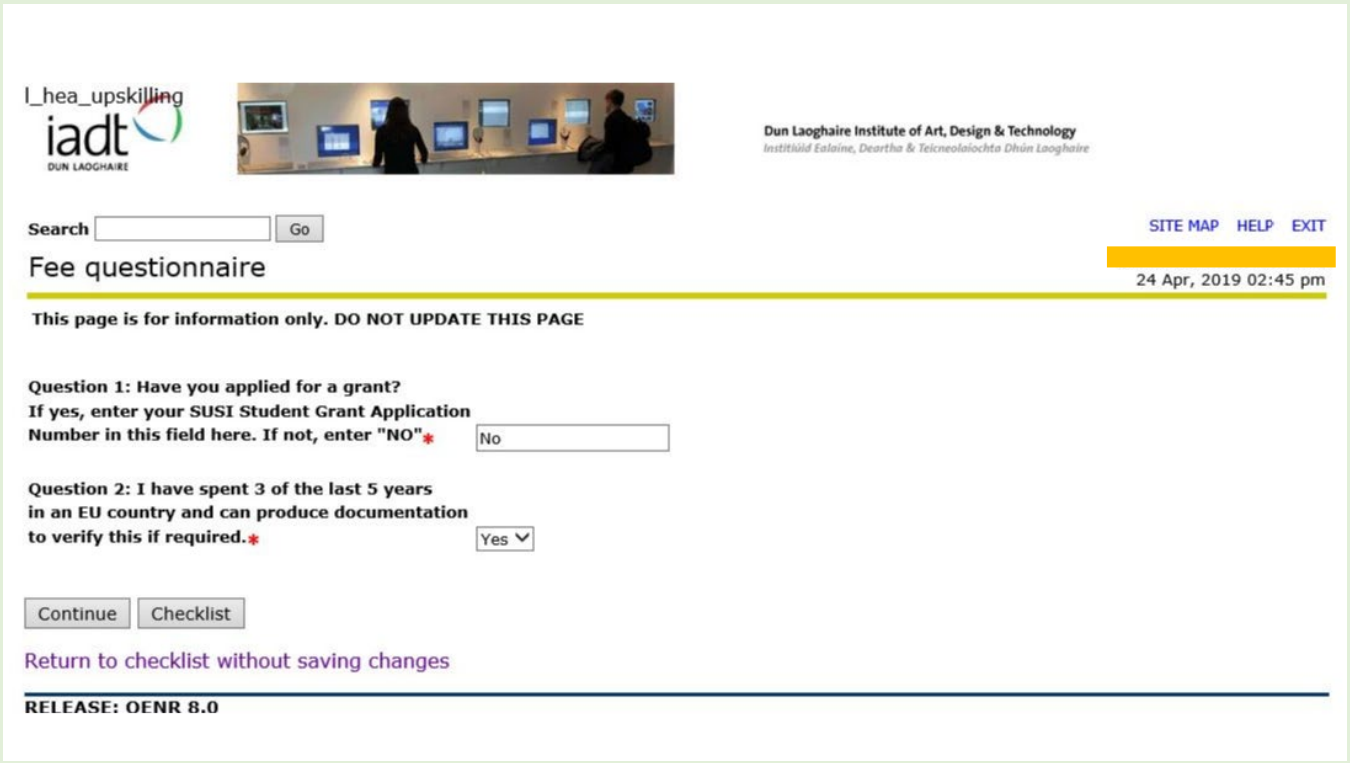
22 Your **Module Information** will show, along with the Module Reference Number, Module Code, Module Title and Credit Hours – you just need to click **Continue** now



