



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

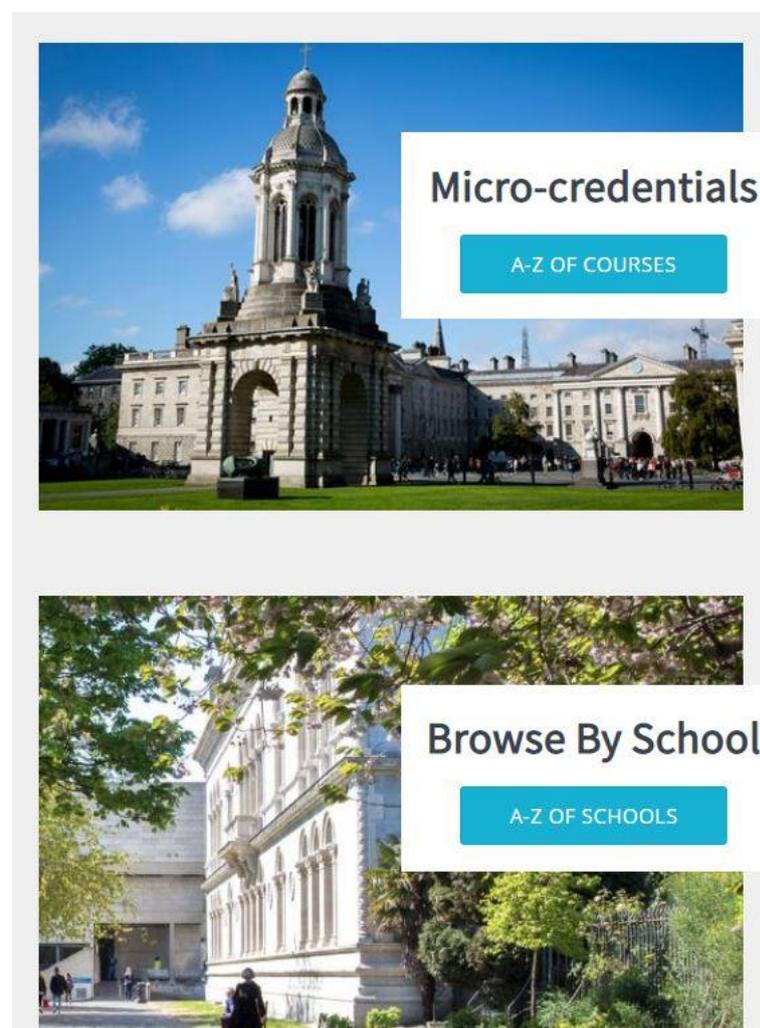
The University of Dublin

A Step-by-Step Guide to Applying for a Micro-credential at Trinity College Dublin

Finding your micro-credential and the Apply link

So you've decided that a micro-credential at Trinity College Dublin is the right choice for your upskilling journey – great! How do you apply? An application can be created in Trinity's my.tcd.ie portal in a few simple steps.

Go to www.tcd.ie/courses/microcredentials/ and find the micro-credential that is right for you. You can browse the A-Z listings or search by school.



Apply by selecting the 'Apply' link which is under the 'Apply' heading on each individual micro-credential course page. Some micro-credentials may have more than one apply link if they are being offered multiple times a year. Be sure to click the link that relates to the month and year you wish to study.

Apply

To apply, click on the relevant Apply Link below

Finance for Non-Finance Executives - MC Module - Module

11/APR/2022 >

Finance for Non-Finance Executives - Micro-credential - Module

30/SEP/2022 >

Setting up an account on my.my.tcd.ie and filling in the application form

Once you click on the correct apply link you will be re-directed to the my.tcd.ie application portal. You will then be asked to fill out a short application form. Once this is completed you will be sent your Trinity College Dublin portal login details and all communication about the status of your application will be communicated through the portal.

From the portal home screen, you will be asked to choose from two options. Unless you have previously created an account, you should select the 'New User' button:

Logged in: | Close & Start | User Details | Application Form |

Your applications:

Course Title	Course Code
1 Digital Technologies in Human Services - MC Module	DPESN-DTHS-1M01

OR

Portal Logon

Email address (Username)

Password

Create a new user

Click below to create a new applicant account

Current Members of Staff: If you are a current member of staff, please do not use your Trinity College Dublin staff email address as a Username.

