



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

Contents

Introduction	3
my.tcd.ie	3
Online Registration Home Page.....	4
Personal Details Task	5
Contact Details Task.....	5
Other Personal Details Task.....	6
Emergency Contact Details Task.....	6
Course Task	7
Socio-economic Survey	8
Financials Task.....	8
Financials – Main Page	8
Financials – Methods of Payment.....	9
Financials – The Invoice	9
Financials - Online Card Payment	11
Financials - EFT Payment.....	12
Terms and Conditions of Registration.....	15
Confirmation of Registration.....	16
Confirmation of Registration In-Tray Message.....	16
TCD Username and Password for New Entrants.....	16

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.

All Intray Messages						
Showing messages 1 - 1 of 1 (Message status is 'New / Unread', Task status 'Any')						
Status	From	To	Date	Subject	Delete	
	Academic Registry	Me	11/Aug/2017 at 16:30	Online Registration Now Open - please proceed to register		

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 Intray Messages' box, they can be found at the 'All Intray Messages' link below.

New Intray Messages

You have no new messages

Sent Intray Messages

All Intray Messages

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









Page 3 of 13

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!

Personal Details	 Incomplete	<input type="button" value="Start"/>
Contact Details	 Incomplete	<input type="button" value="Start"/>
Other Personal Details	 Incomplete	<input type="button" value="Start"/>
Emergency Contact Details	 Incomplete	<input type="button" value="Start"/>
Course	 Incomplete	<input type="button" value="Start"/>
Socio-Economic Survey	 Incomplete	<input type="button" value="Start"/>
Financials	 Incomplete	<input type="button" value="Start"/>
Terms & Conditions of Registration	 Incomplete	<input type="button" value="Start"/>

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.

Trinity College Dublin Online Registration		
Name	Student ID	Course
Reggie Test	17310547	Economic and Social Studies (UBBE-BESS-1F)

Personal Details

If any of your personal details are incorrect please contact the Academic Registry after completing registration with proof of the amended details and your student record will be updated

Student Number 17310547
Family Name Test
Forename(s) Reggie
Title Ms
Date of Birth 02 February 1992
Gender Female
Nationality Irish

Personal Public Service Number (PPSN) *

Fields marked with an asterisk (*) are mandatory and must be completed before you can proceed.

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

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**”.

- Once you have verified your address you should click on **“Confirm”** to continue registration.

Trinity College Dublin Online Registration		
Name	Student ID	Course
Reggie Test	17310547	Economic and Social Studies (UBBE-BESS-1F)

Contact Details

Please check and complete your details

Permanent Home Address

Address * 1 Test Avenue
Test Road
Dublin 1

Postcode/Zipcode

Country *

Telephone Number

Mobile Phone Number
(incl. International code)

Term Contact Address

Address * No address on record.
You must create a Term Contact Address in order to continue by using the 'Create' button above.

If your Term Contact Address is the same as your Permanent Home Address you may use the Copy Home Address to Term Address button below.

*Mandatory fields must be complete before you can continue. Please use the 'Edit' button above to complete the fields required.

*Mandatory fields must be complete before you can continue. Please use the 'Edit' button above to complete the fields required.

Fields marked with an asterisk (*) are mandatory and must be completed before you can proceed.

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

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”**.

Trinity College Dublin Online Registration		
Name	Student ID	Course
Reggie Test	17310547	Economic and Social Studies (UBBE-BESS-1F)

Emergency Contact Details

Please check and complete your details

Primary Emergency Contact (Mandatory)

No address on record.
You must create a Primary Emergency Contact in order to continue by using the 'Create' button above.

Secondary Emergency Contact (Optional)

No details on record

Fields marked with an asterisk (*) are mandatory and must be completed before you can proceed.

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

Course Task

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

Trinity College Dublin Online Registration		
Name	Student ID	Course
Reggie Test	17310547	Economic and Social Studies (UBBE-BESS-1F)

Course Details Incorrect - Contact Registry

You've indicated that your course details are incorrect...

Course Group Undergraduate
Course Type Bachelor
Title of Course Economic and Social Studies
Mode of Attendance Full-Time
Year of Course 1
Personal Tutor

Please note: If your Personal Tutor is not currently assigned, you should proceed with the online registration process. Your Personal tutor will be assigned to your record in due course.

Use the box below to tell us in no more than 140 characters what you believe is incorrect with the information above, then click Submit.