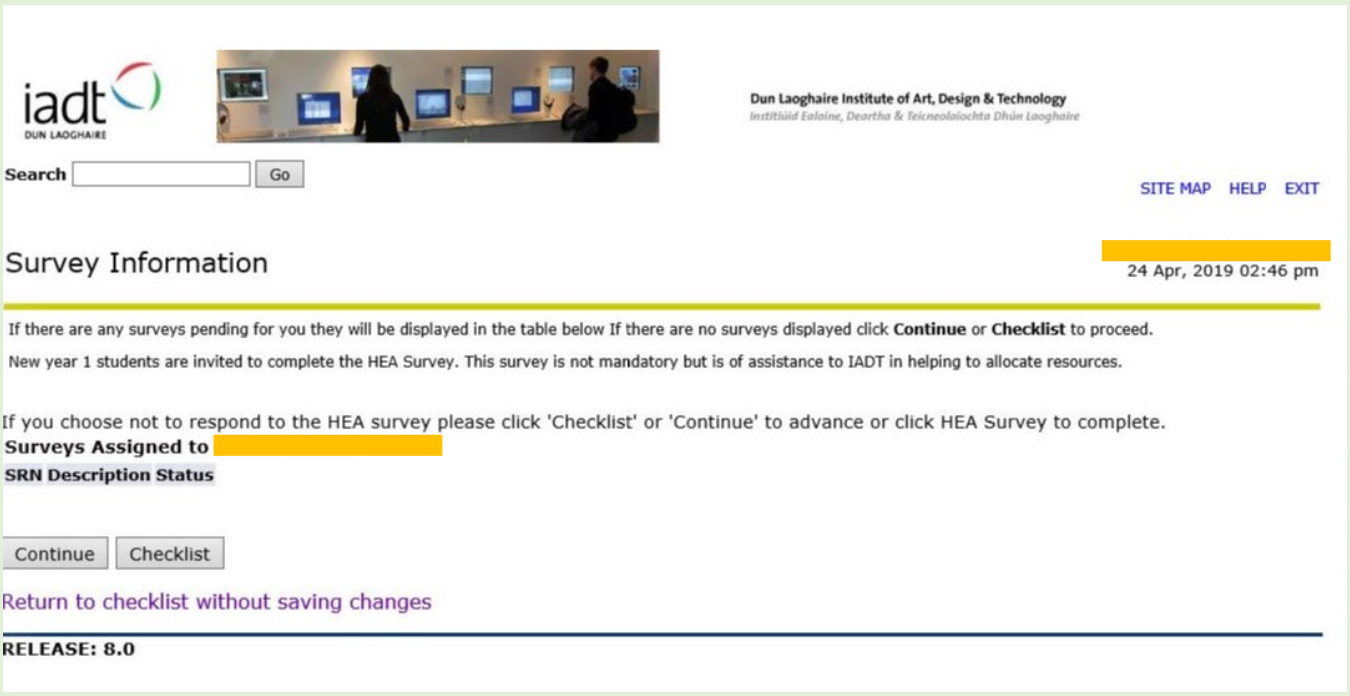
23 You will be asked about any **previous Third Level Institutions** you have attended – please answer the relevant questions (those with a red * are required to be answered via the drop-down box) and then click **Continue**



24 **Fee Information** is now required. For **Question 1**, just write **NO**. **We do not require your SUSI information at this point** as this information is gathered in a different way. Always write NO for this question, no matter what. For Question 2, you can answer as required. Once completed, click **Continue**

