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. Below you will see a diagram going through the steps you must complete and the icons that connect them:
Once you have successfully completed all aspects of the application process you will receive your Invite to Register through the my.tcd.ie student portal.

In order to start registration you should click on the “Register” tab shown in the top left of the menu.
This page shows a list of tasks to be completed to register. You must read these carefully before starting or you may make a mistake which will delay registration!

<table>
<thead>
<tr>
<th>Task</th>
<th>Status</th>
<th>Start</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Details</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>Contact Details</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>Other Personal Details</td>
<td>Incomplete</td>
<td></td>
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<tr>
<td>Emergency Contact Details</td>
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<tr>
<td>Course</td>
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<tr>
<td>Socio-Economic Survey</td>
<td>Incomplete</td>
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<tr>
<td>Financials</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>Terms and Conditions of Registration</td>
<td>Incomplete</td>
<td></td>
</tr>
</tbody>
</table>

- Tasks that are successfully completed 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 (*).
- Online registration does not have to be completed in one 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.
Step One:
Personal Details

- 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.

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**Trinity College Dublin - Online Registration**

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Reggie Test</td>
<td>17310547</td>
<td>Economics and Social Science (UBBE-BESS-1F)</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Number</td>
<td>17310547</td>
</tr>
<tr>
<td>Family Name</td>
<td>Test</td>
</tr>
<tr>
<td>Forename(s)</td>
<td>Reggie</td>
</tr>
<tr>
<td>Title</td>
<td>Ms</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>02/02/92</td>
</tr>
<tr>
<td>Gender</td>
<td>Female</td>
</tr>
<tr>
<td>Natinality</td>
<td>Irish</td>
</tr>
<tr>
<td>Personal Public Service Number (PPSN)*</td>
<td>[Redacted]</td>
</tr>
</tbody>
</table>

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 **Ask AR**.
Step Two:
Contact Information

- 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 click “Continue” to proceed to the next screen.

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Contact Details

Please check and complete your details

- Permanent Home Address
  - 1 Test Avenue
  - Test Road
  - Dublin 1

- Term Contact Address
  - No Address On record. Use the ‘Create’ Button above.
  - If your Term Contact Address is the same as your Permanent Home Address please use the button below.

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 Ask AR

www.tcd.ie/academicregistry/
Step Three:
Other Personal Details

- 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”.

### Trinity College Dublin - Online Registration

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### Other Personal Details

Please check and complete your details

- Country of Domocile prior to entry
- Country of Domicile
- Religious Affiliation
- Insurance Card Number
- Do you have a disability?

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 [Ask AR](mailto:AskAR).
Step Four: Emergency Contact

- 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 “Continue”.

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Contact Details

Please check and complete your details

Primary Emergency Contact *
No address on record.
In order to continue please Use the ‘Create’ Button above.

Secondary Emergency Contact
No Address 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 Ask AR

Exit Continue
Step Five: Course Details

- Once you have clicked on the “Course” task your academic details will be displayed. If all your details are correct here please click “Submit” to 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. The “Wait for Registry” hold on the main registration page will be removed by the Academic Registry once the course issue has been resolved.

### Course Details Incorrect - Contact Academic Registry

Please check and complete your details

- **Course Group**: Undergraduate
- **Course Type**: Bachelor
- **Title of Course**: Economics and Social Science
- **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 in due course. Use the box below (140 characters only) to tell us what you believe is incorrect, then click Submit.

Are the above details correct?  □ yes  □ no

[Exit] [Ask AR] [Continue]
Step Six:
Socio Economic Survey

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 “MyFinance” 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”.

If any of your information is incorrect it may delay registration. Please get in touch with the Academic Registry straight away if you have made an error.
Step Seven: Financial Details

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 you may proceed to the next task.
EFT (bank transfer) payments: Note: you must put your 8 digit student number in reference or your payment will not be identified. This 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.

Note: you must put your 8 digit student number in reference or your payment will not be identified.

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 the completed template to the Academic Registry detailing the exact amount to be paid and the relevant payment codes, signed and signed by an authorized person in that department. A hard copy must be handed in to the Academic Registry for audit purposes.

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.

link to the document: https://www.tcd.ie/academicregistry/fees-and-payments/assets/world/Departmental_Research_Sponsorship_Form%20v1.3.pdf

External Sponsorship: Students receiving external funding must provide a letter from the TCD approved sponsor. The letter must be provided in plenty of time prior to registration and fit the required format (as seen on fees and payments website).