Your registration will be put on hold until we can correct these details.

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

- 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.

Trinity College Dublin Online Registration		
Name	Student ID	Course
Test Test	12328860	Applied Building Repair and Conservation (PDEG-ABRC-1P)

Confirmation
Thank you for confirming your course details. You can now move on to the Financials task.
<input type="button" value="Exit"/> <input type="button" value="Help"/> <input type="button" value="Continue >>"/>

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.

Welcome to the Finance section of online registration.

Please read the below guidelines carefully to ensure your registration is completed successfully.

Errors will prevent your registration from progressing and you will be unable to collect a student card, access student services or receive confirmation of your status as a student.

If you are a new undergraduate who has applied through the CAO [Central Applications Office] including Irish, United Kingdom of Great Britain & Northern Ireland students, please read the following:

- All students must complete the HEA Free Fees Initiative (FFI) questionnaire to proceed and ensure your bill is correctly calculated.
- The bill which is currently visible in your portal is an initial calculation and may be amended based on your eligibility in this questionnaire.
- If you haven't yet completed FFI questionnaire, please **Exit** and return to the **My Finance** tab and under **Funding & Billing** section, click **Free Fees Initiative**
- Most EU students will be eligible to receive FFI funding. This also includes Irish, United Kingdom of Great Britain & Northern Ireland, recent school leavers (e.g. students who have recently completed the Leaving Certificate) and mature students attending university for the first time.
It is essential to complete this questionnaire to determine your correct fees.
- For more information on the FFI please click here: [FFI Criteria](#)

If you are in receipt of SUSI [Student Universal Support Ireland] funding, please read the following:

- If you haven't yet made your declaration, please **Exit** and return to the **My Finance** tab and select the appropriate option to update or view confirmed funding.
- If you supply a SUSI Application Reference Number, the University will assume the following funding:
Undergraduates: 100% of the Student Contribution.
Postgraduates: €2,000 funding towards tuition fees.

If you have applied to SUSI and have been awarded an amount different to that displayed above, please present hard copies of your supporting documentation to The Academic Registry.

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

Reggie Test
1 Test Avenue
Test Road
Dublin 1

Student ID	17310547
Student Name	Reggie Test
Academic Year	2017/18
Programme Name	Economic and Social Studies (UBBE-BESS-1F)
Year of study	1
Fee Status	EU
Semester	SEP

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.

Fees Due			
Description	Academic Year	Due Date	Amount (€)
Tuition	2017/18	September 2017	2,681.00
Student Contribution	2017/18	September 2017	3,000.00
Sports Centre Charge	2017/18	September 2017	120.00
USI Levy	2017/18	September 2017	8.00

Note: Student Space & Centre Levy of €30 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

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

Pay in one instalment
€ 5,809.00 by September

Pay in two instalments
€ 2,968.50 by September
€ 2,840.50 by 31st January

Total Fees (€)	5,809.00
Payments made (€)	0.00
Balance brought forward (€)	0.00
Overall Balance (€)	5,809.00

Sponsorship			
Sponsor	Reference	Fee Type	%/Amount
No records found			

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

Available Payment Methods

- Recommended payment method: Online Payment (credit/debit card) *Online payment method facilitates immediate payment.*
- EFT Payment (electronic funds transfer, bank transfer, inter-account transfer, PaytoStudy) *Please allow up to 1 week for payment to be received.*

[Printer friendly version](#)

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

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

Pay in instalments? Yes No

If you have any difficulty completing this task, please log your question with the Academic Registry using [Ask TCD](#)

[Proceed](#) [Exit](#)

- 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

Payment Methods			
Below are the fees that you must pay before you can complete the Financials section of Online Registration.			
Description	Academic Year	Due Date	Amount (€)
Tuition	2017/18	01/Sep/2017	1,340.50
Student Contribution	2017/18	01/Sep/2017	1,500.00
Sports Centre Charge	2017/18	01/Sep/2017	120.00
USI Levy	2017/18	01/Sep/2017	8.00
Total Fees (€)			2,968.50
Payments made (€)			0.00
Balance brought forward (€)			0.00
Total payment required to register (€)			2,968.50

Please select your payment method below.
Payment available in Euro (€) or in your local currency.

