How to Register on the my.tcd.ie Student Portal
Introduction

Welcome to the Academic Registry’s guide to completing student registration on the my.tcd.ie portal. Student registration must be completed online for every year of your course. This is essential to allow you to enroll in classes and to maintain an active student record in Trinity College Dublin.

This guide will explain each step of the registration process. If you have any questions after reading, you can ask us for assistance using the following:

To log queries in the my.tcd.ie portal please click the Ask AR button available on each page
TEL: +353 1 896 4500
EMAIL: academic.registry@tcd.ie
WEB: www.tcd.ie/academicregistry

For more information and quick updates, you can also follow us on social media

Facebook www.facebook.com/TCDAcademicRegistry
Twitter www.twitter.com/TCDAcadRegistry

my.tcd.ie

When you have been invited to register you will see an in-tray message in your student portal. Shown below.

In order to start registration you should click on the “Register” tab shown in the top left of the menu.

Home

Welcome to your home page, Reggie.

Please note that when you have read any messages in your ‘New In tray Messages’ box, they can be found at the ‘All In tray Messages’ link below.

- Tasks that are successfully completed you will see a green indicator
- Tasks that are incomplete will be highlighted by a red indicator

To log queries in the my.tcd.ie portal please click the Ask AR button available on each page
TEL: +353 1 896 4500 EMAIL: academic.registry@tcd.ie WEB: www.tcd.ie/academicregistry
- All mandatory fields are marked with an asterisk (*).
- Online registration does not have to be completed in sitting. You can complete a task or multiple tasks, exit and return later to proceed. The completed tasks will be saved and you can proceed.

**Online Registration Home Page**

This page shows a list of tasks to be completed to register. There are important notes at the top of this page – you must read these carefully before starting or you may make a mistake which will delay registration!

<table>
<thead>
<tr>
<th>Personal Details</th>
<th>Incomplete</th>
<th>Start</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Details</td>
<td>Incomplete</td>
<td>Start</td>
</tr>
<tr>
<td>Other Personal Details</td>
<td>Incomplete</td>
<td>Start</td>
</tr>
<tr>
<td>Emergency Contact Details</td>
<td>Incomplete</td>
<td>Start</td>
</tr>
<tr>
<td>Course</td>
<td>Incomplete</td>
<td>Start</td>
</tr>
<tr>
<td>Socio-Economic Survey</td>
<td>Incomplete</td>
<td>Start</td>
</tr>
<tr>
<td>Financial</td>
<td>Incomplete</td>
<td>Start</td>
</tr>
<tr>
<td>Terms &amp; Conditions of Registration</td>
<td>Incomplete</td>
<td>Start</td>
</tr>
</tbody>
</table>
Personal Details Task

- Once you click on the “Personal Details” task the screen below will be displayed showing information submitted by you at application stage. If the information is correct you should select “Continue” to confirm.

If this information is incorrect you can use the Ask AR button to log a request to update – please note this will delay your progress until it is completed.

Contact Details Task

- After clicking on the “Contact Details” task the screen below will display. You will need to verify both your permanent home address and your term address.
- By clicking the “Edit” button you will be able to make changes to the information. It is possible to copy the home address to the term address by clicking on the “copy home address to term address tab”.

To log queries in the my.tcd.ie portal please click the Ask AR button available on each page
TEL: +353 1 896 4500 EMAIL: academic.registry@tcd.ie WEB: www.tcd.ie/academicregistry
Once you have verified your address you should click on “Confirm” to continue registration.

Other Personal Details Task

- After clicking on the “Other Personal Details” tab the screen below will be displayed.
- Please note any information entered is strictly confidential including information on disabilities. If you wish to receive assistance from the Disability Service, please select from the disability drop down list on the nature of disability.
- Once you have entered all information you should click on “Continue”.

Emergency Contact Details Task

- After you have clicked on the “Emergency Contact” details, the screen below will display. You will have the option to verify the Primary Emergency Contact (Mandatory) and create secondary emergency contact (optional).
- To verify this information, click on ‘Create/Edit’. On completion of verification, click on “Confirm”.

