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.

Welcome to your home page.
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.
Registration Home Page

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>
</tr>
<tr>
<td>Emergency Contact Details</td>
<td>× Incomplete</td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td>× Incomplete</td>
<td></td>
</tr>
<tr>
<td>Socio-Economic Survey</td>
<td>× Incomplete</td>
<td></td>
</tr>
<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>
<th>Student ID</th>
<th>Course</th>
</tr>
</thead>
<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>Student Number</th>
<th>Family Name</th>
<th>Forename(s)</th>
<th>Title</th>
<th>Date of Birth</th>
<th>Gender</th>
<th>Natinality</th>
</tr>
</thead>
<tbody>
<tr>
<td>17310547</td>
<td>Test</td>
<td>Reggie</td>
<td>Ms</td>
<td>02/02/92</td>
<td>Female</td>
<td>Irish</td>
</tr>
</tbody>
</table>

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 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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**Trinity College Dublin - Online Registration**

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</tbody>
</table>

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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.

- **Postcode/Zipcode**
  
- **Country**
  
- **Telephone Number**
  
- **Mobile Number**
  
(Incl. International Code)

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 [Ask AR](#) button.

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[www.tcd.ie/academicregistry/](http://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”.

<table>
<thead>
<tr>
<th>Trinity College Dublin - Online Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td>Reggie Test</td>
</tr>
</tbody>
</table>

**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.

Exit Continue
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”.

<table>
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<tr>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Group</th>
<th>Undergraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Type</td>
<td>Bachelor</td>
</tr>
<tr>
<td>Title of Course</td>
<td>Economics and Social Science</td>
</tr>
<tr>
<td>Mode of Attendance</td>
<td>Full Time</td>
</tr>
<tr>
<td>Year of Course</td>
<td>1</td>
</tr>
<tr>
<td>Personal Tutor</td>
<td></td>
</tr>
</tbody>
</table>

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.

**TransferMate (formerly PaytoStudy):** 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](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/](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).
Financials – The Invoice

- 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:

![EFT payment information](image)

If you select local currency you will be shown the following screen.

• The link will bring you to the TransferMate (formerly PaytoStudy): website to process your payment.

![Local currency EFT payment](image)
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.
13. "(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. *Does not apply to students who are under 18 years of age on the date of registration.*

14. Following completion of the online registration process, each new entrant to Trinity will be provided with a Trinity College Dublin username and password to access their individual Trinity College Dublin computer and e-mail account. This username and password will also replace the applicant username and password to access mytcd.ie. All students are required to check their Trinity College Dublin e-mail account and mytcd.ie in-tray on a regular basis as official College correspondence will be sent to these accounts.

15. I have been provided here with Trinity College Dublin’s Disability Code of Practice for Students.

Tēarmh agus Connóilliacht a bhaineann le bheidh i do Mhac Léinn Cláraithe i gColáiste na Tríonóide

Chun an práiseach clárachán a chomhiontú, tá sé nach raibh go n-aonbhard gach mac léinn leis na tēarmh agus connóilliacht mar atá leagtha ar laethanta go bilantal. Leis sin, gaccann tú, mar mhac léinn cláraithe, leis an mhéid seo a leanas.

TÉARMH AGUS CONNÓILLIACHTA A BHAINEANN LE CLÁRCHUAN MAC LÉINN 2019/20

Cosaint Sonraí:

1. Ise chun criochnachas a sholáthar agus chun criochnachas mar leithochar agus cinnseachta a bhaineann leis an bhealaíonn Coláiste na Tríonóide, Baille Átha Cliath, Ollscoil Átha Cliath soitéal le linn clárachtáin. Connóilliacht na sonraí aileadh de réir an Acht um Chosaint Sonraithe 2018.

2. Cuireadh in íomhán dom go mbeadh tusa ar chríochnachas, seanradhach agus rothaithe mar dhéantar air. Tá freisin le cúnamh a dhéanamh ar sonraí a bhfuil tuiscint orthu.

3. Cuireadh réimse atá faoi cheart do dhaoine a bhfuil le haghaidh an bhealaíonna agus le haghaidh an bhfeidhm a bhaineann leis an bhealaíonn a d'fhéadfadh a bhaint air. Tá freisin le cúnamh a dhéanamh ar sonraí a bhfuil tuiscint orthu.

4. Ise chun criochnachas a bhaineann le bheidh i do Mhac Léinn Cláraithe i gColáiste na Tríonóide, Baille Átha Cliath, Ollscoil Átha Cliath a sholáthar agus a tháinig, mar shampla don Roinn Gníomhaíochtaí aisteoireachta agus Comhcheisteáil, don Óige Údarás Choilm, agus don Óige Údarás An Riocht.

5. Ise chun criochnachas a bhaineann le bheidh i do Mhac Léinn Cláraithe i gColáiste na Tríonóide, Baille Átha Cliath, Ollscoil Átha Cliath a sholáthar agus a tháinig, mar shampla don Roinn Gníomhaíochtaí aisteoireachta agus Comhcheisteáil, don Óige Údarás Choilm, agus don Óige Údarás An Riocht.

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15. Ise chun criochnachas a bhaineann le bheidh i do Mhac Léinn Cláraithe i gColáiste na Tríonóide a chomhiontú leat. 

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 AskAR.

www.tcd.ie/academicregistry/student-registration
# Confirmation of Registration

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

<table>
<thead>
<tr>
<th>Section</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Details</td>
<td>✓ Complete</td>
</tr>
<tr>
<td>Contact Details</td>
<td>✓ Complete</td>
</tr>
<tr>
<td>Other Personal Details</td>
<td>✓ Complete</td>
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<tr>
<td>Financials</td>
<td>✓ Complete</td>
</tr>
<tr>
<td>Terms and Conditions of Registration</td>
<td>✓ Complete</td>
</tr>
</tbody>
</table>

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.