- Online Payment (credit or debit card) *This is the recommended payment method and will allow immediate progress through registration.*
- EFT (Electronic Funds Transfer / Bank Transfer / Online Banking / PaytoStudy) *Please allow up to 1 week for payment to be received and processed.*

Payment method

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

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 “PayNow”.

Student On-line Fee Payment

In this screen you can pay your fees online through the TCD Secure payment service provider. Below is a list of invoices that are due for payment.

Where you have the option to pay part of an invoice, you can input the amended amount you wish to pay below.

You must then click “Update Amount to Pay Now”

Pressing the “Pay” button will take you to the Payment Service Provider.

Table of Transactions									
#	Due Date	Type	Gross Amount	Balance Due	Amount to Pay	Pay this transaction?	Input Amended Amount to Pay	Narrative	Status
1		Invoice	2968.50	2968.50	2968.50	<input checked="" type="checkbox"/>	<input type="text"/>		*Item overdue
<input type="button" value="Update Amount to Pay Now"/>									
Transaction Options									
Total Balance Due				2968.50					
Total To Pay Now				2968.50					

- To make the payment you will be brought to the Realex payment system.

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

Card Type:

Card Number:

Security Code: ([About security code](#))


Expiry Date:

Cardholder Name:



- Upon successful payment you will see the screen below. By clicking “Next” you will return to the list of tasks.

Online payment successful

Payment Successful 

Thank you Brian, your payment has been successful.

You will shortly receive a receipt for your payment via email.

Press **Next** to continue.

Financials - EFT Payment

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

Choose payment method

Please select your payment method below.

- **Recommended payment method: Online Payment (credit card or laser card)** *Online payment method facilitates immediate payment.*
- **EFT Payment (electronic funds transfer, bank transfer, inter-account transfer)** *Please allow up to 1 week for payment to be received.*

Choose payment method:

Click **Next** to continue or **Back** to return to your statement.

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.

Choose Currency for EFT (Electronic Funds Transfer / Bank Transfer) Payment

You can make your EFT (Electronic funds Transfer / Bank Transfer / PayToStudy) payment in Euro or in your Local Currency

Please allow up to 1 week for payment to be received and processed.

Choose one of the options below as appropriate.

Select your payment currency and click **Next** to continue.

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

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

Choose currency for EFT payment

You can make your EFT payment in Euros or in your local currency.

Choose one of the options below as appropriate and click **Next** to continue.

Select your payment currency and press **Next** to continue.

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

EFT (Electronic Funds Transfer / Bank Transfer) payment information

This is payment information only and cannot be completed online.

Please find below the bank details you need for payment of student fees by:

- EFT (Electronic Funds Transfer / Bank Transfer / Online Banking)
- Lodgment of Cash/Cheque/Draft in any Bank of Ireland branch in the Republic of Ireland

Please allow up to 1 week for payment to be received and processed.

Bank Details	
Account Number	92771039
Sort Code	90-00-17
IBAN	IE03BOFI90001792771039
BIC Code	BOFIE2D
Swift Code	BOFIE2D
Payment Reference	17310547 EFT payment
<i>Note: this is your TCD student ID number</i>	
Account Name	Trinity College Dublin No. 7 A/C
Bank Name	Bank of Ireland
Bank Address	Trinity Branch, 2 College Green, Dublin 2, Republic of Ireland

In order to facilitate the update of your payment on your student account the 'Payment Reference' above must be used with the transaction.

Press Back to return.

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.

EFT PaytoStudy information

You have chosen to pay your fees via EFT.

Click the button below to access the PaytoStudy system to process the payment in your own local currency.

Please note PaytoStudy receipts are accepted by visa and immigration agencies

Click Next to return.

- Once your payment has been made and received your homepage will look like this.

In order to complete on-line course registration, please complete each task presented. As you successfully complete each task you will see a green indicator . Tasks that are incomplete will be highlighted by a red indicator . All mandatory fields are marked with an asterisk (*).

Once you have successfully completed all tasks, you will be presented with confirmation of your registered status.

In order to receive your TCD student ID card, please print confirmation of your registration for presentation, with Photo ID at the Academic Registry/Luce Hall.

Registration Status: **Not yet registered**

IMPORTANT! You will not be able to complete each section of registration until information in all mandatory fields has been entered for that section.

