

# 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>

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[Enter Secure Area](#)  
[Programme Catalogue](#)  
[Open Public General Surveys](#)

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## 2 Click on **Enter Secure Area**

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[Enter Secure Area](#)  
[Programme Catalogue](#)  
[Open Public General Surveys](#)

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**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.

## User Login

 Please enter your Student Number or Employee Number and Personal Identification Number (PIN). When finished, click Login.

### New Students

1. First time log on: PIN = Your D.O.B. in DDMMYY format.
2. Enter answer for security question.
3. Choose new PIN. It must be 6 numbers

### Returning Students

Enter previously created PIN. Warning you are allowed max. 3 attempts before logout!

If you still have problems, please email [support@iadt.ie](mailto:support@iadt.ie) for help.

### Faculty & Staff

- Use DL and your 6 digit employee number (eg DL001234) as your User ID. Contact your school for your PIN if you have not logged on before.

When you are finished, please Exit and close your browser to protect your privacy.

User ID:

PIN:

Login

Forgot PIN?

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## 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.

### User Login

 Please enter your Student Number or Employee Number and Personal Identification Number (PIN). When finished, click Login.

#### New Students

1. First time log on: PIN = Your D.O.B. in DDMMYY format.
2. Enter answer for security question.
3. Choose new PIN. It must be 6 numbers

#### Returning Students

Enter previously created PIN. Warning you are allowed max. 3 attempts before lockout!

If you still have problems, please email [support@iadt.ie](mailto:support@iadt.ie) for help.

#### Faculty & Staff

- Use DL and your 6 digit employee number (eg DL001234) as your User ID. Contact your school for your PIN if you have not logged on before.

When you are finished, please Exit and close your browser to protect your privacy.

User ID:

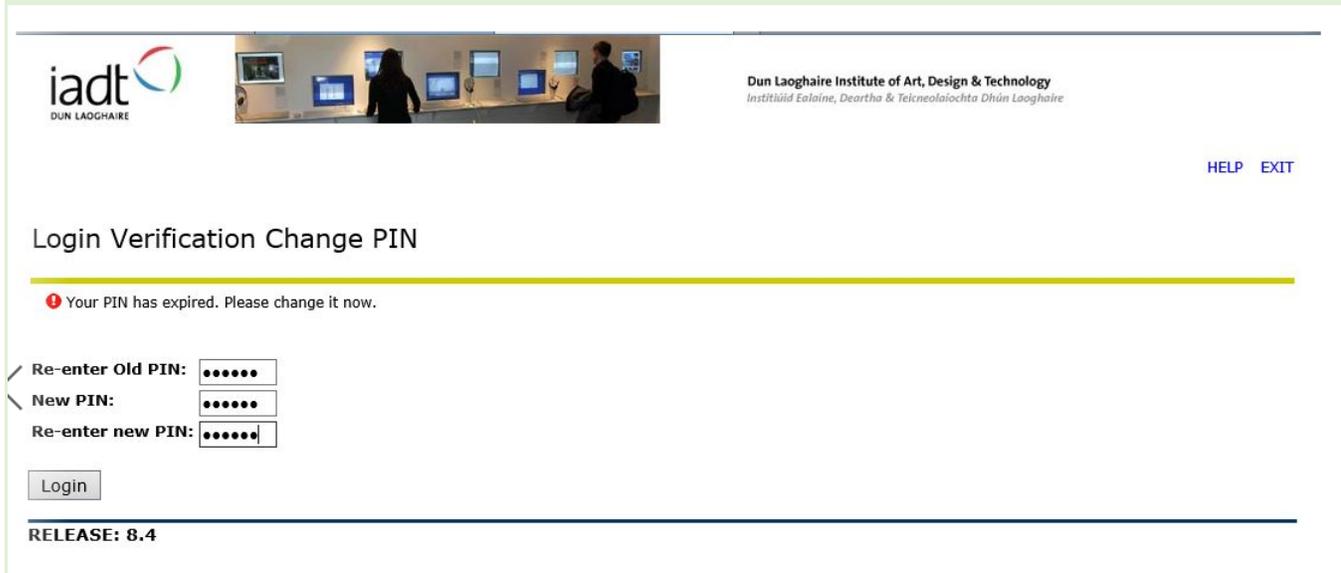
PIN:

Login

Forgot PIN?

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- 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**.



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HELP EXIT

### Login Verification Change PIN

🚫 Your PIN has expired. Please change it now.

Re-enter Old PIN:

New PIN:

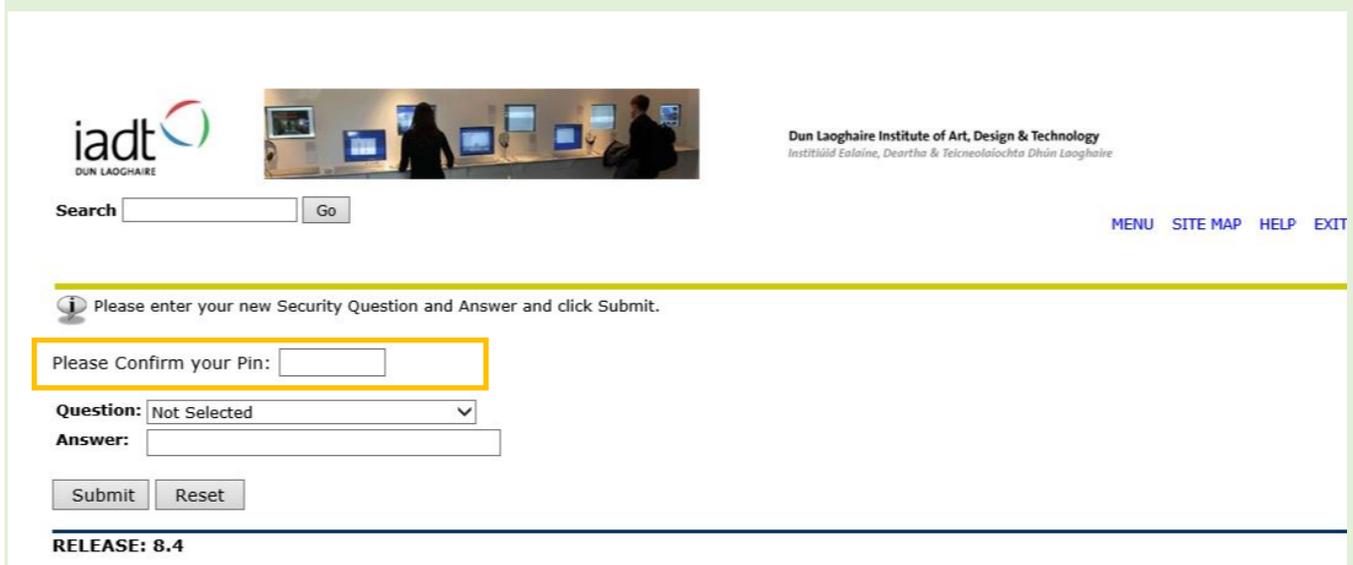
Re-enter new PIN:

Login

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- 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



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Search  Go

MENU SITE MAP HELP EXIT

🚫 Please enter your new Security Question and Answer and click Submit.

Please Confirm your Pin:

Question:

Answer:

Submit Reset

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## 7 Type in your new PIN.

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Search  Go

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

**Please enter your new Security Question and Answer and click Submit.**

Please Confirm your Pin:

Question:

Answer:

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## 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?

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

**Please enter your new Security Question and Answer and click Submit.**

Please Confirm your Pin:

Question:

Answer:

RELEASE: 8.4

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

Search

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

Please enter your new Security Question and Answer and click Submit.