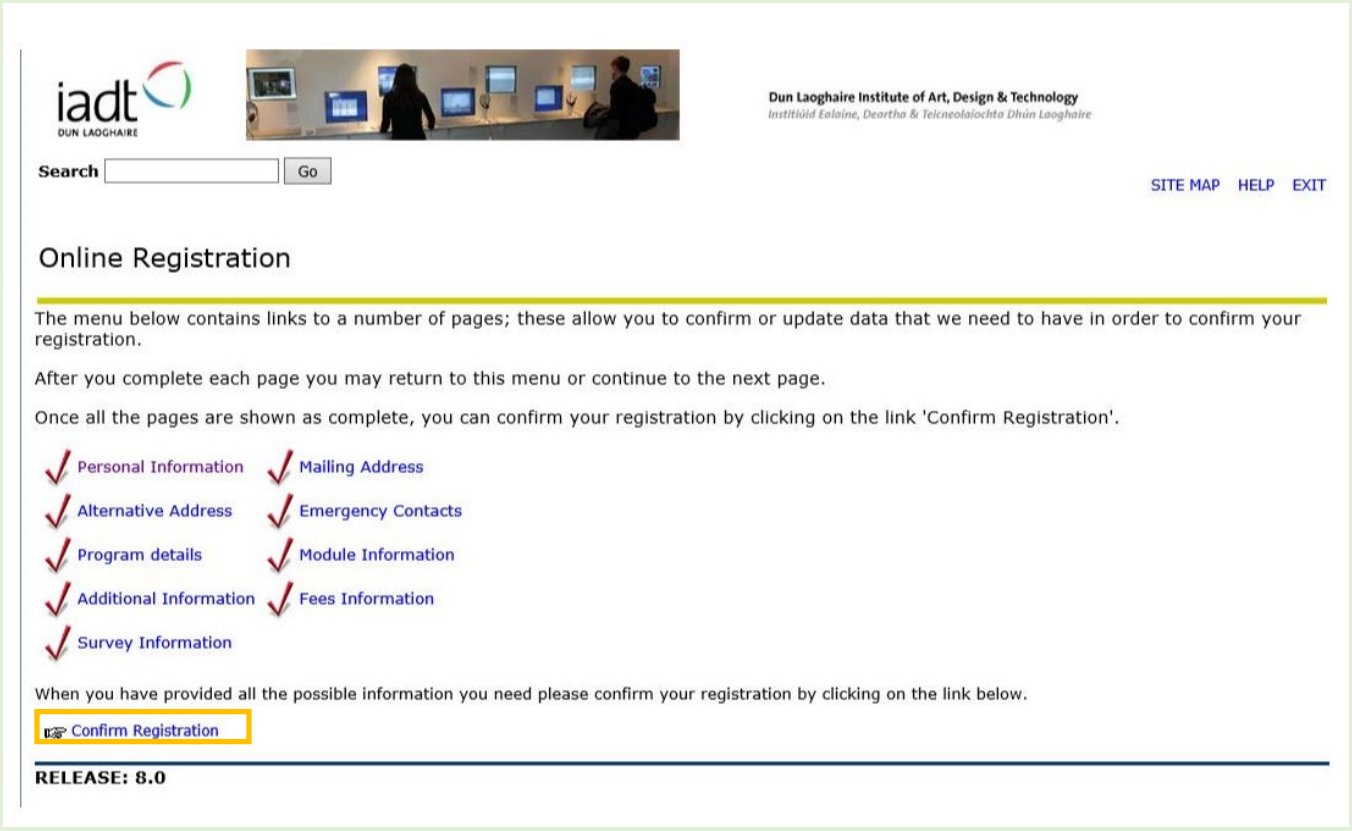


25 The next section is on **Surveys**. If you do not have any information here, simply click Continue

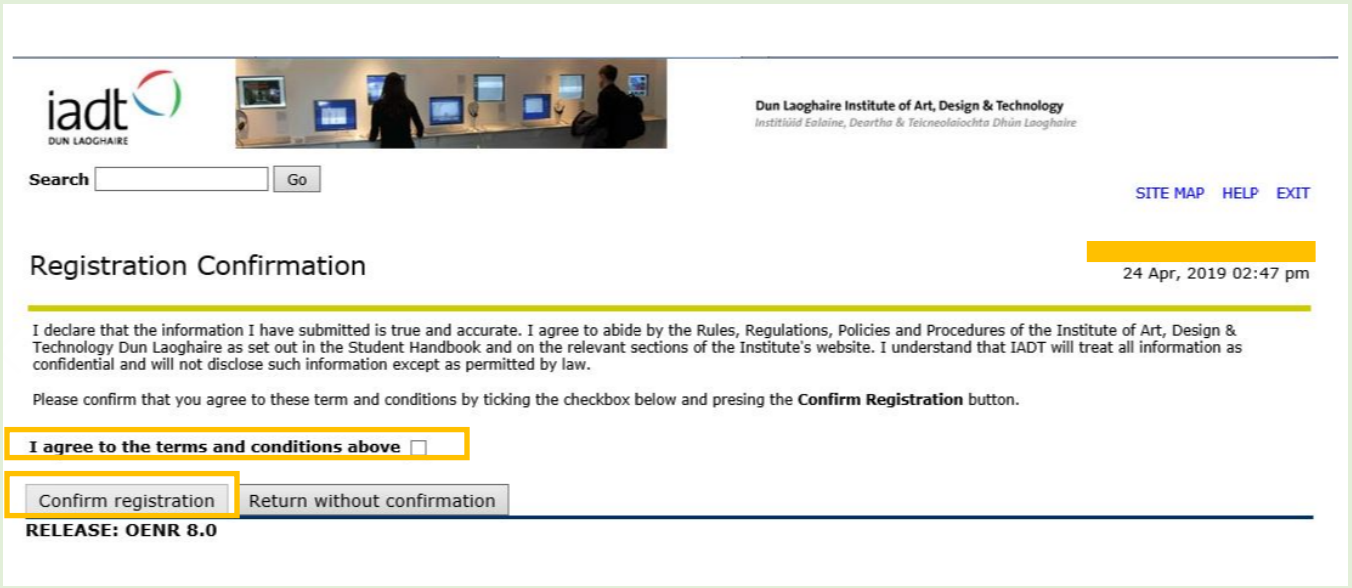


26 Now you will be taken back to the **Online Registration checklist** and each area completed