Personal Details	Complete!	<input type="button" value="Amend"/>
Contact Details	Complete!	<input type="button" value="Amend"/>
Other Personal Details	Complete!	<input type="button" value="Amend"/>
Emergency Contact Details	Complete!	<input type="button" value="Amend"/>
Course	Complete!	
Financials	Complete!	
Terms & Conditions of Registration	Incomplete	<input type="button" value="Start"/>

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!

Trinity College Dublin Online Registration		
Name	Student ID	Course
Test Test	12328860	Applied Building Repair and Conservation (PDEG-ABRC-1P)

Terms & Conditions of Registration	
TERMS AND CONDITIONS OF STUDENT REGISTRATION 2012/13	
<ol style="list-style-type: none">The data collected during registration are being obtained by the University of Dublin, Trinity College Dublin, for the purposes of the provision of education and for related administrative and record-keeping purposes. All personal data collected will be held in accordance with the Data Protection Acts 1988 and 2003.I have been informed that data are collected on the social, economic and cultural background of undergraduate students first entering the College this year, and that identifiable personal data of this kind will not be disclosed to third parties without permission; that these data will be used to produce non-personal statistical information; that individual student data will be returned without names and addresses to the Higher Education Authority (HEA); and that it is not mandatory to answer these particular questions and non-response will not affect me in any way.Selected data will be provided to relevant bodies where there is a statutory obligation on the Trinity College Dublin to do so, such as to the Department of Social Protection. Information which is not personally identifiable will be provided for statistical purposes to government or other bodies. Identifiable information will be provided to grant or sponsoring authorities regarding academic performance where this is relevant, and only where appropriate.It may be necessary to disclose to parents or guardians claiming benefit in respect of their children (eg, child benefit or child dependent allowance) the registration status of the student concerned.Student name, address, course(s) of study and other relevant College information will be retained indefinitely and may be made available to the Trinity Association and Trust, and Trinity Foundation where permitted.I certify that all fees and charges due to Trinity College Dublin have been paid by me or will be paid by me personally or on my behalf by an approved authority.I have been provided with the Board's general regulations for students (covering academic progress, discipline, residence, commons, and other subjects) and I apply for registration in accordance with their provisions.Prize winners names will be published under the student's registered name.Students' registered names and the type and grade (where appropriate) of their degree or other award will be publicly acknowledged at conferring or other awards ceremonies.*(a) I am over 18 years of age and hereby apply for membership of the Societies Club. (b) I am over 18 years of age and hereby apply for membership of the Dublin University Central Athletic Club. (c) I am over 18 years of age and hereby apply for membership of the Goldsmith Club. <i>*Does not apply to students who are under 18 years of age on the date of registration.</i>Personal data will not be processed, other than as permitted by law. Those providing personal data have the right to access those data and the right to rectify them. Personal data will be processed by the University of Dublin, Trinity College Dublin, in accordance with the Data Protection Acts 1988 and 2003.Following completion of the on-line registration process, each new entrant to the Trinity College Dublin, will be provided with a TCD username and password to access his/her individual Trinity College Dublin computer and e-mail account. This username and password will also replace the applicant username and password to access my.tcd.ie. All students are required to check their Trinity College Dublin e-mail account and my.tcd.ie in-tray on a regular basis as official College correspondence will be sent to these accounts.I have been provided with Trinity College Dublin's Disability Code of Practice for Students	

Agree to terms and conditions *

Fields marked with an asterisk (*) are mandatory and must be completed before you can proceed.

If you have any difficulties completing this task, click the Ask TCD button.

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.

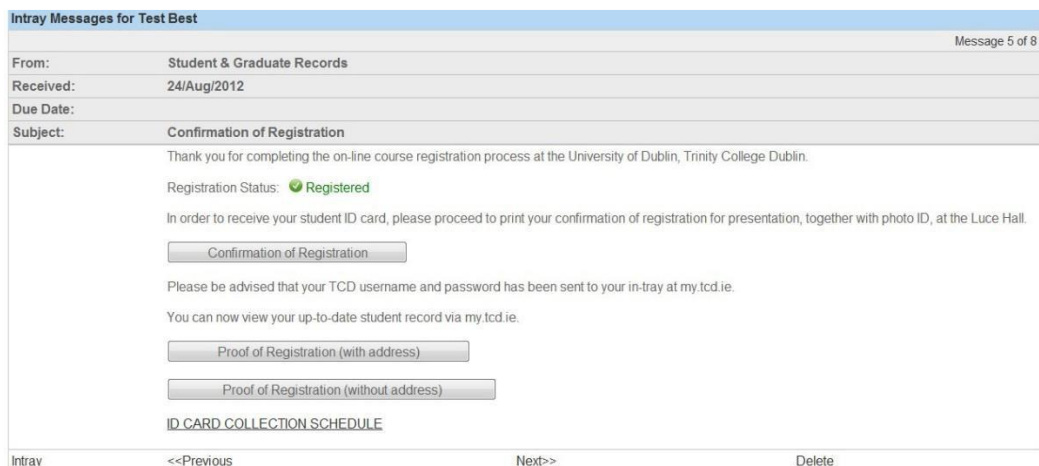
You can now view your up-to-date student record via my.tcd.ie