Please Confirm your Pin:

Question:

Answer:

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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

Search

[RETURN TO LOGIN PAGE](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Welcome [redacted] to the IADT Student Information System! Last web access on 24 Apr, 2019 at 02:32 pm

**Student Services**  
Web Registration, View your academic records and Financial Aid

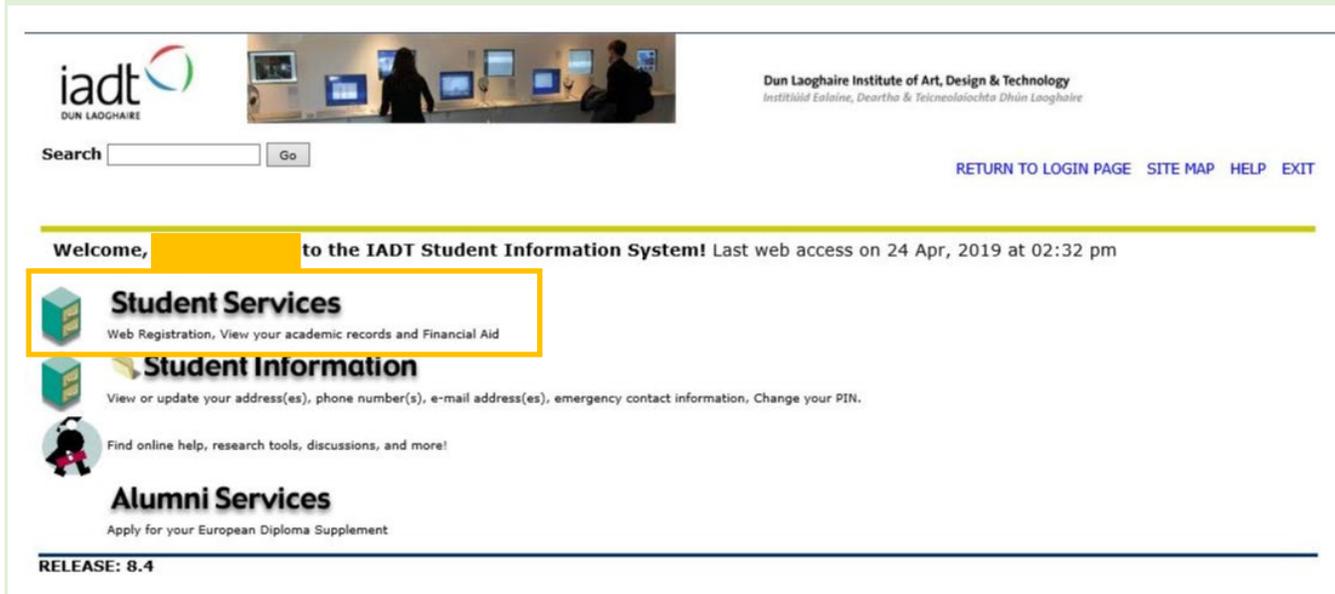
**Student Information**  
View or update your address(es), phone number(s), e-mail address(es), emergency contact information, Change your PIN.

Find online help, research tools, discussions, and more!

**Alumni Services**  
Apply for your European Diploma Supplement

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## 11 Click on Student Services



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Search

[RETURN TO LOGIN PAGE](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Welcome, [redacted] to the IADT Student Information System! Last web access on 24 Apr, 2019 at 02:32 pm

**Student Services**  
Web Registration, View your academic records and Financial Aid

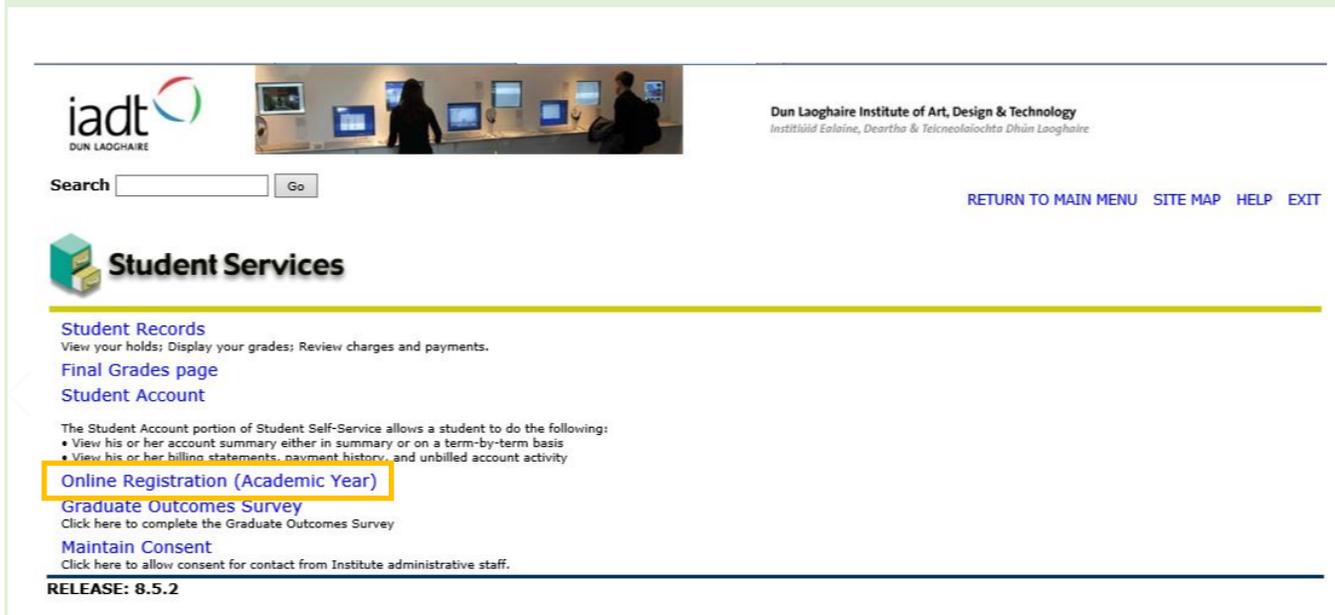
**Student Information**  
View or update your address(es), phone number(s), e-mail address(es), emergency contact information, Change your PIN.

Find online help, research tools, discussions, and more!

**Alumni Services**  
Apply for your European Diploma Supplement

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## 12 Click on Online Registration (Academic Year)



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[RETURN TO MAIN MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

**Student Services**

[Student Records](#)  
View your holds; Display your grades; Review charges and payments.

[Final Grades page](#)

[Student Account](#)

The Student Account portion of Student Self-Service allows a student to do the following:

- View his or her account summary either in summary or on a term-by-term basis
- View his or her billing statements, payment history, and unbilled account activity

**Online Registration (Academic Year)**  
Graduate Outcomes Survey  
Click here to complete the Graduate Outcomes Survey

[Maintain Consent](#)  
Click here to allow consent for contact from Institute administrative staff.

