

Trinity College Dublin Coláiste na Tríonóide, Baile Átha Cliath The University of Dublin



Registration Guide Trinity College Dublin 2024-25

How to Register

Welcome to the Academic Registry's guide to completing student registration.

Student registration must be completed online for every year of your course. This is essential to allow you to enrol in classes and to maintain an active student record in Trinity.

Below are the steps you must complete.



My.tcd.ie Portal

Visit my.tcd.ie.

Current students log in using their college username and password.

New Entrants, Students and Past Students login
New Entrents - If you are a new student to Trinity College and have not yet
received your College username and network login password, please log in below using the username and password recently communicated to you.
Students - Current students, please log in below with your Trinity username and network password.
Past Students and Students who are off books (no assessment) - Please click on the 'Forgotten your password?' link below and follow the on-screen instructions.
Username
Password
Engotten vour password?

New students log in with their **applicant username and password**. These login details will be sent to the email address used on your application to Trinity College.

After you login, you will be asked to change your password. Once you enter and confirm your new password, it will be updated.

Remember that this updated password is the password to **your my.tcd.ie portal only**.

Timity College Dublin The service and factors and factors my.tccd.ie			
Password Change			
Use this screen to input and confirm your new password.			
Trinity College Dublin Password Policy			
 Hust be all set 37 Thancters in length Must contain a least one lower/set with the set of the set			
Password Change Use this screen to innut and confirm your new password.			
New Password			
Confirm Password			
Go			

When you log in you will see the below screen showing your invitation to register.

New students must have accepted an offer to study at Trinity to receive an invitation to register. Continuing students will receive an email stating that the invitation to register is in the in-tray of the my.tcd.ie portal

The in-tray message will notifies notify you that your "Register" tab is now activated.

To start registration, click on the "Register" tab shown below.

If you require further assistance, please use the "AskSK AR" option to log your query with the Academic Registry.

Trinity College Du Coláiste na tríonóide, Baile Áti The University of Dubin	my.tcd.ie				
Home Reg	ister My Results My	Applications Orientati	on My Finance 🖣	•	
Home					
Welcome to your h	ome page, Student.				
Please note that wh	nen you have read any messag	ges in your 'New Intray Messa	iges' box, they can be fo	und at the 'All Intray Messages' link below.	
You have been in	ivited to register - please com	plete <u>online registration</u> as so	oon as possible or go to	the Academic Registry website for help on	how to register.
Status	From	Subject		Received	Action
	Academic Registry	Student, registration	is now open! (12345678	/1) 20/Aug/2024 at 13:00	<u>Read</u>
Sent Intray Messag	<u>es</u>				

Starting Registration

This page shows the list of registration tasks for completion. Please remember that all registration steps must be completed.

Personal Details	🔀 Incomplete	Start
Contact Details	8 Incomplete	Start
Other Personal Details	8 Incomplete	Start
Emergency Contact Details	8 Incomplete	Start
Course	8 Incomplete	Start
Equal Access Survey	8 Incomplete	Start
Finanical Details	S Incomplete	Start
Terms and Conditions	🚫 Incomplete	Start

Where tasks are successfully completed you will see a green tick.



Tasks that are incomplete will be highlighted by a red X. 🔀

As you go through the registration process, **mandatory fields are marked** with an asterisk (*). Please make sure these fields are filled out correctly.

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.

You are not registered until all tasks have been successfully completed as indicated by a green tick.

Some courses will require students to complete Garda Vetting before starting registration. For more information please visit our Garda Vetting page.

Step 1: Personal Details

The screen below shows your personal details.

For new students this information is taken from your application. For current students, this screen displays information from your current student record.

If these details are correct, click "Continue" to proceed.

If your personal details are incorrect please contact the Academic Registry **after completing registration**, using the <u>change of personal details form</u>.

Trinity College Dubli	n Online Registration		
Name	New Student	Course	Economics and Social Sciences
Student ID	12345678		
If you require any as ASK AR option to log	sistance, please refer to the Registratio r gyour query with the Academic Registry	n guide and videc /.	tutorial. In the event that you require further assistance please use the
If any of your persor	nal details are incorrect please contact t	he Academic Reg	istry after completing registration, using the change of personal details form
Personal Details			
	Student Number	12345678	
	Family Name	Student	
	Forename(s)	New	
	Full Offical Name	New Student (<i>t</i>	his is how your name will appear on official documents)
	Date of Birth	03 March 2003	
	Gender	x	
	Nationality	x	
If you have any diffic	ulty completing this task, please log yo	ur question with	the Academic Registry using <u>Ask AR</u>
	E	xit	Continue>>

Step 2: Contact Details

The screen below shows your contact details. You need to confirm your **permanent home address and your term address**.

By clicking the "Edit" button you will be able to make changes to the information.

"Term address" is where you are living during the academic year. You can copy your home address over to the term address by clicking "copy home address to term address".

You must provide at least one contact number.

Once you have confirmed your address, click "Continue" to proceed.

Trinity College Dublin Online Registratio	n
Name New Student	Course Economics and Social Sciences
Student ID 12345678	
If you require any assistance, please refer ASK AR option to log your query with the	to the Registration guide and video tutorial . In the event that you require further assistance please use the Academic Registry.
Contact Details	
Please check and complete your detail	3
Permanent Home Address	Create
Address*	No address on record. You must create a Permanent Home Address in order to continue by using the 'Create' button above.
Your term address is where you are living please copy your home address and you	during the academic year whilst you are studying on your course. If you do not have this information yet, can update it in your portal once your term address is known.
Any postal correspondence sent out durin the address displayed please edit accord	ng Term-Time will be posted to this address. If you wish for post to be sent to an alternative address other than ngly.
Term Contact Address	Create
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.
	Copy Home Address to Term Address
Fields marked with an asterisk (*) are n	nandatory 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 3: Other Personal Details

The screen below shows your other contact details.

Please note that any information entered is strictly confidential.

Once you have entered all information, click "Continue".

