



**Trinity College Dublin**

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

# Academic Registry – Student Bank details for EFT payments

23 November 2015

Student Finance Team

# Academic Registry Student Finance Team

Student Bank details:

- How to provide Bank details for payments and refunds to by EFT - electronic funds transfer.

Contents:

1. Login;
2. Home page;
3. My Finance;
4. Banking country;
5. Input details;
6. Confirmation.

# Academic Registry Student Finance Team

## 1. Login.

Login to the my.tcd.ie portal.

Trinity College Dublin  
Coláiste na Tríonóide, Baile Éireann  
The University of Dublin

my.tcd.ie

Welcome to my.tcd.ie

**Portal Login**

Network account expiry for final year students will take place on 11th August 2015. This will **not** affect permissions for your **College email** or **my.tcd.ie**, but to access **my.tcd.ie** after this date you will need to click on the **"Forgot Password Function"** to have a password reissued.

Please enter your username and password here:

Username:

Password:

Login [Forgotten your password?](#)

**How to Login to my.tcd.ie**

**New Entrants who have not yet completed online registration:**  
If you are a new student to TCD, or have taken a break in your studies, and have not yet registered online please login using the username and password recently communicated to you via email.

**Students who have completed their studies at Trinity College, or Students who are off books (no assessment) and cannot log into my.tcd.ie**  
Please click on the "Forgot your password?" link above and follow the on-screen instructions

**Staff members, Continuing Students, and New Entrants who have completed online registration:**  
Please use your College username and network login password to access my.tcd.ie.

**Staff members who are also students:**  
If you are a College staff member as well as a student (new entrant or continuing) please login using your staff username and network login password.

**To login to Blackboard Learn, please click on [moodle.tcd.ie](http://moodle.tcd.ie)**

# Academic Registry Student Finance Team

2. Home page.

You will arrive on the home page.

Click on 'my finance'.