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## 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**

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Search

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

### Online Registration - Programme Selection

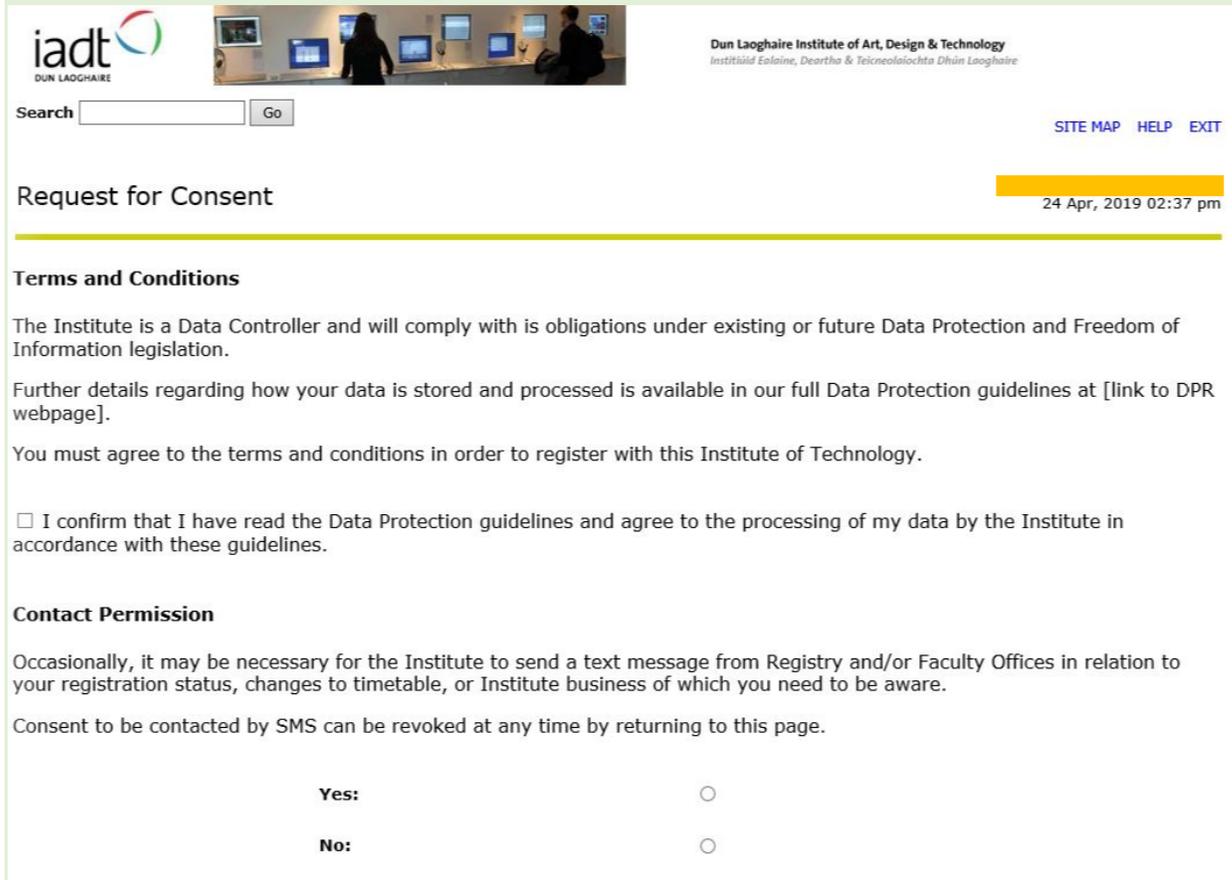
24 Apr, 2019 02:37 pm

Your programme and Academic Year are shown below.  
Click **Submit** to continue.  
If no records are shown then you have either completed registration or are not eligible. Please contact The Academic Affairs Office for more information.

Select Academic Year	Programme
<input type="radio"/> Academic Year 2018 - 2019	114 Assessment & Evaluation 9

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



The screenshot shows the website header for the Dun Laoghaire Institute of Art, Design & Technology. It includes the iadt logo, a search bar, and navigation links for Site Map, Help, and Exit. The main content area is titled 'Request for Consent' and contains the following text:

**Terms and Conditions**

The Institute is a Data Controller and will comply with its obligations under existing 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 at [link to DPR webpage].

You must agree to the terms and conditions in order to register with this Institute of Technology.

I confirm that I have read the Data Protection guidelines and agree to the processing of my data by the Institute in accordance with these guidelines.

**Contact Permission**

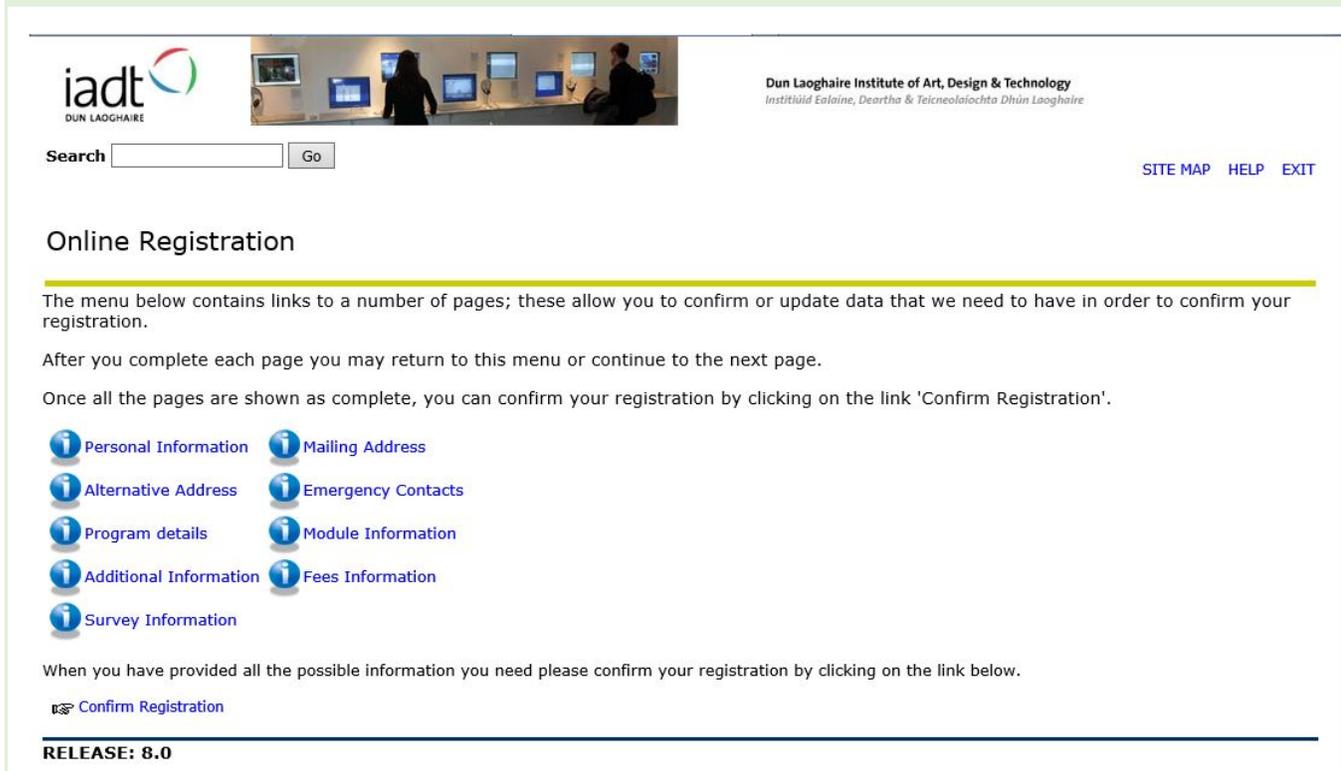
Occasionally, it may be necessary for the Institute to send a text message from Registry and/or Faculty Offices in relation to your registration status, changes to timetable, or Institute business of which you need to be aware.

Consent to be contacted by SMS can be revoked at any time by returning to this page.