To log queries in the my.tcd.ie portal please click the Ask AR button available on each page
TEL: +353 1 896 4500 EMAIL: academic.registry@tcd.ie WEB: www.tcd.ie/academicregistry
Course Task

- Once you have clicked on the “Course” task your details will be displayed.
- The Course task must be completed to access the Financials task.

- If your course details are correct then please select “Yes” and then “Continue”.
- If you feel that there is an error in your course details then you should click the “No” to send a query to Academic Registry. Please enter the query or error into the text box which will be displayed.

- Students who have submitted “No” and a query, will see the screen below. The “Wait for Registry” hold on the main Registration page will be removed by the Academic Registry once the course issue has been resolved.
You will be shown the screen below with your information and you should select “Continue” to complete the task.

Once the “Course” task is complete, you cannot re-enter the task to make amendments.

### Socio-economic Survey

**Financials Task**

**IMPORTANT**

All students from Ireland, the UK and the EU/EEA should complete the HEA Free Fees Questionnaire under the My Finance section of the portal before proceeding through this task. If you do not, your bill is likely to be incorrect as we will not have provided fully accurate information on your fee status.

- Students who have completed payment previously under the “My Finance” tab **might not** see all of the screens listed below.
- All students, **including those who have made payment through the “My Finance” tab**, must proceed through all screens in this task to continue to the final stages of the online registration process.
- Please note that in some cases you cannot return to a previous screen to amend information. Please ensure all information is entered correctly on each page before clicking “Continue”.

### Financials – Main Page

The first page of the Financial Task provides detailed instructions to help you self-assess on how you should pay your fees and ensure your registration progresses quickly. Please ensure you read these in detail as mistakes at this juncture will delay your progress.
Financials – Methods of Payment

The below methods of payment are available.

**Pay-to-Study:** This option is supported by Trinity and allows international students to pay in their own currency and proceed immediately through the registration task.

**Online Payments:** accepted immediately and registration may proceed to the next task.

**EFT (bank transfer) payments:** can take several days to clear and registration is held at this point. If you are making EFT payments, you will receive notification when payment is received and may proceed with registration.

**SUSI Grant:** At this point you should declare any sponsorship you are receiving such as SUSI grants. If you are applying for a SUSI grant will need to submit your SUSI application number during this process.

**Departmental/Research Funding:** If you are receiving funding in respect of your fees which is paid to a research or a department’s own accounts you will need to provide a memo to the Academic Registry detailing the exact amount to be paid and the relevant payment codes, signed by an authorized person in that department. Once this is processed, you will need to return to the task to confirm the information, and then proceed to the next task. The bill displayed will show a description of all fees owed and the total balance. If you have the option of paying in two instalments this will also be displayed.

Financials – The Invoice
Below is a list of the fees applicable in the 2017/18 academic year.

Your fee details are provisional and are subject to change based on the information provided when you complete online registration.

EU new entrant undergraduate students – please ensure you complete the Free Fees Initiative questions, in the Funding and Billing section on the My Finance tab, before proceeding. If you fail to complete this your tuition bill may not be accurately calculated.

<table>
<thead>
<tr>
<th>Fee Due</th>
<th>Description</th>
<th>Academic Year</th>
<th>Due Date</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td></td>
<td>2017/18</td>
<td>September 2017</td>
<td>2,681.00</td>
</tr>
<tr>
<td>Student Contribution</td>
<td></td>
<td>2017/18</td>
<td>September 2017</td>
<td>3,000.00</td>
</tr>
<tr>
<td>Sports Centre Charge</td>
<td></td>
<td>2017/18</td>
<td>September 2017</td>
<td>120.00</td>
</tr>
<tr>
<td>USB Levy</td>
<td></td>
<td>2017/18</td>
<td>September 2017</td>
<td>8.00</td>
</tr>
</tbody>
</table>

Note: Student Space & Centre Levy of €50 forms part of your full fees, and in 2017 will be billed in November with the same action for default of payment as with other University charges.

Payment terms:
- Pay in one installment €5,809.00 by September
- Pay in two installments €2,954.50 by September and €2,845.50 by 31st January

Due Date: Fees must be paid by the due date or prior to registration, whichever is latest.

Total Fees (£): 5,809.00
Payments made (£): 0.00
Balance brought forward (£): 0.00
Oustanding Balance (£): 5,809.00

In the event a sponsor does not pay amounts due, liability will revert to the student.