Trinity College Dublin Online Registration	
Name New Student	Course Economics and Social Sciences
Student ID 12345678	
If you require any assistance, please refer t ASK AR option to log your query with the A	o the Registration guide and video tutorial . In the event that you require further assistance please use the cademic Registry.
Other Personal Details	
Please check and complete your details	
Country of Domicile*	Please select 🗸
	Country of Domicile is the country where an individual has their permanent legal residence prior to entry to the University .
Personal Public Service Number (PPSN)	
Religious Affiliation	Please select V
	Personal data on religious affilation is collected for providing student contact Information to the Chaplaincy for the purposes of event planning and to Diversity & I nclusion and Equality for reporting purposes only. There is no obligation to provide personal data in this category and, by opting to provide data relating to your religious affiliation, you explicitly consent to the use of this data for the purposes outlined. You have the right to withdraw your consentat any time-by contacting academic.registry@ted.Je or via the Academic Registry Service Desk.
European Health Insurance Card Number	
Fields marked with an asterisk (*) are ma	ndatory and must be completed before you can proceed.
If you have any difficulty completing this ta	sk, please log your question with the Academic Registry using <u>Ask AR</u>
	Exit Continue>>

Step 4: Emergency Contact Details

The screen below shows your emergency contact details.

You have the option to create/change a Primary Emergency Contact (**this is mandatory**) and to create a secondary emergency contact (**this is optional**).

To enter this information, click "Create/Edit".

Once you've confirmed this information, click "Continue".

Trinity College Dublin Online Registration	
Name New Student	Course Economics and Social Sciences
Student ID 12345678	
If you require any assistance, please refer to ASK AR option to log your query with the A	o the Registration guide and video tutorial . In the event that you require further assistance please use the cademic Registry.
Emergency Contact Details	
Please check and complete your details	
Primary Emergency Contact (Mandatory)	Create
	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)	Create
	No details on record
Fields marked with an asterisk (*) are ma	ndatory and must be completed before you can proceed.
If you have any difficulty completing this ta	sk, please log your question with the Academic Registry using <u>Ask AR</u>
	Exit Continue>>

The screen below shows your course details.

Once you have clicked on the "Course" tab your academic details will be displayed. If all your details are correct, please tick "Yes". Then press "Continue".

If there is an error in your course details, please select "No". This will notify the Academic Registry there is an issue with your course details. You will asked to be provide more details on request.

Once the course issue has been resolved, the "Wait for Registry" hold on the main registration page will be removed, and you can proceed with registration by clicking on "Continue".

Trinity College Dublin Online Registration		
Name New Student	Course Economics and Social Sciences	
Student ID 12345678		
If you require any assistance, please refer ASK AR option to log your query with the <i>i</i>	to the Registration guide and video tutorial. In the event that you require further assistance please use the Academic Registry.	
Course Details		
Please check and complete your details.		
Course Group	Undergraduate	
Course Type	Bachelor	
Course Title (Course code)	Economic and Social Studies (UBBE-BESS-2F)	
Route / Pathway (Route code)	Business Economics and Social Studies (UBBEBESS-2SF)	
Mode of Attendance	Full-Time	
Course Duration (in years)	4	
Study	1	
Are the above details correct?*	○ Yes	
	Νο	
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 <u>Ask AR</u>		
	Exit Continue>>	

Step 6: Equal Access Survey

The Equal Access Survey will **only appear for relevant first year undergraduate students**. If this survey doesn't appear in your registration path, then you can continue registration.

What is the Equal Access Survey?

The Equal Access Survey is an annual, voluntary set of questions asked of all first-year undergraduate students to Higher Education Authority (HEA)-funded institutions. This survey includes but is not exclusive to new entrants.

Who conducts the Equal Access Survey?

The Equal Access Survey is conducted by your institution. Data from the survey is returned to the HEA for analysis.

Why is the survey conducted?

With information obtained from the Equal Access Survey, the HEA can measure progress on national targets relating to equity of access to higher education and can develop the evidence base to inform policy in this area.

What information is collected?

To help progress the goal of equal access to higher education for all, information is gathered on the disability, ethnicity (including members of the Irish Traveller and Roma communities), lone parenthood status and commute time of students to higher education.

Is completing the survey mandatory?

While all students are encouraged to complete the Equal Access Survey, **it is not mandatory**. However, answering the survey questions will help in developing a better understanding of the student population and their needs. Nonresponse may have an impact on institutional funding allocations.

Students who do not wish to fill in this survey can click into the survey tab and click "Continue" to complete the step.

If you would like further information please contact <u>access@hea.ie</u>.

Equal Access Surve

Please complete the questions below.

Equal Access Survey data is collected from Higher Education Authorities (HEIs), for providing anonymised statistical information to funding bodies such as the HEA in order to assess and ensure appropriate funding is allocated to institutions to enable equal access to higher education. Completion of this survey directly influences the allocation of funding to Trinity. The provision of personal data in this section is optional and, by completing these fields, you explicitly consent to the use of this data for the purposes outlined. You have the right to withdraw your consent at any time. Detailed information on the personal and statistical data provided to the Higher Education Authority can be found in their <u>detailed privacy notice</u>.

1. STUDENTS WITH A DISABILITY

Do you have any of the following long-lasting conditions? Please select Yes or No as appropriate.

Blindness, deafness or a severe	⊖ Yes
vision or nearing impairment	○ No
A condition that substantially limits	⊖ Yes
one or more basic physical activities	O No
reaching, lifting or carrying	
A condition that substantially limits	⊖ Yes
one or more basic physical activities such as walking, climbing stairs	O No
reaching, lifting or carrying	
A specific learning difficulty (eg,	⊖ Yes
dyslexia)	○ No
A psychological or emotional	○ Yes
condition (includes a mental health	
difficulty)	
A psychological or emotional	⊖ Yes
condition (includes a mental health	O No
unicatey	
Other, including any chronic illness	⊖ Yes
	○ No
If you answered 'Yes' to any of the conditions specified above, do you	() Yes
require additional educational	O No
Do you have any of the following long-lasting co	nditions? Please select Yes or No as appropriate.
Ale you a Falence	
3. ETHNIC/CULTURAL BACKGROUND	
What is your ethnic or cultural	Please colort
background?	
Personal data on Ethnic/Cultural Background is Diversity & Inclusion and Equality in Trinity for re to provide data relating to your Ethnic/Cultural E withdraw your consent at any time – by contacti	collected to provide information on Equal Access data to the Higher Education Authority and to porting purposes only. There is no obligation to provide personal data in this category and by opting Background you explicitly consent to the use of this data for the purposes outlined. You have the right to ng academic.registry@tcd.ie or via the AR Service Desk
4. HOME OR TERM	
Do you live or intend to live in the	⊖ Yes
family home during term-time?	○ No
Fields marked with an asterisk (*) are mandatory	y and must be completed before you can proceed.
If you have any difficulty completing this task, pl	lease log your question with the Academic Registry using Ask AR
	Exit

Step 7: Financials

The Financials step is where you confirm and pay your fees.