**Yes:**

**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



The screenshot shows the website header for the Dun Laoghaire Institute of Art, Design & Technology. The logo 'iadt DUN LAOGHAIRE' is on the left, and the full name in English and Irish is on the right. Below the logo is a search bar with a 'Go' button. To the right of the search bar are links for 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Online Registration' and contains a yellow horizontal line. Below the line, there is a paragraph explaining the registration process, followed by a list of nine menu items, each with an information icon and a link: Personal Information, Mailing Address, Alternative Address, Emergency Contacts, Program details, Module Information, Additional Information, Fees Information, and Survey Information. At the bottom of the menu is a 'Confirm Registration' link with a mouse cursor icon. A footer bar at the bottom left contains the text 'RELEASE: 8.0'.

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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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**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](mailto:N00123456@student.iadt.ie)

Check that all your personal information is correct

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Search

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

### Personal Information

24 Apr, 2019 02:39 pm

Please confirm or correct the personal details shown below. If you need to change your name please contact The Academic Affairs Office. Mandatory fields are marked with a red star.

**First Name**

**Last Name**

**Student ID**

**Birth Day**

**Gender**

**PPS**

**Email Address\***

**Primary Contact Number**

**Other Contact Number**

**Citizenship**

**Country of birth**

**Nationality**

**Residency**

[Return to checklist without saving changes](#)

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

## 17 Include all Personal Information requested and click Continue



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Search

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

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### Personal Information

24 Apr, 2019 02:39 pm

Please confirm or correct the personal details shown below. If you need to change your name please contact The Academic Affairs Office. Mandatory fields are marked with a red star.

**First Name**

**Last Name**

**Student ID**

**Birth Day**

**Gender**

**PPS**

**Email Address\***

**Primary Contact Number**

**Other Contact Number**

**Citizenship**

**Country of birth**

**Nationality**

**Residency** EU Resident

[Return to checklist without saving changes](#)

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



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Search

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

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## Mailing Address

24 Apr, 2019 02:40 pm

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Please note that your address as listed below will be used on all official correspondence with you.

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:**

**Date (if any) you are planning on moving:**

**Address line 1\***

**Address Line 2**

**Address line 3**

**Town / City\***

**County\***

**Country\***

[Return to Checklist without saving changes](#)

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



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

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### Alternative Address

24 Apr, 2019 02:40 pm

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Please enter your Term Address. If you don't have a Term Address please enter your Mailing Address again.

**Date the address is valid from**

**Date (if any) you are planning to move**

**Address Line 1**

**Address Line 2**

**Address Line 3**

**Town / City**

**County**

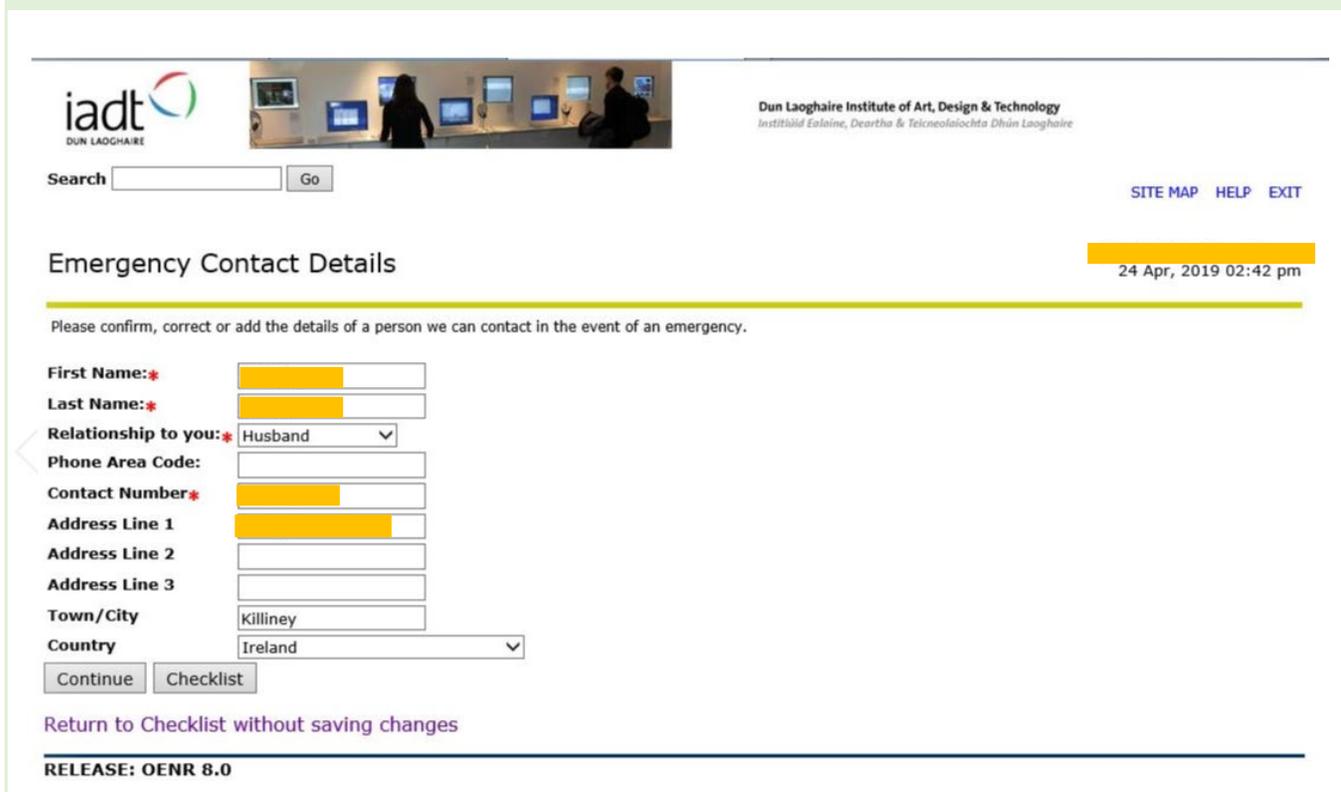
**Country**

[Return to Checklist without saving changes](#)

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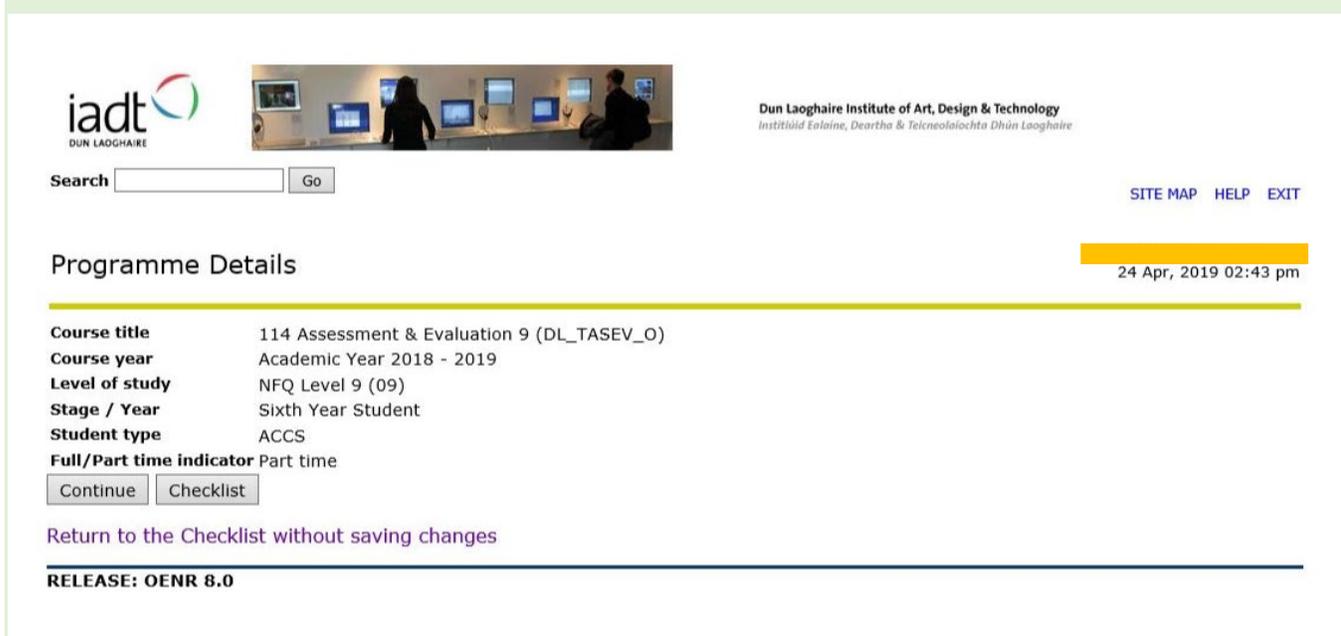
**RELEASE: 8.0**