Website: https://www.tcd.ie/academicregistry/fees-and-payments/

Non-approved sponsors make payments on your behalf in No.7 account stating your student number in reference so we can identify who the payment is for.

You can supply your invoice viewable here to your sponsor if required. Even if you are covered financially please remember to complete step 8: (T&C’s of registration).
• 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 leave 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.

• Note credits are shown as negative values, debts are shown as positive values.
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.
• 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.

- 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.
Step Eight:

Terms & Conditions

Terms and Conditions of Registration

• Once you have clicked “Agree” and clicked “Continue” on the Terms and Conditions page you will be able to review your registration.

Terms & Conditions of being a Registered Student at Trinity

In order to complete the registration process, all students are required to agree to the terms and conditions as set out below annually. In doing so, you as a registered student, accept the following:

TERMS AND CONDITIONS OF STUDENT REGISTRATION 2018/19

Data Protection:

1. The data collected during registration are being obtained by Trinity College Dublin, the University of 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 Act 2018.

2. 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 it is not mandatory to answer these particular questions and non-response will not affect me in any way.

3. Selected data will be provided to relevant bodies where there is a statutory obligation or legal basis for Trinity College Dublin, the University of Dublin to do so, such as to the Department of Employment Affairs and Social Protection, Higher Education Authority (HEA) and Student Universal Support Ireland (SUSI). Information will be provided for statistical purposes to government or other bodies. Please note that your data will be shared with the HEA for funding allocation, statistical analysis and policy formulation purposes as required by the HEA Act 1971. The data shared include personal data such as name, address, Ernoded, PPSN, grant status and CAO data. Full details of what data are shared, and how these data are used, are contained in the following link. Identifiable information will be provided to grant or sponsoring authorities regarding academic performance where this is relevant, and only where appropriate.

4. Personal data collected from international students outside the EEA may be shared with the Department of Justice and Equality as required under Section 8 of the Immigration Act 2003 in order to validate and progress visa applications.

5. A subset of your personal data will be shared with College Services, including the College Health Centre as one of the primary student support services on campus. The software used to manage this data is supported by a contracted third party who will, on occasion, have access to this data for technical support and maintenance purposes. Trinity College Dublin, the University of Dublin will not share your data with other third parties without your express consent.

6. A full list of the College systems which share data is available here.

7. It may be necessary to disclose to parents or guardians claiming benefit in respect of their children (e.g. child benefit or child dependent allowance) the registration status of the student concerned, as required under section 238/I of S I No. 142/2007 - Social Welfare (Consolidated Claims, Payments and Control) Regulations 2007.

8. Personal data will not be processed, other than as permitted by law. Those providing personal data have the right to access, rectification, erasure and data portability. Personal data will be processed by Trinity College Dublin, the University of Dublin, in accordance with the Data Protection Act, 2018.

College Regulations:

9. 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. Trinity College Dublin, the University of Dublin may collect your financial information for the purposes of monetary transactions with students.

10. I have been provided with the College regulations for students (covering academic progress, discipline, residence, commons, and other subjects) and I apply for registration in accordance with their provisions.

11. Prize winners names will be published under the student’s registered name.

12. 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.
Téarmaí agus Coinnlióacha a bhaineann le bhreith le d’Mhac Léinn Clárachtaí i gColáiste na Tríonóide

Chun an próiseas clárachtaí a chomhordhadh, to dhéanann an gcaithreas gach maic léinn leis na téarmaí agus coinnlióacha mar atá leagtha amháin tháos go bhearnaithe len 먨 sin, glacann tu, mar mhac léinn clárachtaí, leis an mheid seo a leanas.

TÉARMAÍ AGUS COINNÍOLÁCHA A BHAINEANN LE CLÚRCHÁIN MAC LEÍNN 2018/19

Cósanta Sonraí:

1. Is chaith críochnaí oideachais a shoibrthach agus chuimhneacht na n-áthair agus na n-áthair tátáis a thabhairt leis an bhíolladh Coláiste na Tríonóide, Baile Átha Cliath, Ollscoil Átha Cliath le fáil mar chlárcháin. Comhartruíonn an iománaí le chlárcháin an Acht a chomhghnéitheach 2018.