There are different steps for different students, which we will explain below.

Generating Your Fees

The first part of your financial details task will ask you to fill in the Free Fees Initiative (FFI) survey. This survey will only **appear for eligible EU undergraduate students**.

The Free Fees Initiative is an Irish Government support tool that pays tuition fees on behalf of college students to their university.

Once you have completed the survey click "Continue".

Free Fees Initiative			
Please complete the questions below.			
Your eligibility under the Free Fees Initiative (FFI) will be determined by the answers provided and information you have supplied to the CAO.			
The FFI is applicable to the tuition fee of most po	ost-secondary EU applicants.		
This includes students from Ireland. This includes students from the United Kingdom This includes students from the EEA (Norway, Ice	r of Great Britain and Northern Ireland registering in 2024/25 eland and Lichtenstein) or Switzerland.		
It's important you complete this questionnaire c	arefully as errors will result in an incorrect bill and will prevent your successful registration.		
Please note that by completing this questionnai	re you are making an official declaration that the information below is true and correct at this time.		
For full details of the criteria for the FFI please cl	ick here: View FFI Rules		
Please answer all of the following questions:			
Are you a citizen of an EU/EEA/Swiss	⊖ Yes		
Confederation country?*	○ No		
	This includes Ireland. This includes United Kingdom of Great Britain & Northern Ireland for students starting in 2024/25		
Have you been resident in an	⊖ Yes		
EU/EEA/Swiss Confederation country for a minimum of 3 of the last five years?*	○ No		
	This includes Ireland. This includes United Kingdom of Great Britain & Northern Ireland for students starting in 2024/25 The 3 years (36 months) do not need to be consecutive.		
Have you attended a 3rd level college	⊖ Yes		
or university previously:	○ No		
	This includes institutions in any country, including Ireland.		
Do you have a 3rd level qualification?*	⊖ Yes		
	○ No		
	This includes certificates, diplomas, bachelors or masters degrees, or doctorates.		
	Exit Continue		

Depending on the answers you give and the information in your CAO application, you will see one of the two messages below confirming that you are either eligible or ineligible for the Free Fees Initiative.

Free Fees Initiative Eligibility
Based on the answers you have provided you have been assessed as eligible for the Free Fees Initiative.
Your bill will be recalculated to reflect this outcome.
If you have been invited to register, please return to the Registration task and progress through your Financials, confirming the amount and making any remaining payment as soon as possible.
For full details of the requirements for the FFI please click here: View FFI Rules
If you wish to query this decision, please contact The Academic Registry using the Ask AR button Ask AR
Back Continue
Free Fees Initiative Eligibility
Based on the answers you have provided you have been assessed as ineligible for the Free Fees Initiative as you have previously attended another 3rd level institution.
Students are normally only eligible for FFI funding during their first undergraduate degree.
Students repeating a year, or who have studied elsewhere previously will be liable to pay tuition fees personally for all or part of their study. This includes if the previous degree was not in an FFI funded university.
To allow us to fully calculate your FFI liability and permit you to progress, you must have an FRS2 form completed by your previous institution(s).
All students who have registered at another institution must complete an FRS2.
The FRS2 form is available for download from our website here: Download FRS2 Form
Once your FRS2 form is received and processed your record will be updated. You must then return to the Registration task and progress through your Financials, confirming the amount and making any remaining payment as soon as possible.

For full details of the requirements for the FFI please click here:	View FFI Rules
If you wish to query this decision, please contact The Academic Re	gistry using the Ask AR button
Back	Continue

When you have read this message click "Continue".

Fee Breakdown - EU Students

You will be then brought to the "Fee Details" screen. This will show you the breakdown of your fees.

EU students who are eligible for the Free Fees Initiative will see the screen below. This takes into account the Free Fees benefit.

Fee Details				
HEA will fund the Tuition Based on answers provid Check the following link f For any other queries ple If you would like to subm	Fees (TF) for 1 unde ed in the FFI (free fe for the FFI eligibility ase email The Acad it the FFI questionn	ergraduate degree for eligible students (includes E ees intitiative) questionnaire, you have declared th criteria. <u>www.studentfinance.ie</u> emic Registry using <u>academic.registry@tcd.ie</u> aire again, use the following link: <u>Re-submit FFI q</u>	U, UK, NI, Swiss) nat you are <u>eligible</u> for inclusion. uestionnaire	
Fee Breakdo	wn			
	Fee Details		Amount (€)	
	Tuition		€ 2,681.00	
	Student Levies a	nd Charges	€ 202.75	
	Student Contribu	ition	€ 3,000.00	
	HEA Free Fees		€ -2,681.00	
		Balance to complete registration	€ 3,202.75	
n the event that SUSI/HEA I imounts outstanding.	Free Fees/Sponsor/I Payment Terms	Loan Program/Trinity/Other do not agree to pay th Download your bill Pay in Full	e amounts indicated above, you will be required to p	ay any
Select Payment or Click on Continue to make a	Funding option an online payment.	Pay Online	ve.	
		Exit Continue		

EU students who are ineligible for the Free Fees Initiative will see the screen below.

If you answered one of the survey questions incorrectly, you have the option of going back and submitting the survey again. You can do this by clicking "Re-submit FFI questionnaire".