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**



The screenshot shows the 'Emergency Contact Details' form on the iadt website. The header includes the iadt logo, a search bar, and the text 'Dun Laoghaire Institute of Art, Design & Technology'. The form title is 'Emergency Contact Details' with a timestamp '24 Apr, 2019 02:42 pm'. The instructions state: 'Please confirm, correct or add the details of a person we can contact in the event of an emergency.' The form fields are: 'First Name:\*' (redacted), 'Last Name:\*' (redacted), 'Relationship to you:\*' (dropdown menu showing 'Husband'), 'Phone Area Code:' (empty), 'Contact Number\*' (redacted), 'Address Line 1' (redacted), 'Address Line 2' (empty), 'Address Line 3' (empty), 'Town/City' (Killiney), and 'Country' (Ireland). There are 'Continue' and 'Checklist' buttons, and a link 'Return to Checklist without saving changes'. The footer says 'RELEASE: OENR 8.0'.

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



The screenshot shows the 'Programme Details' form on the iadt website. The header includes the iadt logo, a search bar, and the text 'Dun Laoghaire Institute of Art, Design & Technology'. The form title is 'Programme Details' with a timestamp '24 Apr, 2019 02:43 pm'. The form fields are: 'Course title' (114 Assessment & Evaluation 9 (DL\_TASEV\_0)), 'Course year' (Academic Year 2018 - 2019), 'Level of study' (NFQ Level 9 (09)), 'Stage / Year' (Sixth Year Student), 'Student type' (ACCS), and 'Full/Part time indicator' (Part time). There are 'Continue' and 'Checklist' buttons, and a link 'Return to the Checklist without saving changes'. The footer says 'RELEASE: OENR 8.0'.

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

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

**Module Information** 24 Apr, 2019 02:43 pm

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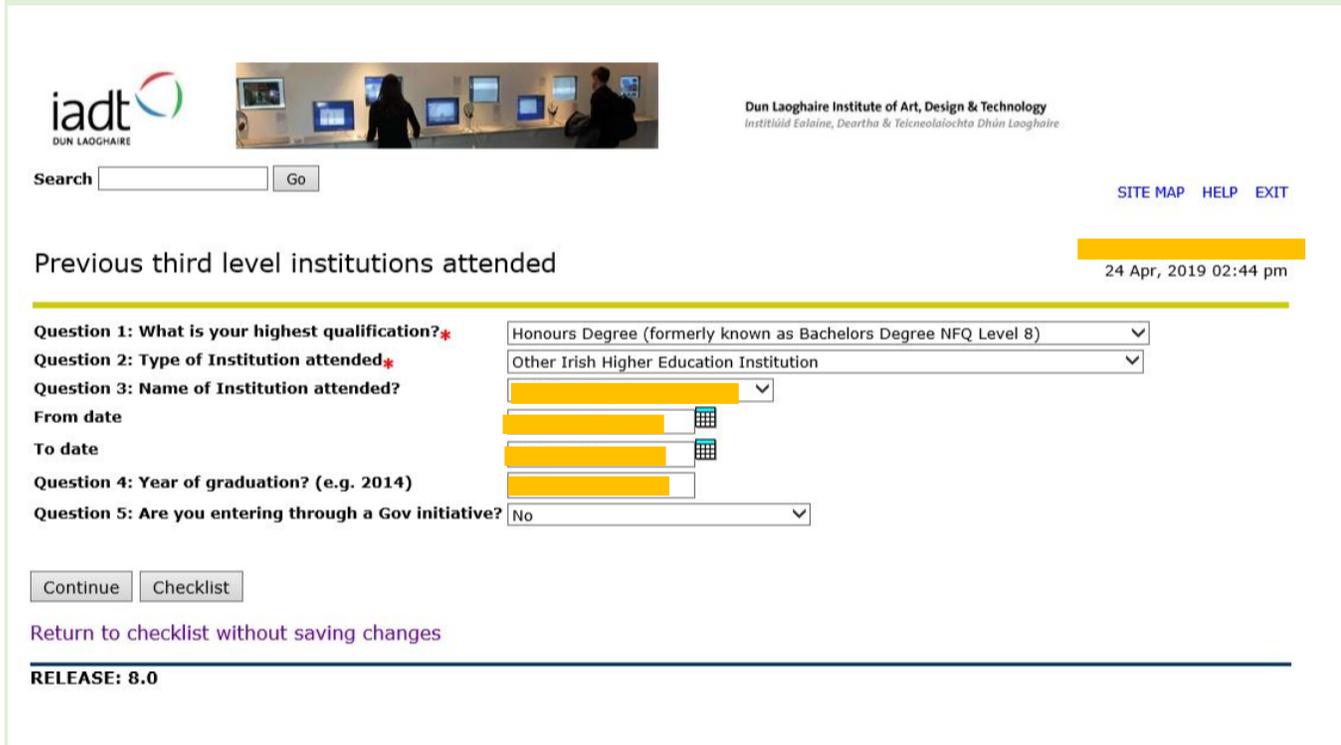
Module Reference	Module	Module Title	Credit Hours
14123		PSYL H6014 Assessment & Evaluation	15

[Return to checklist without saving changes](#)