will have a red check beside it. If there isn't a red tick, click into that area and complete that section. Registration isn't complete until each area has a red tick.

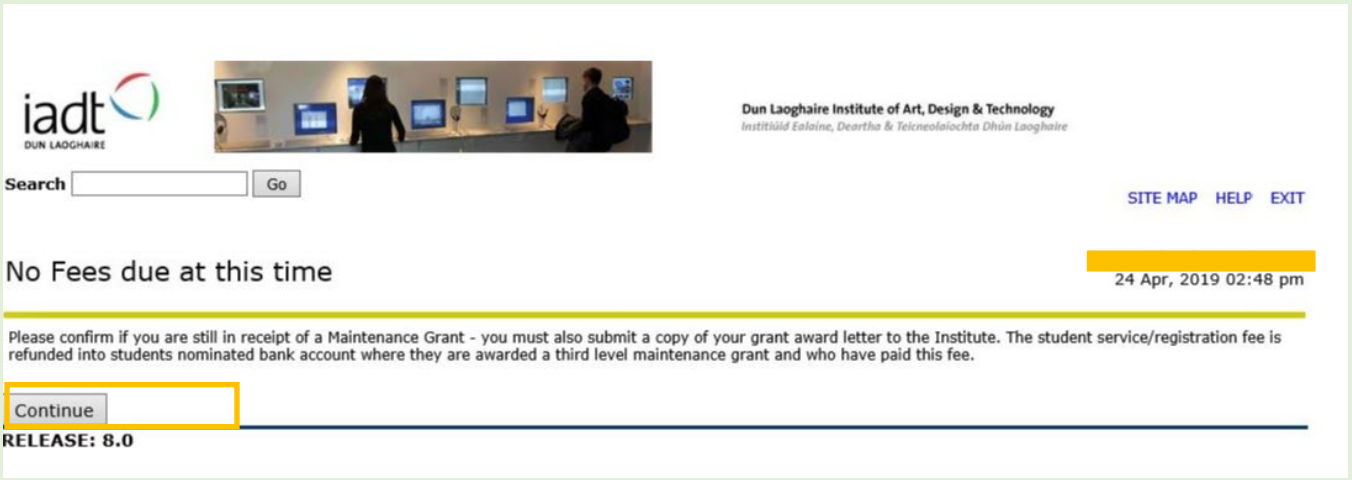
When all areas have a red tick, click on **Confirm Registration**



