

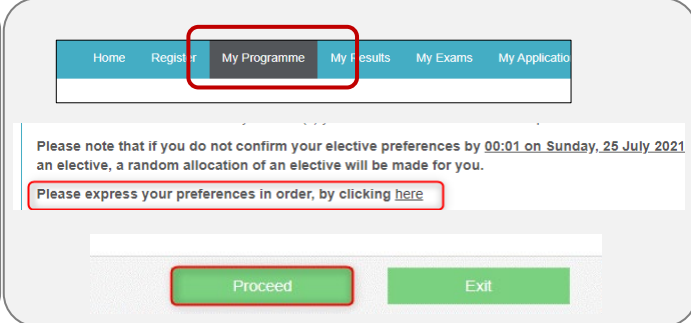


Trinity Elective preference selections overview

This quick reference guide provides instructions for using the Trinity Elective Preference selection task in my.tcd.ie. Not all of the screens described below will necessarily appear. It depends on the choices available for your programme. In some programmes Trinity Electives are compulsory, in others you will have the option to select Trinity Electives in Semester 1 or in Semester 2. Other programmes can submit Trinity Electives in both semesters.

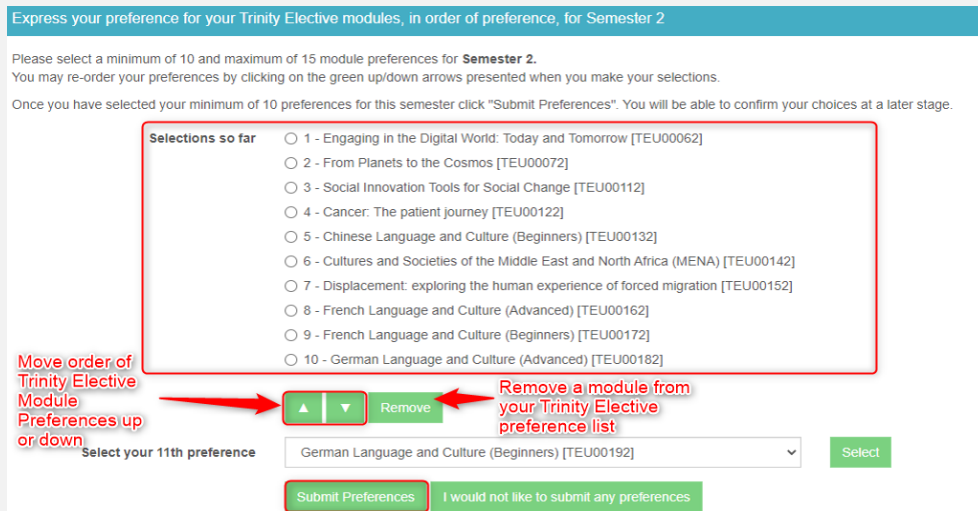
Accessing Trinity Electives preference selection task

Log into **my.tcd.ie** using your College username & password. Then Goto **My Programme** on the top menu bar. Read the information in the Trinity Electives container carefully. In the **My Programme Options** section, under the **Trinity Electives** container click on the **“Please express your preferences in order by clicking here”** to indicate your preference selections.
Take note of the information on the next screen that the order of your preference selection is important. Then click the **“Proceed”** button.



Selecting & Submitting Preferences

Submit your preferences by using the dropdown to select a Trinity Elective & click **“Select”**. Select a minimum of 10 and a maximum of 15, as you select preferences they will appear at the top half of the screen. If you don't want to select any preferences click the green button at the bottom of the screen **“I would not like to submit any preferences”** This button only appears when a Trinity elective is optional, not when it is compulsory.

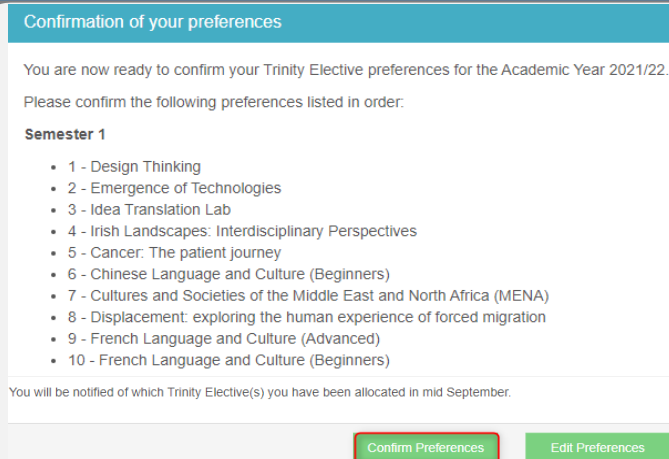


Selections can be re-ordered by using the green arrows as shown above and removed by using the **“Remove”** button.

Confirming your preference selections

Once you have selected a min of 10 and max of 15 preferences. Double check that these are in the order of your preference. Then Click on the **“Confirm Preferences”** button. In the next screen click on the **“Exit”** button.

You will receive an in-tray message to your my.tcd.ie home screen. This will confirm your preference selections and give information on when you will receive notification of which Trinity electives/s you have been allocated.



Need Help ?

For information on Trinity Electives see www.tcd.ie/trinity-electives For eligibility advice please contact your own school or course office. If you have a technical query about preference selections email academic.registry@tcd.ie