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**RELEASE: OENR 8.0**

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**

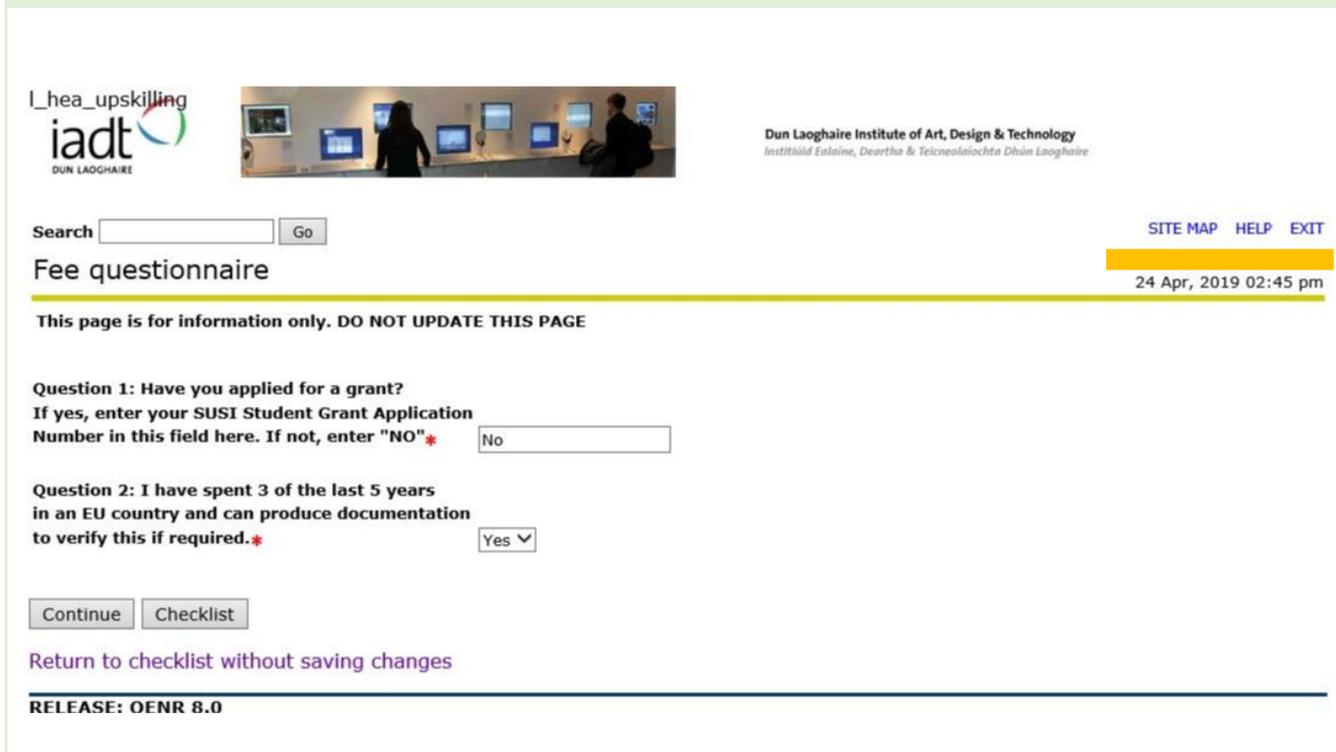


The screenshot shows the iadt Dun Laoghaire website interface. At the top left is the iadt logo. To its right is a banner image of a person in a dark room looking at several computer monitors. Further right is the text 'Dun Laoghaire Institute of Art, Design & Technology' and its Irish name 'Institiúid Ealaíne, Deartha & Teicneolaíochta Dhún Laoghaire'. Below the logo is a search bar with a 'Go' button. On the right side, there are links for 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Previous third level institutions attended' with a timestamp '24 Apr, 2019 02:44 pm'. The form contains five questions:

- Question 1: What is your highest qualification?\*** (dropdown menu) - Selected: Honours Degree (formerly known as Bachelors Degree NFQ Level 8)
- Question 2: Type of Institution attended\*** (dropdown menu) - Selected: Other Irish Higher Education Institution
- Question 3: Name of Institution attended?** (text input field) - Redacted with a yellow bar
- From date** (calendar icon) - Redacted with a yellow bar
- To date** (calendar icon) - Redacted with a yellow bar
- Question 4: Year of graduation? (e.g. 2014)** (text input field) - Redacted with a yellow bar
- Question 5: Are you entering through a Gov initiative?** (dropdown menu) - Selected: No

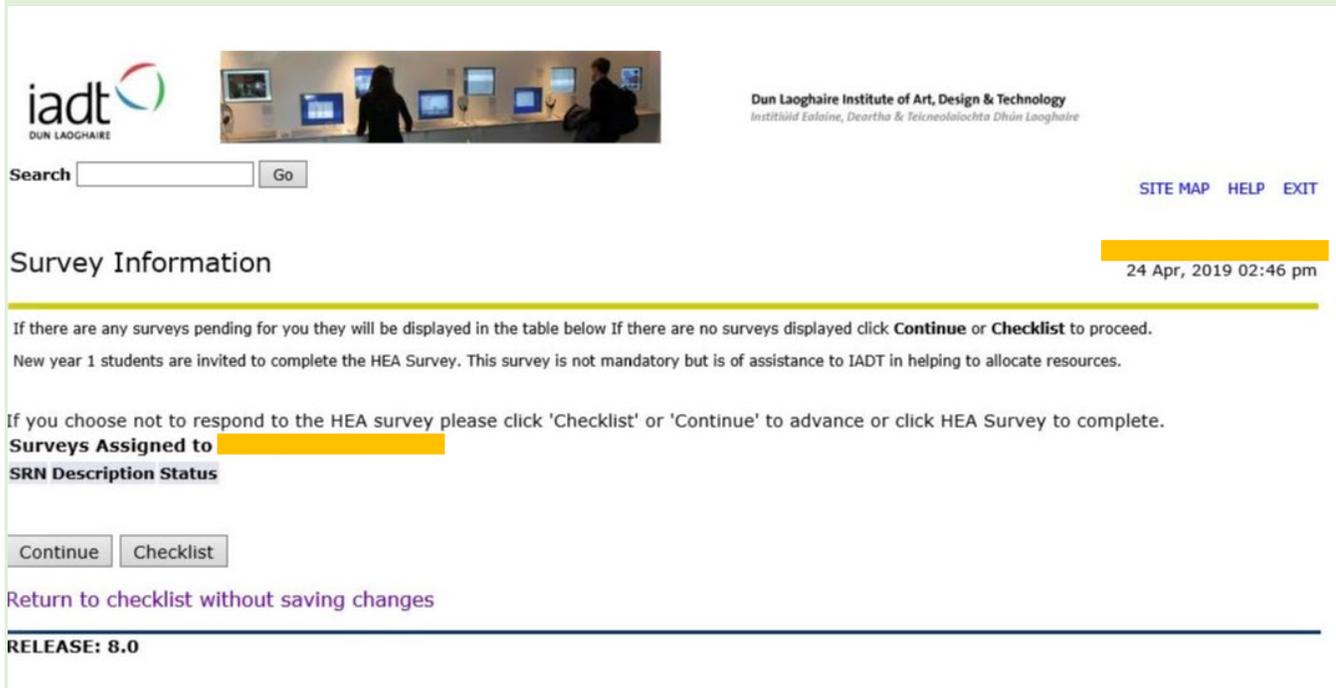
At the bottom of the form are two buttons: 'Continue' and 'Checklist'. Below the buttons is a link: 'Return to checklist without saving changes'. At the very bottom of the page, it says 'RELEASE: 8.0'.

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**



The screenshot shows a web page for a fee questionnaire. At the top left is the logo for 'iadt DUN LAOGHAIRE' with the text 'L\_hea\_upskilling' above it. To the right is a photograph of a person in a dark room looking at several computer monitors. Further right is the text 'Dun Laoghaire Institute of Art, Design & Technology' and its Irish name 'Institiúid Ealaíne, Deartha & Teicneolaíochta Dhún Laoghaire'. Below the logo is a search bar with a 'Go' button. In the top right corner are links for 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Fee questionnaire' with a yellow bar underneath. To the right of this bar is a timestamp: '24 Apr, 2019 02:45 pm'. Below the heading is a warning: 'This page is for information only. DO NOT UPDATE THIS PAGE'. The first question is '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"\*'. There is a text input field containing 'No'. The second question is 'Question 2: I have spent 3 of the last 5 years in an EU country and can produce documentation to verify this if required.\*'. There is a dropdown menu showing 'Yes'. At the bottom left are two buttons: 'Continue' and 'Checklist'. Below these is a link: 'Return to checklist without saving changes'. At the very bottom is the text 'RELEASE: OENR 8.0'.