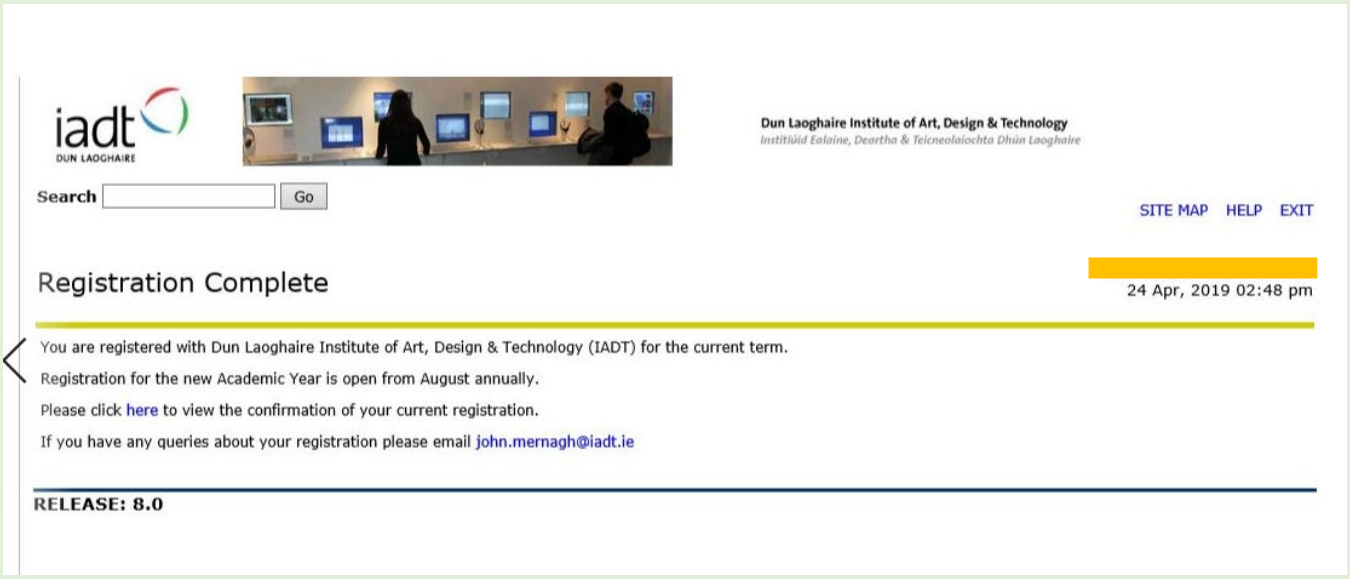
27 You will see the **Registration Confirmation** page – you need to read the **Terms and Conditions** laid out here, and **tick the box to say that you agree** - then click **Confirm Registration**