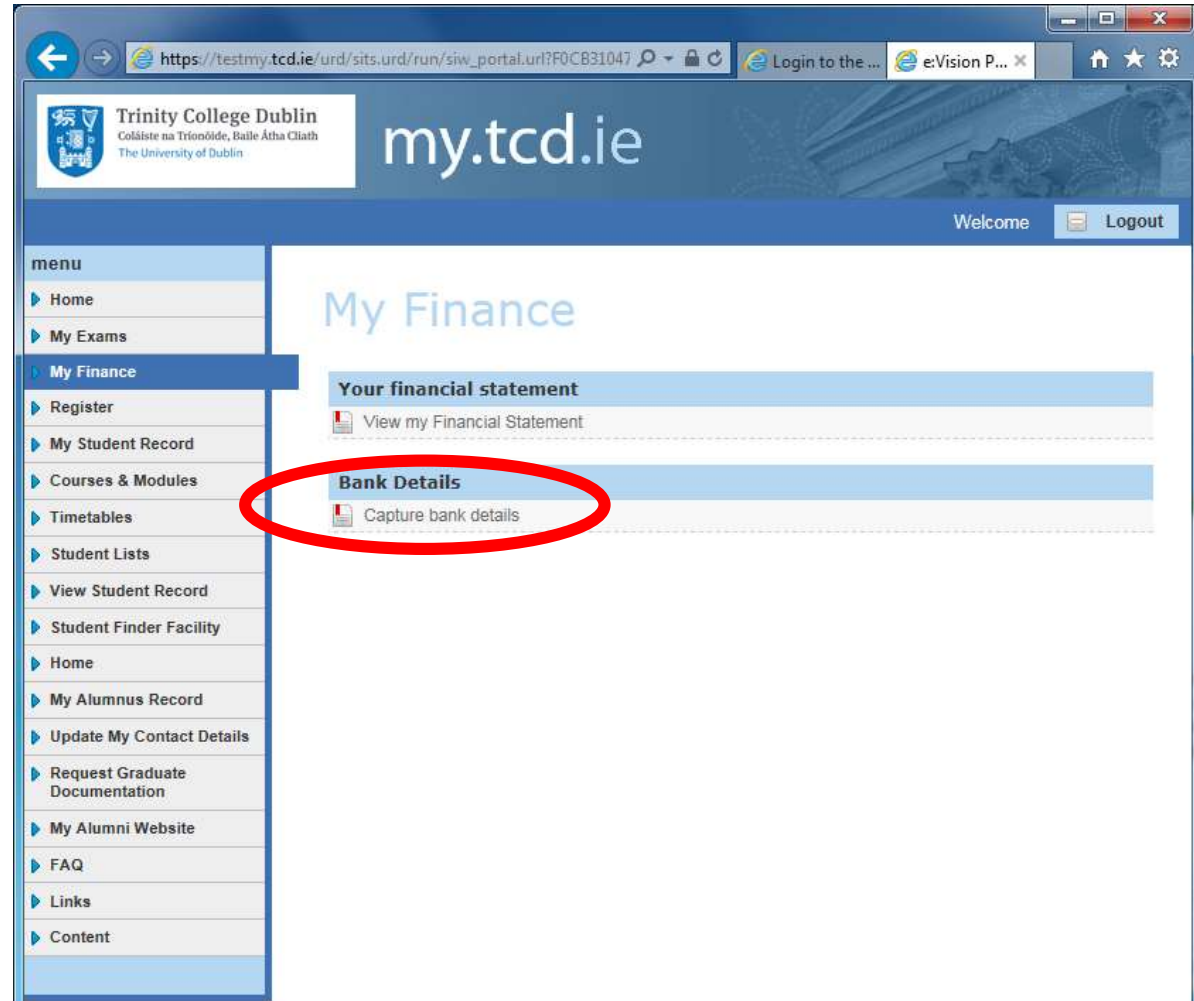


The screenshot shows the my.tcd.ie portal. The browser address bar displays the URL: https://testmy.tcd.ie/portal/ats/urd/nan/acc\_portal.asp?DC54906E. The page header includes the Trinity College Dublin logo and the text 'my.tcd.ie'. A 'Welcome' message and a 'Logout' button are visible in the top right. The left-hand menu contains the following items: Home, Exams, My Finance (circled in red), My Student Record, Courses & Modules, Timetables, Student Lists, View Student Record, Student Finder Facility, Home, My Alumnus Record, Update My Contact Details, Request Graduate Documentation, My Alumni Website, FAQ, Links, and Content. The main content area is titled 'Home' and contains a welcome message, a notice about course offer functionality, a notice about system downtime from 4:00 pm on Sunday, 16th August 2015 until 9:00 am on Monday, 17th August 2015, and a note about in-tray messages. Below the messages, there are sections for 'New In-tray Messages' (showing 'You have no new messages'), 'Sent In-tray Messages', 'All In-tray Messages', and 'Alumni News'.

# Academic Registry Student Finance Team

3. My Finance.

Click on 'Capture bank details'



# Academic Registry Student Finance Team

## 4. Bank Country

Select the country for the bank details you are providing from the drop down menu.

Then click next.

*E.G.: Ireland for AIB, United Kingdom for Barclays.*

The screenshot shows a web browser window with the URL [https://testmy.tcd.ie/urd/sits.urd/run/SIW\\_YMHD.start\\_url?](https://testmy.tcd.ie/urd/sits.urd/run/SIW_YMHD.start_url?). The page header includes the Trinity College Dublin logo and the text "my.tcd.ie". A navigation menu on the left lists various options such as Home, My Exams, My Finance, Register, My Student Record, Courses & Modules, Timetables, Student Lists, View Student Record, Student Finder Facility, Home, My Alumnus Record, Update My Contact Details, Request Graduate Documentation, My Alumni Website, FAQ, and Links. The main content area is titled "Provide Banking Country" and contains the instruction: "Please provide your banking country for the bank details you are submitting." Below this is a dropdown menu labeled "Banking country" with "Ireland" selected. Below the dropdown are two buttons: "Exit" and "Next". The "Banking country" dropdown and the "Next" button are circled in red. At the bottom of the form, there is a "layout only" button.

# Academic Registry Student Finance Team

5.(i) Input details.