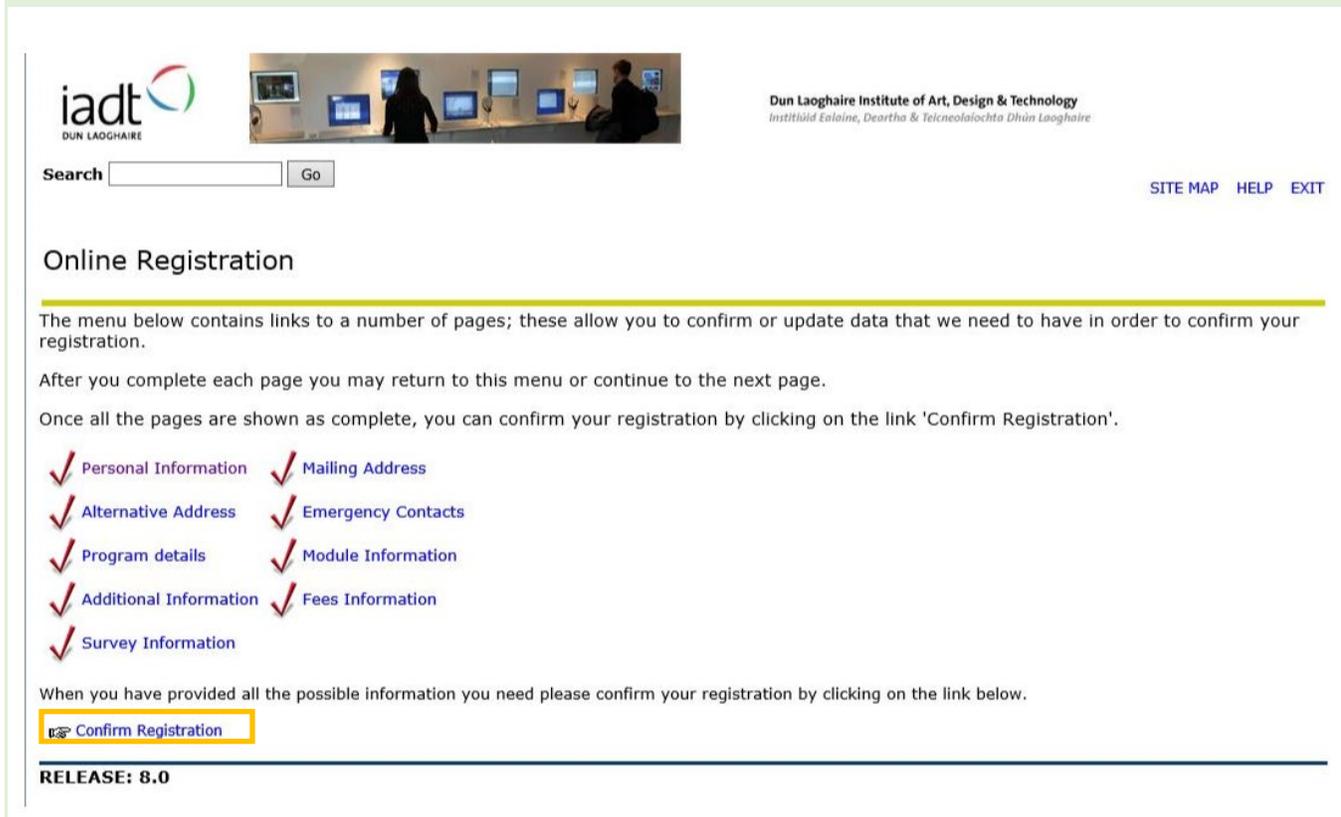
25 The next section is on **Surveys**. If you do not have any information here, simply click Continue



The screenshot shows the IADT website interface. At the top left is the IADT logo with the text "iadt DUN LAOGHAIRE". To its right is a photograph of a person in a dark room looking at several computer monitors. Further right is the text "Dun Laoghaire Institute of Art, Design & Technology" and "Institiúid Ealaíne, Deartha & Teicneolaíochta Dhun Laoghaire". Below the logo is a search bar with the text "Search" and a "Go" button. To the right of the search bar are links for "SITE MAP", "HELP", and "EXIT". The main heading is "Survey Information" with a yellow bar to its right containing the date and time "24 Apr, 2019 02:46 pm". Below this is a paragraph of text: "If there are any surveys pending for you they will be displayed in the table below. If there are no surveys displayed click **Continue** or **Checklist** to proceed. New year 1 students are invited to complete the HEA Survey. This survey is not mandatory but is of assistance to IADT in helping to allocate resources." This is followed by another paragraph: "If you choose not to respond to the HEA survey please click 'Checklist' or 'Continue' to advance or click HEA Survey to complete." Below this is the heading "Surveys Assigned to" followed by a yellow redaction box. Underneath is the heading "SRN Description Status". At the bottom of this section are two buttons: "Continue" and "Checklist". Below the buttons is a link: "Return to checklist without saving changes". At the very bottom of the page is the text "RELEASE: 8.0".

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**



The screenshot shows the iadt Dun Laoghaire website. At the top left is the iadt logo. To its right is a photograph of a person at a computer workstation. Further right is the text "Dun Laoghaire Institute of Art, Design & Technology" and its Irish name "Institiúid Ealaíne, Deartha & Teicneolaíochta Dhún Laoghaire". Below the logo is a search bar with a "Go" button. On the right side, there are links for "SITE MAP", "HELP", and "EXIT". The main heading is "Online Registration". Below this, there is a paragraph explaining the registration process. A list of registration sections follows, each with a red checkmark: Personal Information, Mailing Address, Alternative Address, Emergency Contacts, Program details, Module Information, Additional Information, Fees Information, and Survey Information. Below the list, there is a paragraph stating that all information has been provided and a link for "Confirm Registration" is highlighted with a yellow box. At the bottom left, the text "RELEASE: 8.0" is visible.

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Search  Go

[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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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**

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Search  Go

SITE MAP HELP EXIT

## Registration Confirmation

24 Apr, 2019 02:47 pm

I declare that the information I have submitted is true and accurate. I agree to abide by the Rules, Regulations, Policies and Procedures of the Institute of Art, Design & Technology Dun Laoghaire as set out in the Student Handbook and on the relevant sections of the Institute's website. I understand that IADT will treat all information as confidential and will not disclose such information except as permitted by law.

Please confirm that you agree to these term and conditions by ticking the checkbox below and presing the **Confirm Registration** button.