[Proof of Registration \(with address\)](#)

[Proof of Registration \(without address\)](#)

Confirmation of Registration In-Tray Message

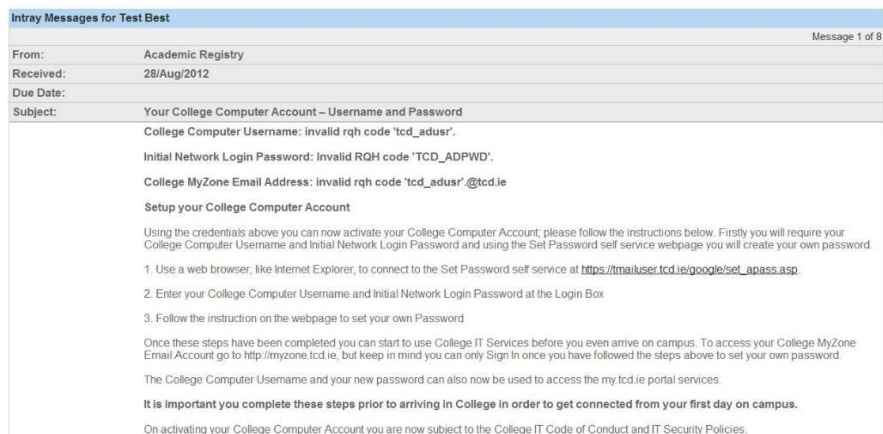
Once you have completed online registration you will receive an In-Tray message confirming your registration. You can print / re-print your Confirmation of Registration and Proof of Registration from here. This message also contains a link to the ID Card Collection Schedule.



The screenshot shows an email interface for 'Intray Messages for Test Best'. The message is from 'Student & Graduate Records', received on '24/Aug/2012', and is titled 'Confirmation of Registration'. The content of the message is identical to the 'Register' section above, including the registration status 'Registered', instructions to print the confirmation and proof of registration, and links to 'Proof of Registration (with address)' and 'Proof of Registration (without address)'. At the bottom of the message body, there is a link for 'ID CARD COLLECTION SCHEDULE'. The email interface includes navigation buttons like '<<Previous', 'Next>>', and 'Delete'.

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.



The screenshot shows an email interface for 'Intray Messages for Test Best'. The message is from 'Academic Registry', received on '28/Aug/2012', and is titled 'Your College Computer Account - Username and Password'. The subject line is 'Your College Computer Account - Username and Password'. The message body provides the following information:
College Computer Username: invalid rqh code 'tcd_adusr'.
Initial Network Login Password: Invalid RQH code 'TCD_ADPWD'.
College MyZone Email Address: invalid rqh code 'tcd_adusr'@tcd.ie
Setup your College Computer Account
Using the credentials above you can now activate your College Computer Account; please follow the instructions below. Firstly you will require your College Computer Username and Initial Network Login Password and using the Set Password self service webpage you will create your own password.
1. Use a web browser, like Internet Explorer, to connect to the Set Password self service at https://mailuser.tcd.ie/google/set_apass.asp
2. Enter your College Computer Username and Initial Network Login Password at the Login Box.
3. Follow the instruction on the webpage to set your own Password.
Once these steps have been completed you can start to use College IT Services before you even arrive on campus. To access your College MyZone Email Account go to <http://myzone.tcd.ie>, but keep in mind you can only Sign In once you have followed the steps above to set your own password.
The College Computer Username and your new password can also now be used to access the my.tcd.ie portal services.
It is important you complete these steps prior to arriving in College in order to get connected from your first day on campus.
On activating your College Computer Account you are now subject to the College IT Code of Conduct and IT Security Policies.

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