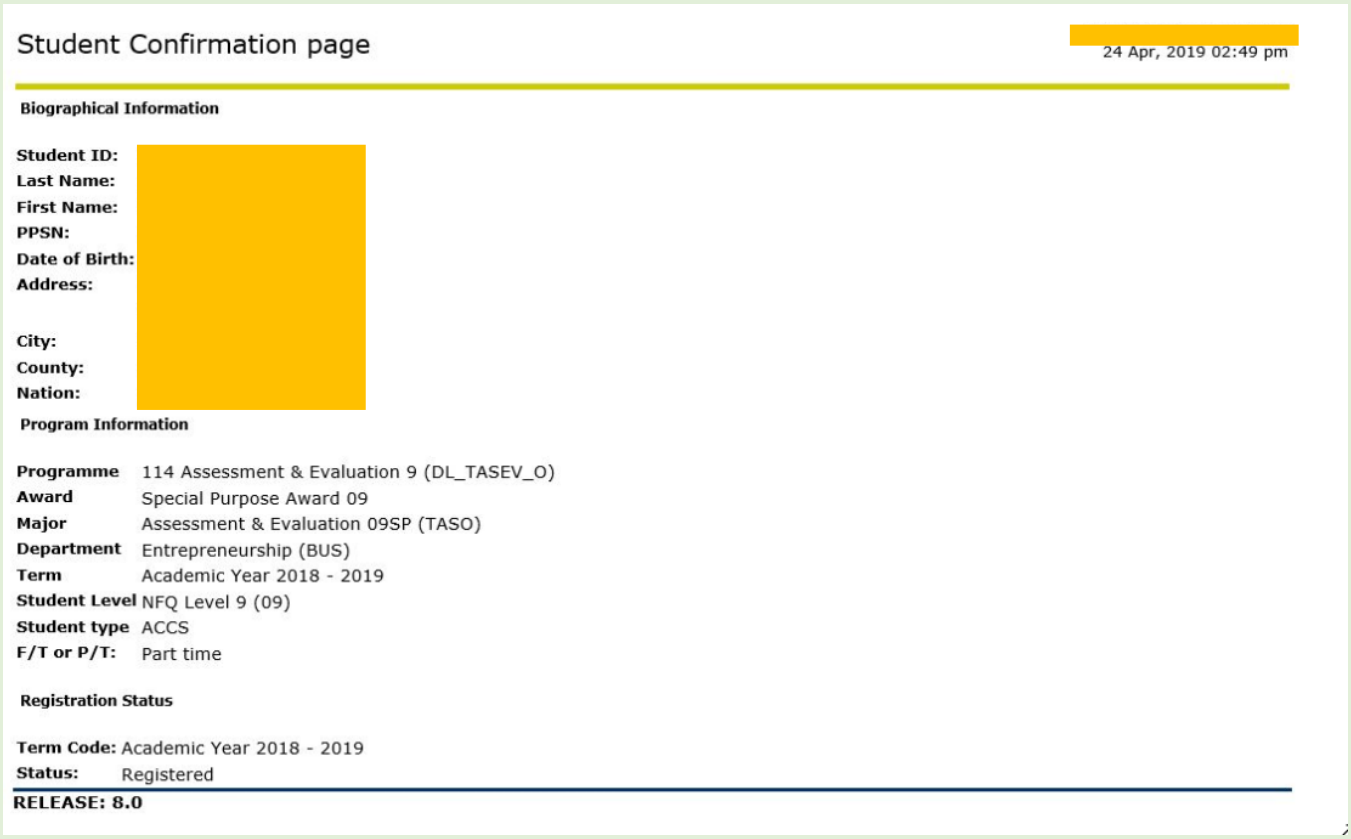
28 **Fees** – click **Continue** here as you do **NOT** pay fees at this stage. Fees are paid via https://epay.iadt.ie/invoice **only**



29 Your **registration is now complete** and you are now an IADT student



30 You will see your **Student Confirmation Page** with all your details



Please ensure you keep clicking through until you reach this point – if you abandon the process at any time, you will not be registered. Keep going until you can go no further. Once you are finished, make sure to **log out** of the **Self Service Area**.

Be mindful that it can take up to 48 hours after your register for the online payment system to become available to you – however, we stress that you should pay your fees as soon as possible after registration. The payment link is https://epay.iadt.ie/invoice and you must pay 50% of the fees on or before 30 September and the final 50% by 31 January. No outstanding fees should be on your account after 1 February.

Please note that the Academic + Student Affairs team communicates with students via their student email addresses only – it is your responsibility to set up your email account and check it regularly