**I agree to the terms and conditions above**

Confirm registration Return without confirmation

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

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DUN LAOGHAIRE

Dun Laoghaire Institute of Art, Design & Technology  
*Institiúid Ealaíne, Deartha & Teicneolaíochta Dhúin Laoghaire*

Search  Go

SITE MAP HELP EXIT

## No Fees due at this time

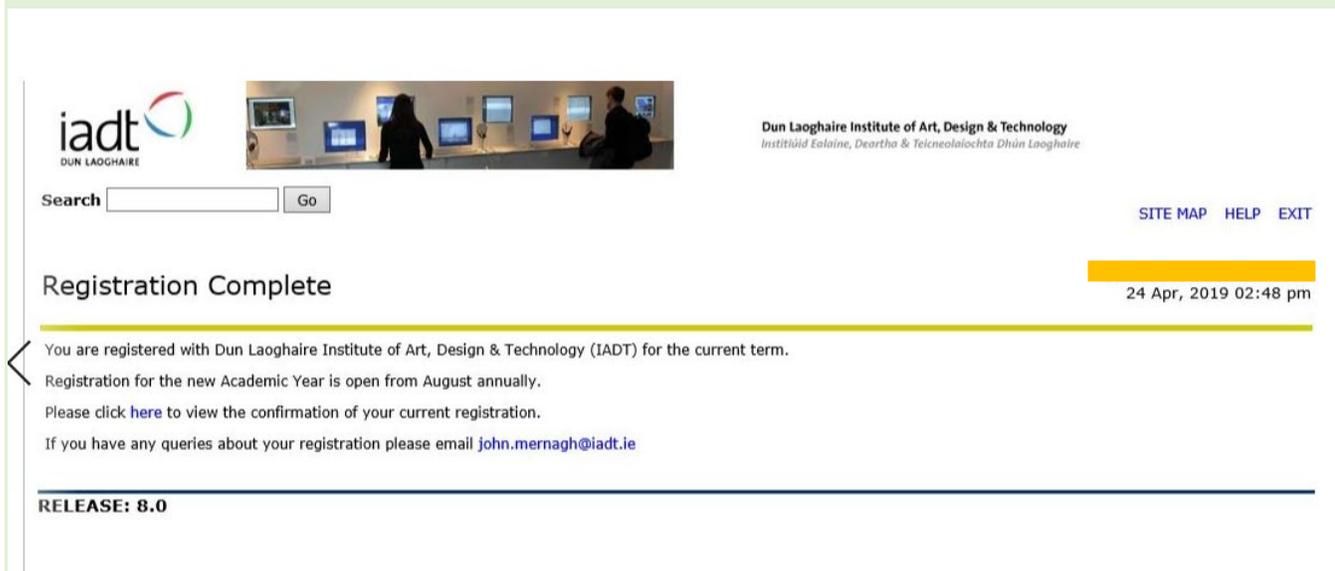
24 Apr, 2019 02:48 pm

Please confirm if you are still in receipt of a Maintenance Grant - you must also submit a copy of your grant award letter to the Institute. The student service/registration fee is refunded into students nominated bank account where they are awarded a third level maintenance grant and who have paid this fee.

Continue

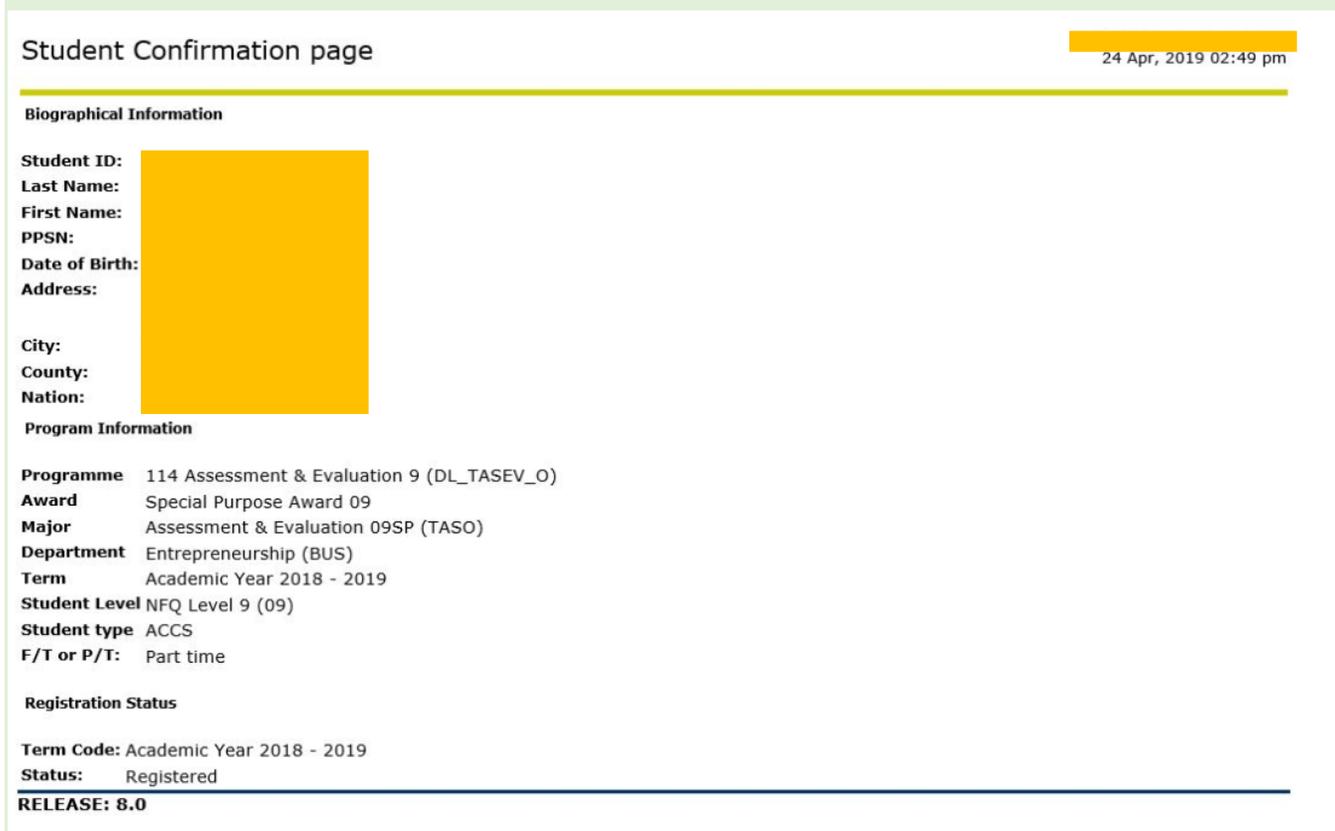
RELEASE: 8.0

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



The screenshot shows the IADT website's registration completion page. At the top left is the IADT logo with the text 'DUN LAOGHAIRE'. To its right is a photograph of a person in a dark room looking at several computer monitors. Further right is the text 'Dun Laoghaire Institute of Art, Design & Technology' and 'Institiúid Ealaíne, Deartha & Teicneolaíochta Dhún Laoghaire'. Below the logo is a search bar with a 'Go' button. On the right side, there are links for 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Registration Complete' with a timestamp '24 Apr, 2019 02:48 pm'. The body text states: 'You are registered with Dun Laoghaire Institute of Art, Design & Technology (IADT) for the current term. Registration for the new Academic Year is open from August annually. Please click [here](#) to view the confirmation of your current registration. If you have any queries about your registration please email [john.mernagh@iadt.ie](mailto:john.mernagh@iadt.ie)'. At the bottom left, it says 'RELEASE: 8.0'.

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



The screenshot shows the 'Student Confirmation page' with a timestamp '24 Apr, 2019 02:49 pm'. The page is divided into two main sections: 'Biographical Information' and 'Program Information'. The 'Biographical Information' section lists fields for Student ID, Last Name, First Name, PPSN, Date of Birth, Address, City, County, and Nation, all of which are redacted with a yellow box. The 'Program Information' section lists: Programme (114 Assessment & Evaluation 9 (DL\_TASEV\_O)), Award (Special Purpose Award 09), Major (Assessment & Evaluation 09SP (TASO)), Department (Entrepreneurship (BUS)), Term (Academic Year 2018 - 2019), Student Level (NFQ Level 9 (09)), Student type (ACCS), and F/T or P/T (Part time). Below this is the 'Registration Status' section, which shows Term Code (Academic Year 2018 - 2019) and Status (Registered). At the bottom left, it says 'RELEASE: 8.0'.

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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**