Available Payment Methods:
- Recommended payment method: Online Payment (debit/credit card)
- EFT Payment (electronic funds transfer, bank transfer, inter-account transfer, PayPal)

You are eligible to pay for your Tuition and Student Contribution through an installment plan as outlined above.

Please use the checkbox below to indicate whether you wish to pay in installments.

If you have any difficulty completing this task, please log your question with the Academic Registry using Ask AR.

- The bottom of the invoice screen will show your payment options. If you click “Add Other Sponsorship” you will be able to add other sponsors or grants. By selecting “Proceed” you will be able to make a payment. By clicking “Exit” you will be able to exit this screen and return to your bill at a later time.

- Please note you will only be brought to the bill screen when you enter your “Financials” task again. You will not have the option to begin this task from the beginning.

- After you have selected “Proceed” you will see the screen below. Please select your preferred payment method – online (debit/credit card) payment or EFT (bank transfer) payment.

To log queries in the my.tcd.ie portal please click the Ask AR button available on each page
TEL: +353 1 896 4500 EMAIL: academic.registry@tcd.ie WEB: www.tcd.ie/academicregistry
Financials - Online Card Payment

By selecting “Online Payment” you will be brought to the screen below. From here you can return to view your bill by clicking “Back to Bill” or you can make a payment by clicking “Proceed to Pay”:

- If you are making a payment with a debit card please be aware of any limits on daily expenditure amounts. You may need to make several transactions over a few days to cover your total bill.

- You may pay the full amount of your bill by selecting “Pay Now” or you may choose an amount to pay by selecting “Update Amount to Pay Now” and entering the amount you wish to pay. Once you have amended the payment amount you should select “Pay Now”.

- To make the payment you will be brought to the Realex payment system.
Upon successful payment you will see the screen below. By clicking “Next” you will return to the list of tasks.

Financials - EFT Payment

If you select EFT payment you will be shown the following screen:

By selecting “EFT” you will be shown details to transfer your funds.

If you select Euro as your currency you will be shown details to make your own transfer using your personal bank, outside of the my.tcd.ie site.

If you select local currency you will be taken to the PayToStudy website which is the preferred option for international students.

To log queries in the my.tcd.ie portal please click the Ask AR button available on each page
TEL: +353 1 896 4500 EMAIL: academic.registry@tcd.ie WEB: www.tcd.ie/academicregistry
- Please use your student number as the reference when processing an EFT payment.

You will be asked to select the currency you wish to pay in, either Euro or your local currency.

If you select Euro you will be shown the following screen:

If you select Local Currency you will be shown the following screen.

- The link will bring you to the Pay to Study website to process your payment.
To log queries in the my.tcd.ie portal please click the Ask AR button available on each page.

TEL: +353 1 896 4500 EMAIL: academic.registry@tcd.ie WEB: www.tcd.ie/academicregistry

Once your payment has been made and received your homepage will look like this.
Terms and Conditions of Registration

On completion of all the previous task and completion of the Terms and Conditions task, the registration process will be complete!
Confirmation of Registration
You can now print your “Confirmation of Registration”. You will need to print this document and bring this to collect your Trinity Student ID card.

Register
Thank you for completing the on-line course registration process at the University of Dublin, Trinity College Dublin.

Registration Status: Registered

In order to receive your student ID card, please proceed to print your confirmation of registration for presentation, together with photo ID.

Confirmation of Registration

Please be advised that your TCD username and password has been sent to your in-tray at my.tcd.ie.

You can now view your up-to-date student record via my.tcd.ie.

Proof of Registration (with address)

Proof of Registration (without address)

Confirmation of Registration In-Tray Message
Once you have completed online registration you will receive an In-Tray message confirming your registration. You can print / re-print your Confirmation of Registration and Proof of Registration from here. This message also contains a link to the ID Card Collection Schedule.

TCD Username and Password for New Entrants
New Entrants will also receive an In-tray message containing their TCD username and password and instructions on how to change their password.

To log queries in the my.tcd.ie portal please click the Ask AR button available on each page
TEL: +353 1 896 4500 EMAIL: academic.registry@tcd.ie WEB: www.tcd.ie/academicregistry