

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

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.

1. Login.

Login to the my.tcd.ie portal.

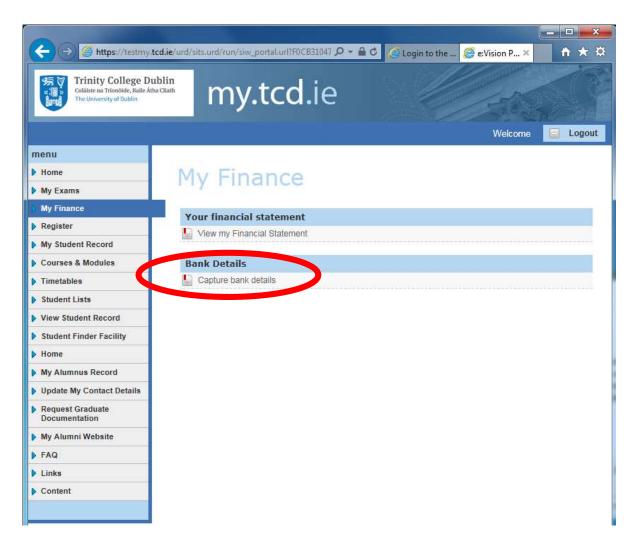
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Personant Image: Im			Please enter your usemame and p	essword here			
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		If you are a College staff memil		trant or continuing) please login s	using your staff usernam	e and	ł
To login to Elisckboard Learn, please click on mutodult Icd.in	1	To login to Blackboard Learn, I	please click on memodule.ltd.is				

- 2. Home page.
- You will arrive on the home page.
- Click on 'my finance'.

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	Welcome Logout
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Home	Home
, cxamb	
My Finance	
	Welcome to your home page,
My Student Record	In the event of receiving and formally accepting a course offer, additional
Courses & Modules	functionality will be displayed in your portal account.
Timetables	Applications and Admissions related functionality, including some reports, on
Student Lists	my tcd ie will be unavailable from 4:00 pm on Sunday, 16th August 2015 until
View Student Record	9:00 am on Monday, 17th August 2015. This is to facilitate CAO processing. We apologise for any inconvenience caused.
Student Finder Facility	
Home	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.
My Alumnus Record	messages box, mey can be round at the All Initialy messages little below.
Update My Contact Details	
Request Graduate Documentation	New Intray Messages
My Alumni Website	You have no new messages
FAQ	
Links	
Content	
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	Sent Intray Messages
	Al Initay Messages
	ME COLUMN INTERNET
	Alumni News

3. My Finance.

Click on 'Capture bank details'.

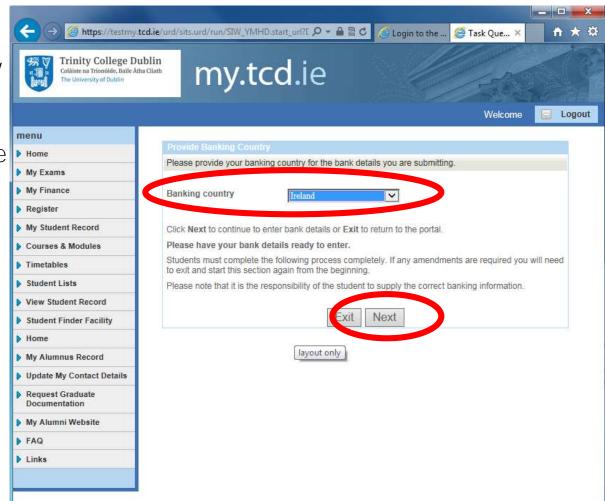


4. Bank Country

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.



5.(i) Input details.

You will be brought to the bank details input page.

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

Trinity College Dub coláiste na Trionóide, Balle Átha The University of Dublin		
	Welcom	ie 📄 Logol
menu		
Home	Republic of Ireland Bank Account	
My Exams	Please enter your bank details in the fields below. Click Next to continue or Exit to return.	
My Finance	Account holder's name*	
Register	(Must be name on Bank Account)	
My Student Record	SWIFT/BIC Code*	
Courses & Modules	(This is either 8 or 11 characters in length, no	
Timetables	spaces between characters)	
Student Lists	International Bank Account Number (IBAN)*	
View Student Record	(IBAN for Irish bank accounts must be 22 characters in	
Student Finder Facility	length with no spaces between characters)	
Home	* Mandatory layout only	
My Alumnus Record		
Update My Contact Details	Exit Next	
Request Graduate Documentation		
My Alumni Website		
FAQ		
Links		

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'

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nenu	Republic of Ireland Bank Account	
Home	Please enter your bank details in the fields below. Click Next to continue or Exit to return	
My Exams	Flease enter your bank details in the fields below. Once Next to continue of Exit to return	L.
My Finance	Account holder's name* John Murphy	
Register	(Must be name on Bank Account)	
My Student Record	SWIFT/BIC Code* AIBKIE2D	
Courses & Modules	(This is either 8 or 11 characters in length, no	
Timetables	spaces between characters)	
Student Lists	International Bank Account IE2DAIBK93939312345678 × Number (IBAN)*	
View Student Record	(IBAN for Irish bank accounts must be 22 characters in	
Student Finder Facility	length with no spaces between characters)	
Home	* Mandatory	
My Alumnus Record		
Update My Contact Details	xit Next	
Request Graduate Documentation		
My Alumni Website		
FAQ		
Links		

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.

Coláste na Trionóide, Balle Atha C The University of Dublin	my.tcd	.ie			
				Welcome	E Logout
menu	Bank Address				
Home	Please provide the Banking Add	ress of the bank a	ccount you have provid	led, not your own add	ress
My Exams	Name of bank*	AIB			
My Finance	Address Line 1*	Baggot Street			
Register	Address Line 2				
My Student Record	Address Line 3				
Courses & Modules	City*	Dublin			
Timetables		2 ×			
Student Lists		Ireland		1	
View Student Record	* Mandatory	псыца			
Student Finder Facility	wandatory				
Home		Sav	/e /dt		
My Alumnus Record					
Update My Contact Details					
Request Graduate Documentation					
My Alumni Website					
FAQ					
Links					

6. Confirmation.

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

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Collaiste na Trionóide, Baile Átha C Collaiste na Trionóide, Baile Átha C The University of Dublin	my.tcd.ie	
	Welcome	Logout
nenu 	Store successful SITS STORE SUCCESSFUL	
Home	Your changes have been stored successfully.	
My Exams		
My Finance	Bank Address	
Register	Please provide the Banking Address of the bank account you have provided, not your own address	
My Student Record	Name of bank* AIB	
Courses & Modules	Address Line 1* Baggot Street	
Timetables	Address Line 2	
Student Lists	Address Line 3	
View Student Record	City* Dublin	
Student Finder Facility	Postcode* 2	
Home	Country	
My Alumnus Record	* Mandatory	
Update My Contact Details	Bank Address	
Request Graduate Documentation	Save Exit	
My Alumni Website		
FAQ		
Links		

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

Student Finance information

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