You will be brought to the bank details input page.

- All three fields must be completed;
- No spaces allowed.

The screenshot shows a web browser window with the URL [https://testmy.tcd.ie/urd/sits.urd/run/SIW\\_TTQ](https://testmy.tcd.ie/urd/sits.urd/run/SIW_TTQ). The page header includes the Trinity College Dublin logo and the text "my.tcd.ie". A navigation menu on the left lists various options such as Home, My Exams, My Finance, Register, My Student Record, Courses & Modules, Timetables, Student Lists, View Student Record, Student Finder Facility, Home, My Alumnus Record, Update My Contact Details, Request Graduate Documentation, My Alumni Website, FAQ, and Links. The main content area is titled "Republic of Ireland Bank Account" and contains the following text: "Please enter your bank details in the fields below. Click Next to continue or Exit to return." Below this text are three input fields, each with a red border and a pink background, indicating they are mandatory. The first field is labeled "Account holder's name\*" with a sub-note "(Must be name on Bank Account)". The second field is labeled "SWIFT/BIC Code\*" with a sub-note "(This is either 8 or 11 characters in length, no spaces between characters)". The third field is labeled "International Bank Account Number (IBAN)\*" with a sub-note "(IBAN for Irish bank accounts must be 22 characters in length with no spaces between characters)". At the bottom of the form, there is a note "\* Mandatory" and three buttons: "layout only", "Exit", and "Next".

# Academic Registry Student Finance Team

5. (ii) Input details.

1. Enter the full account holder name, [First Name] [Surname].

2. Enter the BIC / Swift code, e.g. AIBKIE2D

3. Enter the IBAN number.

Click 'next'

The screenshot shows a web browser window with the URL [https://testmy.tcd.ie/urd/sits.urd/run/SIW\\_TTQ](https://testmy.tcd.ie/urd/sits.urd/run/SIW_TTQ). The page header includes the Trinity College Dublin logo and the text "my.tcd.ie". A navigation menu on the left lists various options such as Home, My Exams, My Finance, Register, My Student Record, Courses & Modules, Timetables, Student Lists, View Student Record, Student Finder Facility, Home, My Alumnus Record, Update My Contact Details, Request Graduate Documentation, My Alumni Website, FAQ, and Links. The main content area is titled "Republic of Ireland Bank Account" and contains the following form fields:

- Account holder's name\*** (Must be name on Bank Account): John Murphy
- SWIFT/BIC Code\*** (This is either 8 or 11 characters in length, no spaces between characters): AIBKIE2D
- International Bank Account Number (IBAN)\*** (IBAN for Irish bank accounts must be 22 characters in length with no spaces between characters): IE2DAIBK93939312345678

At the bottom of the form, there are two buttons: "Exit" and "Next". The "Next" button is circled in red.



# Academic Registry Student Finance Team

5.(iii) Input details.

Enter the Bank name and address.

Click on 'save'.

N.B. this must be the Banks address, not your own address.

The screenshot shows a web browser window with the URL [https://testmy.tcd.ie/urd/sits.urd/run/SIW\\_TTQ](https://testmy.tcd.ie/urd/sits.urd/run/SIW_TTQ). The page header includes the Trinity College Dublin logo and the text "my.tcd.ie". A navigation menu on the left lists various options such as Home, My Exams, My Finance, Register, My Student Record, Courses & Modules, Timetables, Student Lists, View Student Record, Student Finder Facility, Home, My Alumnus Record, Update My Contact Details, Request Graduate Documentation, My Alumni Website, FAQ, and Links. The main content area is titled "Bank Address" and contains the following form fields:

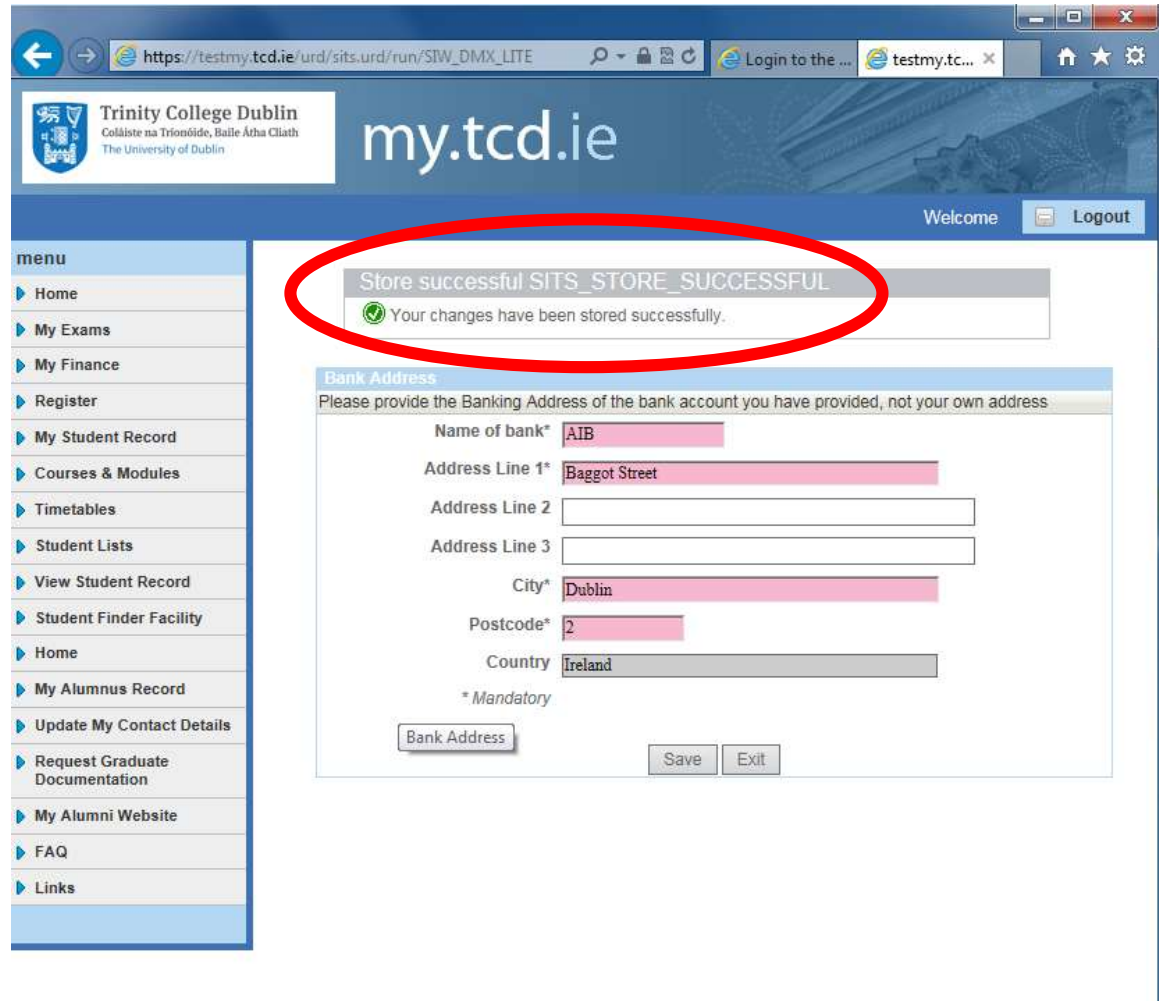
- Name of bank\*: AIB
- Address Line 1\*: Baggot Street
- Address Line 2: (empty)
- Address Line 3: (empty)
- City\*: Dublin
- Postcode\*: 2
- Country: Ireland

A red circle highlights the "Save" button at the bottom of the form. A "Logout" button is visible in the top right corner of the page.

# Academic Registry Student Finance Team

## 6. Confirmation.

The circled message will confirm if the details have been stored successfully.



# Academic Registry Student Finance Team

Academic Registry

+353 1 896 4500 [Academic Registry Support]

+353 1 896 4501 [Academic Registry Staff Support]

MyTCD.ie [To Log Student/Staff Queries]

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

Student Finance information

<https://www.tcd.ie/academicregistry/fees-payments/>