HEA will fund the Tuition Fees (TF) for 1 undergraduate degree for eligible students (includes EU, UK, NI, Swiss) Based on answers provided in the FFI (free fees intitiative) questionnaire, you have declared that you are ineligible for inclusion. Check the following link for the FFI eligibility criteriawww.studentfinance.ie For any other queries please email The Academic Registry using academic.registry@tcd.ie If you would like to submit the FFI questionnaire again, use the following link: Re.submit FFI questionnaire Fee Breakdown Fee Details Free Details Fee D	ils			
Instrume table of the formation of the second state of the space states of space states of the	vill fund the Tuition Fees (TE) for 1 und	ergraduate degree for eligible students (includes F	II LIK NI Swice)	
Check the following link for the FFI eligibility criteria. www.studentfinance.ie For any other queries please email The Academic Registry using academic.registry@tcd.ie If you would like to submit the FFI questionnaire again, use the following link: Re-submit FFI questionnaire Cee Breakdown Fee Details Amount (e) Tuition e 2,681.00 e 2,02.75 Student Levies and Charges e 2,02.75 Student Contribution Balance to complete registration e 5,883.75 the event that SUSI/HEA Free Fees/Sponsor/Loan Program/Trinity/Other do not agree to pay the amounts indicated above, you will be required to use so utstanding. Download your bill Payment Terms Pay on Full Select Payment or Funding option Pay Online cho continue to make an online payment. Or select another option from the drop-down above.	on answers provided in the FEI (free f	ees intitiative) questionnaire, you have declared th	at you are ineligible for inclus	sion.
revent that SUSI/HEA Free Fees/Sponsor/Loan Program/Trinity/Other do not agree to pay the amounts indicated above, you will be required bounds outstanding. Payment Terms Pay in Full Select Payment or Funding option Pay Online Note that outstand	the following link for the FFI eligibilit	v criteria, www.studentfinance.ie	acyou are <u>mengiore</u> for metae	
ryou would like to submit the FFI questionnaire again, use the following link: <u>Re-submit FFI questionnaire</u> Ce Breakdown Fee Details Amount (€) Tuition € 2,681.00 Student Levies and Charges € 202.75 Student Contribution € 3,000.00 Balance to complete registration € 5,883.75	v other queries please email The Acad	lemic Registry using academic.registry@tcd.ie		
See Breakdown Fee Details Amount (€) Tuition € 2,681.00 Student Levies and Charges € 202.75 Student Contribution € 3,000.00 Balance to complete registration € 5,883.75	would like to submit the FFI question	naire again, use the following link: Re-submit FFI qu	uestionnaire	
ee Breakdown Fee Details Amount (€) Tuition € 2,681.00 Student Levies and Charges € 202.75 Student Contribution € 3,000.00 Balance to complete registration € 5,883.75				
ECE DICACLOWIN Fee Details Amount (€) Tuition € 2,681.00 Student Levies and Charges € 202.75 Student Contribution € 3,000.00 Balance to complete registration € 5,883.75	Proakdown			
Fee Details Amount (€) Tuition € 2,681.00 Student Levies and Charges € 202.75 Student Contribution € 3,000.00 Balance to complete registration € 5,883.75	Dreakuown			
Tuition € 2,681.00 Student Levies and Charges € 202.75 Student Contribution € 3,000.00 Balance to complete registration € 5,883.75	Fee Details		Amount (€)	
Student Levies and Charges € 202.75 Student Contribution € 3,000.00 Balance to complete registration € 5,883.75 the event that SUSI/HEA Free Fees/Sponsor/Loan Program/Trinity/Other do not agree to pay the amounts indicated above, you will be required nounts outstanding. Download your bill Payment Terms Pay in Full Select Payment or Funding option Pay Online :k on Continue to make an online payment. Or select another option from the drop-down above.	Tuition		€ 2,681.00	
Student Contribution € 3,000.00 Balance to complete registration € 5,883.75	Student Levies a	nd Charges	€202.75	
Balance to complete registration € 5,883.75 the event that SUSI/HEA Free Fees/Sponsor/Loan Program/Trinity/Other do not agree to pay the amounts indicated above, you will be required nounts outstanding. Download your bill Payment Terms Pay in Full Select Payment or Funding option Pay Online ck on Continue to make an online payment. Or select another option from the drop-down above.	Student Contrib	ution	€ 3,000.00	
the event that SUSI/HEA Free Fees/Sponsor/Loan Program/Trinity/Other do not agree to pay the amounts indicated above, you will be required nounts outstanding. Download your bill Payment Terms Pay in Full Select Payment or Funding option Pay Online ck on Continue to make an online payment. Or select another option from the drop-down above.		Balance to complete registration € 5,883.75		
Select Payment or Funding option Pay Online lick on Continue to make an online payment. Or select another option from the drop-down above.	ent that SUSI/HEA Free Fees/Sponsor, s outstanding. Payment Terms	Loan Program/Trinity/Other do not agree to pay th Download your bill Pay in Full	e amounts indicated above, y	you will be required to pay an
Select Payment or Funding option Pay Online ick on Continue to make an online payment. Or select another option from the drop-down above.				
ick on Continue to make an online payment. Or select another option from the drop-down above.	Select Payment or Funding option	Pay Online 🗸		
Evit	Continue to make an online payment	Or select another option from the drop-down abo	ve.	

Fee Breakdown -International Students

The fee breakdown for international students is shown below.

Remember that any information/ payment method you use to pay your fees will update your fees on the screen.

Fee Breakdown
Fee Details Amount (€)
Tuition €21,570.00
Student Levies and Charges€ 202.75
Student Contribution€ 3,000.00
Balance to complete registration € 24,772.75
Download your bill
Payment Terms Pay in Full
Select Payment or Funding option Pay Online
Click on Continue to make an online payment. Or select another option from the drop-down above.
Exit Continue

Fee Breakdown -Postgradaute Students

The fee breakdown for postgraduate students is shown below

Please remember that **tuition fees differ** for EU and non-EU students.

Remember any information/ payment method you use to pay your fees will update your fees on the screen.

Fee Details				
Fee Breakdo	wn			
	Fee Details		Amount (€)	
	Tuition		€7,090.00	
	Student Levies a	nd Charges	€ 202.75	
		Balance to complete registration	€7,292.75	
F	Payment Terms	Download your bill Pay in Full		
Select Payment or I	Funding option	Pay Online 🗸		
Click on Continue to make a	n online payment.	Or select another option from the drop-down abo	ove.	

Paying Your Fees - Add SUSI Grant

When paying your fees you can add your SUSI grant to your bill.

In Payment or Funding Option select "Add SUSI Grant". This will then bring you to the screen below. You'll be asked to enter your SUSI application details and your rate of funding.

Once you have confirmed these details click "Continue".