2. Comhartruíonn an t-áthair agus an damhsa a chumhachtaí agus comhshaoil le linn clárcháin da thionchar leis an Bhíolladh Coláiste na Tríonóide, Baile Átha Cliath, Ollscoil Átha Cliath le fáil mar chlárcháin.

3. Foirneachán na dhuine a chuir críochnaí oideachais a chuimhneacht, mar shampla don Roinn Gníomhachtaí Éadaí agus Cuntas, Ollscoil na hÉireann, leis an Acht Coláiste na Tríonóide (AHEC) agus leis an Acht Coláiste na Tríonóide (AHEA).

4. Comhartruíonn an t-áthair, comhshaoil le linn clárcháin da thionchar na gcrích na n-áthair, a thabhairt leis an Bhíolladh Coláiste na Tríonóide, Baile Átha Cliath, Ollscoil Átha Cliath le fáil mar chlárcháin.

5. Is caithfeas an t-áthair a thabhairt le linn clárcháin da thionchar na gcrích na n-áthair, a thabhairt leis an Bhíolladh Coláiste na Tríonóide, Baile Átha Cliath, Ollscoil Átha Cliath le fáil mar chlárcháin.

6. Comhartruíonn an t-áthair a thabhairt le linn clárcháin da thionchar na gcrích na n-áthair, a thabhairt leis an Bhíolladh Coláiste na Tríonóide, Baile Átha Cliath, Ollscoil Átha Cliath le fáil mar chlárcháin.

7. Comhartruíonn an t-áthair a thabhairt le linn clárcháin da thionchar na gcrích na n-áthair, a thabhairt leis an Bhíolladh Coláiste na Tríonóide, Baile Átha Cliath, Ollscoil Átha Cliath le fáil mar chlárcháin.

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13. Comhartruíonn an t-áthair a thabhairt le linn clárcháin da thionchar na gcrích na n-áthair, a thabhairt leis an Bhíolladh Coláiste na Tríonóide, Baile Átha Cliath, Ollscoil Átha Cliath le fáil mar chlárcháin.

14. Comhartruíonn an t-áthair a thabhairt le linn clárcháin da thionchar na gcrích na n-áthair, a thabhairt leis an Bhíolladh Coláiste na Tríonóide, Baile Átha Cliath, Ollscoil Átha Cliath le fáil mar chlárcháin.

15. Comhartruíonn an t-áthair a thabhairt le linn clárcháin da thionchar na gcrích na n-áthair, a thabhairt leis an Bhíolladh Coláiste na Tríonóide, Baile Átha Cliath, Ollscoil Átha Cliath le fáil mar chlárcháin.

16. Comhartruíonn an t-áthair a thabhairt le linn clárcháin da thionchar na gcrích na n-áthair, a thabhairt leis an Bhíolladh Coláiste na Tríonóide, Baile Átha Cliath, Ollscoil Átha Cliath le fáil mar chlárcháin.

17. Comhartruíonn an t-áthair a thabhairt le linn clárcháin da thionchar na gcrích na n-áthair, a thabhairt leis an Bhíolladh Coláiste na Tríonóide, Baile Átha Cliath, Ollscoil Átha Cliath le fáil mar chlárcháin.

18. Comhartruíonn an t-áthair a thabhairt le linn clárcháin da thionchar na gcrích na n-áthair, a thabhairt leis an Bhíolladh Coláiste na Tríonóide, Baile Átha Cliath, Ollscoil Átha Cliath le fáil mar chlárcháin.

19. Comhartruíonn an t-áthair a thabhairt le linn clárcháin da thionchar na gcrích na n-áthair, a thabhairt leis an Bhíolladh Coláiste na Tríonóide, Baile Átha Cliath, Ollscoil Átha Cliath le fáil mar chlárcháin.

20. Comhartruíonn an t-áthair a thabhairt le linn clárcháin da thionchar na gcrích na n-áthair, a thabhairt leis an Bhíolladh Coláiste na Tríonóide, Baile Átha Cliath, Ollscoil Átha Cliath le fáil mar chlárcháin.

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 the Academic Registry reporting system.
Confirmation of Registration

If you have successfully completed all registration tasks you should see the following confirmation:

- Personal Details ✓ Complete
- Contact Details ✓ Complete
- Other Personal Details ✓ Complete
- Emergency Contact Details ✓ Complete
- Course ✓ Complete
- Socio-Economic Survey ✓ Complete
- Financials ✓ Complete
- Terms and Conditions of Registration ✓ Complete

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.
Registration Letter

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

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