Registration Process 2016/17
my.tcd.ie Student Portal
Table of Contents

MY.TCD.ie ........................................................................................................................................... 3
ONLINE REGISTRATION HOME PAGE .............................................................................................. 3
PERSONAL DETAILS TASK .................................................................................................................. 4
CONTACT DETAILS TASK .................................................................................................................... 4
OTHER PERSONAL DETAILS TASK .................................................................................................... 5
EMERGENCY CONTACT DETAILS TASK ........................................................................................... 5
COURSE TASK ....................................................................................................................................... 6
FINANCIALS TASK ............................................................................................................................... 7
ONLINE CARD PAYMENT ..................................................................................................................... 9
EFT PAYMENT ...................................................................................................................................... 10
TERMS AND CONDITIONS OF REGISTRATION ............................................................................. 12
CONFIRMATION OF REGISTRATION ................................................................................................. 13
CONFIRMATION OF REGISTRATION IN-TRAY MESSAGE ................................................................... 13
TCD USERNAME AND PASSWORD FOR NEW ENTRANTS ................................................................. 13
my.tcd.ie

When you have been invited to register you will see an in-tray message in your student portal similar to that shown below. In order to complete on-line course registration, you should click on the “Register” tab shown in the left hand corner of the screen.

- 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 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.

Online Registration Home Page

This page shows a list of tasks to be completed in order to register.
Personal Details Task

- 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”.

Contact Details Task

- 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 amendments 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”.
- All fields marked with an asterisk (*) are mandatory. Once you have verified your address you should click on “Confirm” to continue registration.
Other Personal Details Task

- After clicking on the “Other Personal Details” tab the screen below will be displayed.
- All fields with an asterix* are mandatory.
- 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” to continue registration.

Emergency Contact Details Task

- 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 ‘Edit’. On completion of verification, click on ‘Confirm’ tab
Course Task

- Once you have clicked on the “Course” task your details will be displayed.
- The Course task must be complete in order to access the Financials task.

- If your course details are correct then please select “Yes” and then “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.
- Students who have submitted “No” and a query, will see the screen below. The “Wait for Registry” hold on the main Tasks page will be removed by the Academic Registry once the course issue has been resolved.
- You will be shown the screen below with your information and you should select “Continue” to complete the task.
- Once the “Course” task is complete, you cannot re-enter the task to make amendments.

Financials Task
- Students who have completed payment under the “My Finance” tab may not see all of the screens listed below.
- All students, including those who have made payment through the “My Finance” tab, must proceed through all screens in this process 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”.

Online Payments: accepted immediately and registration may proceed to the next task.

EFT (bank transfer) payments: 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.

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.
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.

The bottom of the screen will show your options. If you click “Add Other Sponsorship” you will be able to add other sponsors or grants. By selecting “Pay” you will be able to make a payment. By clicking “Exit” you will be able to exit 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 “Pay” you will see the screen below. Please select your preferred payment method – online (debit/credit card) payment or EFT (bank transfer) payment.

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. By selecting EFT you will be shown details to transfer your funds.
- Please use your student number as the reference when processing an EFT payment.

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 log queries in the my.tcd.ie portal please click the Ask AR button available on each page
TEL: +353 1 896 4500 EMAIL: academic.registry@tcd.ie WEB: www.tcd.ie/academicregistry
- 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.

Upon successful payment you will see the screen below. By clicking “Next” you will return to the list of tasks.

EFT Payment

- If you select EFT payment you will be shown the following screen:

EFT Payment

- If you select EFT payment you will be shown the following screen:
- You will be asked to select the currency you wish to pay in, either Euro or your local currency.

![Currency Selection Screen]

- If you select Euro you will be shown the following screen;

![EFT Payment Information]

- If you select Local Currency you will be shown the following screen. The link will bring you to the **Pay to Study website** to process your payment.

![Local Currency EFT Payment]

To log queries in the my.tcd.ie portal please click the **Ask AR button** available on each page

TEL: +353 1 896 4500 EMAIL: academic.registry@tcd.ie  WEB: www.tcd.ie/academicregistry
Once your payment has been made and received your homepage will look like this.

You should note that payment of fees is not the final stage in registration and your portal will still show “Not Yet Registered”

Terms and Conditions of Registration

On completion of all the previous task and completion of the Terms and Conditions task, the registration process will be complete.
To log queries in the my.tcd.ie portal please click the Ask AR button available on each page

TEL: +353 1 896 4500 EMAIL: academic.registry@tcd.ie WEB: www.tcd.ie/academicregistry

**Confirmation of Registration**

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.

**Confirmation of Registration In-Tray Message**

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 for New Entrants**

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