SUSI Application Reference Number	
Please only complete this section once per academi	c year.
If you have applied to SUSI and have been awarded Academic Registry by:	an amount different to the options below, please supply your supporting documentation to the
 Emailing a copy of your award letter (pdf/mpe Or present hard copies of your award letter to 	eg/png format) to Student Finance using the email address <u>arfinanceforms@tcd.ie</u> with the subject line 'SUSI Funding' the Academic Registry Service Desk. Directions are available at <u>www.tcd.ie/academicregistry/service-desk</u>
Please enter your current W reference number follow	wed by 12 digits, with no spaces between any characters e.g. W123456789123
SUSI Application Reference Number*	
Confirm SUSI Application Reference Number*	
Confirm SUSI Rate of Funding*	-Please Select Option-
	Exit Continue

The next screen will show your SUSI Grant details. If these are correct the click "Continue".

If your SUSI funding is incorrect, please email <u>arfinanceforms@tcd.ie</u> with the subject line 'FAO SUSI Officer' and attach the relevant documentation.

SUSI Application Reference Numb	per			
The following is a summary of SUSI funding we currently have recorded on your account. If this funding is incorrect, please email <u>arfinanceforms@tcd.ie</u> with the subject line 'FAO SUSI Officer' and attach any relevant documentation.				
SUSI Funding Details				
Sponsor Name	Sponsor Reference	Course Title	Fee Type	% or Amount
Student Universal Support Ireland (SUSI)	W123456789101	Economic And Social Studies	Student Contribution	€3,000
		Exit		

If these details are correct, then click "Exit".

Your will fees will then be updated to reflect your SUSI Grant and you can continue to your payment.



Paying Your Fees - Add SFNI Grant

Students from Northern Ireland have the option of adding their SFNI Grant to their bill.

When paying your fees you can add your SFNI grant to your bill.

In Payment or Funding Option select "Add SFNI Grant". This will then bring you to the screen below. You'll be asked to enter your SFNI application details and your rate of funding.

Once you have confirmed these details click "Continue".

Student Finance NI: Customer Reference Number (CR)					
This section is required to be completed each Acade By supplying your CRN number, your account will be a However if you have been awarded a Sterling value di	nic Year. Itomatically updated with Student Finance NI Funding of € 3,000 (this is 100% of the Student Contribution Fee). erent to the sterling equivalent of € 3,000 you are required to submit a copy of your Student Finance NI Student				
 By email (pdf/mpeg/png format) to Student Fin. Or in person at the Academic Registry Service D 	 Contribution Loan Entitlement letter - By email (pdf/mpeg/png format) to Student Finance using the email address <u>arfinanceforms@tcd.ie</u> with the subject line 'Student Finance' Or in person at the Academic Registry Service Desk. Directions are available at <u>www.tcd.ie/academicregistry/service-desk</u> 				
Please enter your CRN number (11 digits with no sp	Please enter your CRN number (11 digits with no spaces).				
Your CRN [Customer Reference Number] is detailed on	your Student Contribution Loan Entitlement letter.				
Customer Reference Number (CRN)*					
Confirm Customer Reference Number (CRN)*					
	Exit Continue				

The next screen will show your SFNI Grant details. If these are correct the click "Continue".

If your SFNI funding is incorrect please email <u>arfinanceforms@tcd.ie</u> with the subject line 'FAO Student Loans Company NI Officer' and attach the relevant documentation.

Student Finance NI				
The following is a summary of Student Finance NI funding we currently have recorded on your account. If this funding is incorrect, please email Student Finance using the email address arfinanceforms@tcd.ie with the subject line 'FAO Student Loans Company NI Officer' and attach any relevant documentation.				
Student Finance NI Funding	Details			
Sponsor Name	Sponsor Reference	Course Title	Fee Type	% or Amount
Student Loans Company	12345678910	Economic And Social Studies	Student Contribution	100
		Exit		

If these details are correct, then click "Exit".

You will fees will then be updated to reflect your SFNI Grant and you can continue to your payment.

Fee Details		
Fee Breakdown		
Fee Details		Amount (€)
Tuition		€2,681.00
Student Levie	es and Charges	€ 202.75
Student Cont	ribution	€3,000.00
SFNI Loan		€-3,000.00
Payment Terms Your fees have been split to match the sele	cted payment terms.	
Instalment Da	ate	Instalment Amount (€)
Payment due	to complete Registration	€1,441.88
31/Jan/2025		€ 720.94
28/Feb/2025		€ 720.94
	Balance to complete registration	€ 1,441.88
In the event that SUSI/HEA Free Fees/Spor amounts outstanding.	sor/Loan Program/Trinity/Other do not agree to pay to Download your bill	the amounts indicated above
Payment Term	Pay in 3 Installments	
Select Payment or Funding optio	n Pay Online 🗸	
Click on Continue to make an online paym	ent. Or select another option from the drop-down ab	ove.
	Exit Continue	

Fee Details -Adding Employer to Bill

If your fees are being covered by your employer, then you have the option to add your them to your bill.

In the "Select Payment or Funding option" select "Add Employer to Bill".

In the next section you will be asked to add your employer's details. Once you have added these details click "Update".

Employer Netails	
Use this section to add name/address of your employer paying for	your course fees.
Pink fields are mandatory. After the employer details record is created employer's email address from the main bill page.	ated, you can download a 'employer version' of your tuition bill as a PDF file or send it directly to your
It is important to note, that although you have added your employ student, will remain liable for all fees until these are paid in full.	ver's details to your bill, to enable your employer to generate payment to Trinity College Dublin, you as a
Company Name*	
Address Line 1*	
Address Line 2	
Address Line 3	
Eircode / Postcode	
PO (Purchase Order) No	
Click on Update to save employer details or click on Cancel to retu	rn to your bill without storing any changes.
	Cancel Update

If any of these details are incorrect, you can go back into "Select Payment or Funding option" and click "Update/ Remove Employer from Bill".

Fee Details			
Fee Breakdow	'n		
ee bleakuow			
F	ee Details	Amount (€)	
т	uition	€2,681.00	
S	tudent Levies and Charges	€202.75	
S	tudent Contribution	€ 3,000.00	
Payment Tern	IS atch the selected payment terms.		
Ir	istalment Date	Instalment Amount (€)	
P	ayment due to complete Registration	€1,441.88	
3	1/Jan/2025	€720.94	
2	8/Feb/2025	€720.94	
	Balance to complete registration	€ 1,441.88	
n the event that SUSI/HEA Fre amounts outstanding. Pa	ee Fees/Sponsor/Loan Program/Trinity/Other do not agree to pay th Download your bill yment Terms Pay in 3 Installments	e amounts indicated above, you	u will be required to pay any
Select Payment or Fu Click on Continue to make an	online payment. Or select another option from the drop-down abo	ve.	
	Exit Continue		

Your fees bill will be made out to your employer, which can be seen on the next page. This bill will have your employer's details on it.

