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 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:
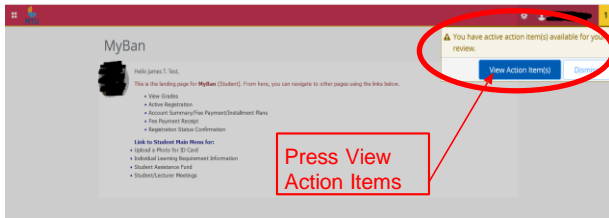
Press View Action Items

3. You will now see a list of action items and some instructions:
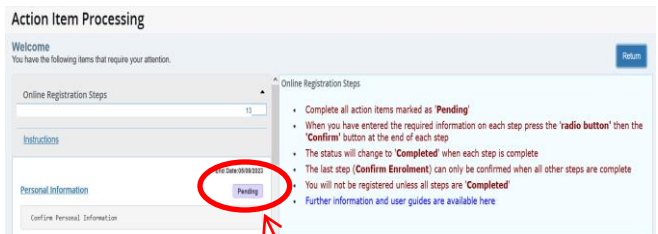
- All items begin as 'Pending'
- They must become 'Completed'

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:**

Save each action item by pressing the radio button and pressing the 'Confirm' button

5. Each time you save an action item the 'Save Successful' message will show at the top of the list:
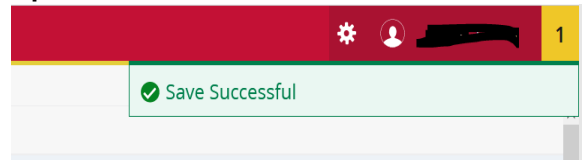
Continue on through your action items by providing the required information

- **Programme Details:**

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.
Support Services 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.
Ticking 'Delete' will instantly delete an existing record.

Delete	Email Type	Email Address	Preferred
☐	Personal e-mail Address ⌄	▬▬▬▬	☑
☐	Personal e-mail Address ⌄	▬▬▬▬	☐

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.
Ticking 'Delete' will instantly delete an existing record.

* **FORMAT OF PHONE NUMBERS:**
  * International Country Code + mobile number e.g. Irish mobile 087 1234567 would 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
☐	Mobile Phone Number ⌄	▬▬▬▬	☑
☐	Other Contact Number ⌄	▬▬▬▬	☐

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

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]

15. Payment Options (can choose to pay in full now or to make a part payment now)

Payment Options

Students have the option to 'Pay Now' (some or all of the balance) or 'Pay Later'

- All students are liable for the €95 Student Capitation Fee
- In order to pay the full balance now you must use a credit/debit card with a credit limit to cover the full balance
- **NOTE:** There may be a 'Daily Transaction Limit and/or a Single Transaction Limit' on your Credit/Debit Card - please check with your bank if you are unsure of these limits.
- You may also choose to pay part of the balance now
- If you choose to 'Pay Later'
- **NOTE:** Students who are liable for further fees will be notified of further fees later

Are you making the full payment now?

↓ Indicate if you are making the full payment now then press **'Continue'**

○ YES
○ NO

[Continue]

↓ Tick the radio button then press **'Confirm'**

○ I have chosen a fee payment option

[Confirm]

16a. Paying in full now – Choose Yes – in this example the student owes €3000

↓ Indicate if you are making the full payment now then press '**Continue**'

○ YES
○ NO

Continue

Press the '**Pay Now**' button below to continue with the full payment of **€3000**

- More Information about Fee Payment and Deadlines

- Information on How to Make a Payment

Pay Now

↓ Tick the radio button then press '**Confirm**'

○ I have chosen a fee payment option

Confirm

16b. Paying part now – Choose No – then press 'Make a part payment now'

↓ Indicate if you are making the full payment now then press '**Continue**'

○ YES
○ NO

Continue

Your fees must be paid in full by the deadlines shown at this link:

- More Information about Fee Payment and Deadlines

- Information on How to Make a Payment

Make a part payment now

If you think that you will be SUSI funded you are still required to pay the mandatory €95 Student Capitation Fee (this fee is not covered by SUSI funding). You should choose to make a part payment now to pay this fee.

↓ Tick the radio button then press '**Confirm**'

○ I have chosen a fee payment option

Confirm

16c. Card holders Details page
- **Enter the card holder's details**

Billing Information

Secured by:
globalpayments

Please enter the following information for the

CREDIT CARD HOLDER Address, Phone and Email Details

(if the name on the card you are paying with is not your own then enter the details of the credit card holder, not yourself)

This information is Required only for the payment provider in order to authenticate the card used for payment.

- Fields marked with * must be filled
- Phone number must contain country code so e.g. an Irish mobile number will begin with 353 in the first box provided followed by the rest of the number in the second box provided
- The email address is that of the card holder

ADDRESS LINE 1 *
ADDRESS LINE 2
ADDRESS LINE 3
LAST LINE OF ADDRESS *
COUNTRY *   - select -
EIRCODE/POSTCODE *
INTERNATIONAL ACCESS CODE *   - select -
PHONE NUMBER *
EMAIL ADDRESS *

Please note: The email address required above is the **payment card holder's** email address this might **NOT** be the same as the email address that your payment confirmation will go to. (Confirmation emails go to your student email address)
The card holders information above is captured solely for the purpose authenticating your payment card.

Continue to Payment

16d. Card Credit Card Details

https://hpp.realexpayments.com/hosted-payments/green/card.html?guid=ce747611-4d1b-4172-a6bb-9a439fca2a79

Payment Details

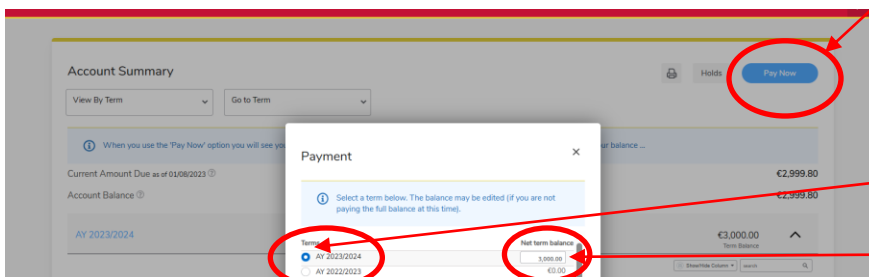Card Number   VISA ●●

Card Number

Expiry   Security Code

MM/YY   Security Code   ?

Cardholder Name

Cardholder Name

🔒 PAY NOW

256-bit SSL encrypted   Securely processed by Global Payments

16e. If you choose to make Part Payment Now
- You will be taken to this page where you can enter the amount you are paying

Account Summary   Holds   Pay Now

View By Term   Go to Term

ⓘ When you use the 'Pay Now' option you will see y...   ...ur balance ...

Current Amount Due as of 01/08/2023 ⓘ   €2,999.80
Account Balance ⓘ   €2,999.80

AY 2023/2024   €3,000.00
                                                             Term Balance

Payment   ✕

ⓘ Select a term below. The balance may be edited (if you are not paying the full balance at this time).

Term   Net term balance
○ AY 2023/2024   3,000.00
○ AY 2022/2023   €0.00

First Press 'Pay Now'
- Ensure that you have enabled **pop-ups** on the device that you are using in order to activate this button

Then press the radio button for the current term
- You can then edit the amount that you are paying now. By default it will show your full account balance

16f. Return to Online Registration (Action Items)
- Once you have made a payment return to your Action Items, **Press the radio button then press Confirm** at the end of the **Payment Options** page. The tab should still be open on your device.

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 it's 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