Once your employer has paid your fees then you can continue to the last step of registration.

Trinity College Dublin, The University of Dublin College Green Dublin 2 Ireland



Trinity College Dublin Coláiste na Tríonóide, Baile Átha Cliath The University of Dublin

INVOICE

Bill To: Student Payable by Employer to TCD on Behalf of StudentVAT Reg: IE 220007UCompany NameStudent ID: 24377444College GreenStudent ID: 24377444Trinity CollegeAcademic Year: 2024/25DublinAcademic Year: 2024/25D02 PN40Invoice Number: E24377444/1-2024/25-001Invoice Number: 12345678Invoice Date: 22/Aug/2024

Course fees for academic year 2024/25

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

Course Name	Fee Type	Qty	Due Date	Fee Amount (€)	Total (€)
Economic and Social Studies	Student Levies and Charges	1	01/Sep/2024	202.75	202.75
Economic and Social Studies	Tuition	1	01/Sep/2024	2,681.00	2,681.00
				Totals (€)	2,883.75
Dayment Torme				Payments made	0.00
Payment terms			Bal	ance brought forward	0.00
Payin one instalment 2,883.75 by September			Total (If there in front of th you	Fees Due by Student e is a minus (-) symbol e amount, this means ur account is in credit)	2,883.75

Paying Your Fees

There are several ways to pay your fees.

You can select "Pay in Full", "Pay in 2 Instalments" or "Pay in 3 Instalments". Whichever method you choose will update your fee breakdown.

If you choose "Pay in Full" then you will see the below - showing the total cost of registration.

Fee Breakdow	n			
Fee	e Details		Amount (€)	
Tui	Tuition		€2,681.00	
Stu	udent Levies a	nd Charges	€202.75	
Stu	udent Contribu	ition	€ 3,000.00	
HE	A Free Fees		€-2,681.00	
		Balance to complete registration	€ 3,202.75	
0				
C C		Download your bill		
Payn	ment Terms	Download your bill Pay in Full		
Payn	ment Terms	Download your bill Pay in Full Pay in Full		
Payn Select Payment or Func	ment Terms ding option	Download your bill Pay in Full Pay in Full Pay in 2 instalments		
Payn Select Payment or Func	ment Terms ding option	Download your bill Pay in Full Pay in Full Pay in 2 instalments Pay in 3 instalments		
Payn Select Payment or Func Click on Continue to make an or	ment Terms ding option nline payment.	Download your bill Pay in Full Pay in Full Pay in 2 instalments Pay in 3 instalments Or select another option from the drop-down abo	vve.	

If you choose either "Pay in 2 Instalments" or "Pay in 3 Instalments", you will see the amount you need to pay, along with the deadlines for the next fee instalments you need to pay.

Fee Details					
Fee Breakdown					
Fee Details		Amount (€)			
Tuition		€2,681.00			
Student Levies ar	Student Levies and Charges				
Student Contribu	Student Contribution				
Payment Terms Your fees have been split to match the selected payment terms.					
Instalment Date		Instalment Amount (€)			
Payment due to c	omplete Registration	€ 2,941.88			
31/Jan/2025		€ 1,470.94			
28/Feb/2025	28/Feb/2025				
	Balance to complete registration				
In the event that SUSI/HEA Free Fees/Sponsor/ amounts outstanding. Payment Terms Select Payment or Funding option	Loan Program/Trinity/Other do not agree to pay t Download your bill Pay in 3 Installments	he amounts indicated above			
Click on Continue to make an online payment.	Or select another option from the drop-down ab	ove.			
	Exit				

If you choose "Pay in 2 Instalments", you pay your fee to register (**50%**). Your second instalment (**50%**) is due **31 January 2025**.

If you choose "Pay in 3 Instalments", you pay your fee to register (**50%**). Your second instalment (**25%**) is due **31 January 2025** and the third instalment (**25%**) is due **28 February 2025**.

Paying Your Fees - Pay Online

By selecting "Online Payment" you will be brought to the screen below.

You can pay the full amount of your bill by selecting "Pay" or you can 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, click "Pay".

Student on-line fee payment

In this screen you can pay your fees online through the Trinity 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 an amount you wish to pay now. You must then click the "Update Amount to Pay Now" button. Pressing the "Pay" button will take you to the Payment Service Provider.

	Due Date	Туре	Gross Amount	Balance Due	Pay this transaction?	Amount to Pay	Narrative	Status
1	01/Sep/2024	Receipt	1,601.37	1,601.37	J	1,601.37	Tuition Fee Payment	
				U	pdate Pay Amount to No	w		
ra	nsaction Option	S						
Cli	ck on Continue 1	to make an	online payment. C	r select another o	ption from the drop-down ab	ove.		
		Total	Balance Due	€1,601.37				

Once you have entered the amount you wish to pay, you will be brought to the cardholder address details screen. Enter the cardholder's contact and address details here.

Once you have entered these details, click "Pay Now".

Student on-line fee payment

Please fill in the cardholder's contact and address details below.

Trinity College Dublin is required to collect this information at the point of payment in order to comply with EU regulations around secure card payments and to protect our students and Trinity College Dublin from risk of fraud. The data is immediately passed via a secure channel to Global payments, our payments provider, and is not retained on Trinity College's systems.

Please avoid using any special characters such as (+_&^%#:;"\) in your address as this may prevent your payment being accepted.

If you enter any incorrect data, you can clear and re-enter the correct details.

* Indicates a required field

Email Address*		
Country Dialling Code (e.g. 353 for Ireland, 44 for UK)*		
Mobile number *		
Address Line 1 *		
Address Line 2 (optional)		
Address Line 3 (optional)		
City *		
Postcode / Eircode (IRL) / Zip Code (USA) *		
Country *	Please Select	

Pay Now

To make the payment you will be brought to the Realex payment system, which will look like the below. Here you will be asked to enter your card details.

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.

Card Number	3	ISA 🧲
Card Number		
Expiry	Security Code	
MM/YY	Security Code	?
Cardholder Name		
Cardholder Name		

Upon successful payment you will see the screen below. You will be able to download a copy of your receipt by clicking "Download Receipt". When you click this a button a copy will also be sent to your email address.

yment Outcome					
Successful Payments					
Thank you, your payment was successful. Shown below is a list of payments made.					
Academic Year	Description	Payment Method	Payment Method	Amount (€)	
2024/25	Online Payment - Tuition	Credit/Debit Card	22/08/2024	2,883.75	
Download receipt					
			Continue		

Remember that **payment does not confirm you have completed registration**. You must click the "Continue" button to progress.

Paying Your Fees - Pay by EFT

If you choose to pay by EFT you will be brought to the screen below. You will be asked whether you wish to pay in Euro or in your local currency.

Choose currency for EFT payment				
You can make your EFT [Electronic funds Transfer / Bank Transfer / TransferMate (formerly 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.				
Payment Currency	Euro			
	Back Next			

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

Please ensure you use your student number as the reference when processing an EFT payment. Failure to do so may delay your payment being processed.

This is payment inf	formation only and cannot be cor	npleted online					
nis is payment in							
Please find below t	ease find below the bank details you need for payment of student fees by;						
EFT (Electronic F When paying by	Funds Transfer / Bank Transfer / O EFT, please ensure you quote you	nline Banking/TransferMate) Ir 8 digit TCD Student ID number on the payment narrative					
Please allow up to	1 week for payment to be receive	d and processed.					
	Account Number	92771039					
	Sort Code	90-00-17					
	IBAN	IE03BOFI90001792771039					
	BIC Code	BOFIIE2D					
	Swift Code	BOFIIE2D					
	Payment Reference	24377443 EFT payment					
	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					
n order to facilitat	e the update of your payment on	your student account the ' Payment Reference ' above must be used wi	th the transaction.				
		Next					

Please note it can take up to **10 working days for EFT** payments to be reflected on your account.

When you have received confirmation of payment being received make sure to go back into the financials steps and once you see your updated balance click "Continue".

Remember that **payment does not confirm you have completed registration.** You must click the "Continue" button to progress.

Fee Details					
Fee Breakdo	wn				
Tee Dieakuu	VVII				
	Fee Details		Amount (€)		
	Tuition		€ 2,681.00		
	Student Levies an	d Charges	€202.75		
	Student Contribution				
Payment ler	rms				
Your fees have been split to	o match the selected	payment terms.			
	Instalment Date	Instalment Amount (€)			
	Payment due to co	omplete Registration	€ 2,941.88		
	31/Jan/2025	€ 1,470.94			
	28/FED/2025	€ 1,470.94 € 0.00			
	batance to complete registration				
In the event that SUSI/HEA	Free Fees/Sponsor/	Loan Program/Trinity/Other do not agree to pay t	he amounts indicated above		
amounts outstanding.					
		<u>Download your bill</u>			
	Payment Terms	Pay in 3 Installments			
Select Payment o	r Funding option	Pay Online 🗸			
Click on Continue to make	an online payment	Or select another option from the dron-down abo	ove		
	an online payment.		5vc.		
		Exit			

If you choose to pay in your Local Currency you will be brought to the screen below.

Click on the "Transfermate" button, which will bring you to the Transfermate website.

On the Transfermate website you can select your payment method and make sure to enter your student details.

Transfers usually take up to **24 working hours**.

Local currency EFT payment
You have chosen to pay your fees via EFT. Click the button below to access the TransferMate (formerly PaytoStudy) system to process the payment in your own local currency. Please note TransferMate (formerly PaytoStudy) receipts are accepted by visa and immigration agencies. TransferMate (formerly PaytoStudy)
Next

Upon successful payment you will see the updated screen. You will be able to download a copy of your receipt by clicking "Download Receipt".

When you click this a button a copy will also be sent to your email address.

Fee Details

Fee Breakdown

Fee Details	Amount (€)
Tuition	€2,681.00
Student Levies and Charges	€202.75
Student Contribution	€ 3,000.00

Payment Terms

Your fees have been split to match the selected payment terms.

	Instalment Date		Instalment Amount (€)
	Payment due to co	omplete Registration	€ 2,941.88
	31/Jan/2025		€ 1,470.94
	28/Feb/2025		€ 1,470.94
		Balance to complete registration	€0.00
amounts outstanding.	Payment Terms	Download your bill Pay in 3 Installments	
Select Payment or	Funding option an online payment.	Pay Online V	iove.
		Exit Continue	

Remember that **payment does not confirm you have completed**

registration. You must click the "Continue" button to progress.

Financials – Other Forms of Funding

Depending on your student status, you may be entitled for further funding.

To view these supports please visit our **<u>student finance webpage</u>**.

Financials – Fees Paid

Please remember that paying your fees **does not complete the financials step**.

Once you have confirmation that your fees are paid, make sure to go back into the my.tcd.ie portal to complete this task.

Your fee details screen showing your fees breakdown will show that you have no amount left to pay. Once you see this, click "Continue".

Fee Details An Tuition 62 Student Levies and Charges 62 Student Contribution 63 Student Universal Support Ireland (SUSI) 64 Payment Terms 51 Your fees have been split to match the selected payment terms. 61 Today 62 31/Jan/2025 61 28/Feb/2025 61 Balance to complete registration 62	Amount (€) € 2,681.00 € 202.75 € 3,000.00 € -3,000.00 Instalment Amount (€) € 0.00
Fee Details Ann Tuition 62 Student Levies and Charges 62 Student Contribution 63 Student Universal Support Ireland (SUSI) 64 Payment Terms Your fees have been split to match the selected payment terms. Instalment Date Instalment Today 66 31/Jan/2025 67 28/Feb/2025 67 Balance to complete registration 60	Amount (€) € 2,681.00 € 202.75 € 3,000.00 € -3,000.00 Instalment Amount (€) € 0.00
Tuition 623 Student Levies and Charges 623 Student Contribution 623 Student Universal Support Ireland (SUSI) 623 Payment Terms 1 Your fees have been split to match the selected payment terms. 1 Instalment Date 1 Today 623 28/Feb/2025 623 Balance to complete registration 623	€ 2,681.00 € 202.75 € 3,000.00 € -3,000.00
Student Levies and Charges 62 Student Contribution 63 Student Universal Support Ireland (SUSI) 64 Payment Terms 1 Your fees have been split to match the selected payment terms. 1 Instalment Date 1 Today 64 28/Feb/2025 67 Balance to complete registration 64	€ 202.75 € 3,000.00 € -3,000.00
Student Contribution € 3 Student Universal Support Ireland (SUSI) € - Payment Terms Payment terms. Instalment Date Im Today € 0 31/Jan/2025 € 1 28/Feb/2025 € 1 Balance to complete registration € 0	€ 3,000.00 € -3,000.00
Student Universal Support Ireland (SUSI) € Payment Terms ************************************	€ -3,000.00 Instalment Amount (€) € 0.00
Payment Terms. Your fees have been split to match the selected payment terms. Instalment Date Imstalment Date Today 6 C 31/Jan/2025 6 T 28/Feb/2025 6 T Balance to complete registration 6 C	instalment Amount (€) € 0.00
31/Jan/2025 € T 28/Feb/2025 € T Balance to complete registration € C	
28/Feb/2025 € 7 Balance to complete registration € 0	6 700 04
Balance to complete registration	e 720.94
	€ 0.00
In the event that SUSI/HEA Free Fees/Sponsor/Loan Program/Trinity/Other do not agree to pay the ar amounts outstanding. Download your bill You have no balance to pay today. Click on Continue to complete the financial registration task.	amounts indicated above

You will then be brought to the screen below confirming that you have completed the financials step in your registration.

Click "Exit" to finish the last step in registration.

Financial registration complete	
Thank you for completing the financial registration task. Please click Exit to return to the Online Registration checklist	
	Exit

Step 8: Terms and Conditons

Here you will need to read the college terms and conditions.

Once you have read through these, click "Agree to terms and conditions" and then click "Continue".

Terms & Conditions of Registration
Terms & Conditions of being a Registered Student at Trinity
In order to complete the registration process, all students are required to read and 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 2024/25
Data Protection
Hybrid Teaching and Learning
College Regulations
Téarmaí agus Coinníollacha a bhaineann le bheith i do Mhac Léinn Cláraithe i gColáiste na Tríonóide Chun an próiseas clárúcháin a chomhlíonadh, tá sé riachtanach go léadh agus n-aontódh gach mac léinn leis na téarmaí agus coinníollacha mar atá leagtha amach thíos go bliantúil. Leis sin, glacann tú, mar mhac léinn cláraithe, leis an méid seo a leanas.
TEARMAI AGUS COINNIOLACHA A BHAINEANN LE CLARUCHAN MAC 2024/25
Cosaint Sonraí:
Teagasc agus Foghlaim Hibrideach
Rialacháin an Choláiste:
Agree to terms and conditions*
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 <u>Ask AR</u>
Exit Continue>>

Confirmation of Registration

If you have successfully completed all registration tasks you should see a confirmation that all steps have been completed.

Once you have received this confirmation, you can apply for TCD student ID card (TCard). For more information please visit our <u>ID card page</u>.

Personal Details	Complete	Amend
Contact Details	Complete	Amend
Other Personal Details	Complete	Amend
Emergency Contact Details	Complete	Amend
Course	Complete	Amend
Equal Access Survey	Complete	Amend
Finanical Details	Complete	Amend
Terms and Conditions	Complete	Amend

Registration Letter

Once you have completed online registration you will receive an in-tray message in the my.tcd.ie portal confirming your registration.

You can print / re-print your Proof of Registration from here.

Register
Online Registration
You are registered!
Registration Status: 📀 Registered
New Students
Further instructions on how to obtain your Trinity student ID card can be found on our ID Card Collection webpage.
Returning Students
Your student card will remain active unless expired. If a replacement card is required due to loss/theft, damage or expiration, please see our ID Card Collection webpage.
Please be advised that new students can retrieve their Trinity Computer Account credentials by following the below steps:
 Log into your my.tcd.ie portal account. Locate the 'Your Trinity Computer Account' section under your 'Home' tab in the portal.
 Click on the link 'Activate your Trinity Computer Account'. Complete the steps and you should receive the credentials in a portal message in your portal.
5. The message title will be 'Your Trinity Computer Account - Username and Password".
Please note that this portal message will expire after 42 days for data protection and security purposes.
You can now view your up-to-date student record via my.tcd.ie.
Proof of Registration
If you require any assistance please log your question with the Academic Registry using Ask AR

Trinity Username and Password

After completing registration, you'll need to active your Trinity Computer Account. You can activate it by clicking the link in the red banner. Remember to click "Agree to Terms and Conditions for Trinity Computer Account Users".

第 》 『 】	Trinity Coll Colâiste na Trionôid The University of Do	ege Dublin le. Balle Åtha Cliath do in	my.tcd.	ie		
	Home	Register	My Results	My Applications	Orientation	My Finance 🔸
Н	ome					
Y	our Trinity C	Computer Acc	count			
A	ctivate your T	rinity Comput	er Account			

New students will receive an in-tray message in the my.tcd.ie portal containing their Trinity username and password.

You can use this to log in to various college services like your college email.

Remember this is not the username and password you use to login to your my.tcd.ie portal.

From	Academic Registry		
Received	22/Aug/2024		
Subject	Your Trinity Computer Account - Username and Password		
	Trinity Computer Account Username: student_test1		
	Trinity MyZone Email Address: test1@tcd.ie		
	You will use your Trinity computer account to access Trinity IT services and it is vitally important that you set up your account NOW so that you can access the services you will need for your studies.		
	To set up your account, follow the three steps below (full instructions are on the IT Services website):		
	You will use your Trinity computer account to access Trinity IT services and it is vitally important that you set up your account NOW so that you can access the services you will need for your studies.		
	1. Sign in to <u>office.tcd.ie</u> (Microsoft 365)		
	Open <u>office.tcd.ie</u> and sign in using your Trinity MyZone Email Address and the Initial Network Login Password - both details are at the top of this message.		
	2. Set up two-step sign-in		
	When you sign in, click 'Next' on 'More Information Required" screen and verify your account via the Microsoft Authenticator app which you will need to install on your phone *.		
	Follow the step-by-step instructions as you see on the 'Keep your account secure screen. If you are using your phone only, then select 'Pair your account to the app by clicking this link' and if you are using your computer and phone, then select 'Show QR code.'		
	Full instructions for the available options are on the IT Services website		



tcd_academicregistry



@TCDAcadRegistry



Academic Registry - Trinity College Dublin



Academic Registry Trinity College Dublin

Academic Registry

Watts Building - 1st Floor Trinity College Dublin Dublin 2 Ireland