You will need to select an alternate contact email address instead.

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Create a user account by filling in basic details plus an email address and password, and click 'Proceed with Application':

ies in Human Services - MC Module

Title * * Date of Birth (DD/MM/YYYY)

Forename(s)

* Surname

* Email Address (Username)

* Confirm e-mail Address

Password * (minimum of 7 characters) Confirm Password *

Trinity Password Policy - Please note that your new password must comply with the password policy as follows:

- 12 characters in length.
- at least one lowercase character (a-z).
- at least one uppercase character (A-Z).
- at least one numeric character (0-9) or a special character such as ! # or % (DO NOT USE or or spaces).
- it must not be the same as any of your previous 24 passwords.
- it must be changed once in any 24 hour period.

This will take you to the first page of the application form, where you will need to provide your 'Personal Details'

Personal Details
 Declaration

Short Application Guidance Notes

Please read the application guidance notes before completing the Short Application Guidance Notes

Fields marked with an asterisk (*) are mandatory and must be completed

You can navigate through the application form using the above tabs or the proceed and previous buttons below

A red dot in the above tabs indicates errors on the related page and a green dot indicates no errors on the related page

Pressing the proceed button will highlight if there are any mandatory questions that haven't been answered

Permission to contact

Next, click 'Save and Proceed', which will take you to the declaration page. Agree to the declaration (1) and click 'Submit Application' (2):

Personal Details
 Declaration

Short Application Guidance Notes

Fields marked with an asterisk (*) must be completed in order for you to submit your application

You can navigate through the application form using the above tabs or the proceed and previous buttons below

A red dot in the above tabs indicates errors on the related page and a green dot indicates no errors on the related page

Pressing the proceed button will highlight if there are any mandatory questions that haven't been answered

Privacy and Protection of Data

This is a statement of the practices of Trinity College Dublin, The University of Dublin (the "University") of College Green, Dublin 2, Ireland in connection with the capture and the use of personal data and the steps taken by the University to protect your personal data and respect your right to privacy

The University fully respects your right to privacy and actively seeks to preserve the privacy rights of those who share information with the University. Any personal information which you volunteer to the University will be treated with the highest standards of security and confidentiality, in accordance with Irish and European Data Protection legislation. The University shall process your personal data in accordance with the General Data Protection Regulation (EU) 2016/679 and the Data Protection Act 2018.

The privacy notice explains the following:

- How we collect and use personal data
- The purpose and legal basis for collecting personal data
- How we store and secure personal data
- How we obtain your data
- How and why we use your data
- Details of third parties with whom we share personal data
- What are your rights

For further information please see <https://www.tcd.ie/courses/application-privacy-statement.ebc>

Declaration

I certify that the information given in this course is complete and accurate to the best of my knowledge and understand that any misrepresentation may render my application void.

I understand that the University of Dublin, Trinity College Dublin may at any point in time seek to inspect and or verify original documentation evidencing previous qualifications, nationality, or any other information provided as part of the application process.

I understand that the University of Dublin, Trinity College Dublin does not accept any responsibility for any loss or hardship arising from failure to supply correct and complete information at the appropriate time.

I understand that the University of Dublin, Trinity College Dublin reserves the right to cancel a program of study in any given year on the basis of insufficient numbers registering for the program or where the relevant discipline does not have the resources necessary to deliver the program.

I understand that this application is an expression of interest in the undergraduate course for which I have applied. It does not constitute a contract between I, the applicant, and the University of Dublin, Trinity College Dublin.

I understand that this application and any required supporting documentation become the confidential property of University of Dublin, Trinity College Dublin and will not be released to another party except in the case of jointly taught programs delivered by the University of Dublin, Trinity College Dublin and (another education institution(s), or where required to do by law.

I understand that where another person's credit card is used to pay the application fee I must have the express permission of the cardholder to do so.

I understand that the information supplied as part of the application process may be used for compiling general statistical reports and will not identify any individual applicant. **1**

Please click **once** on the Submit Application button to submit your application

2

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Exit (3) on the next page, which is ordinarily where a deposit is paid. Note: The application fee of €55 and the deposit fee is waived for micro-credential applications

Deposit Information

Below is the deposit amount you may be required to pay if you accept an offer of a place on this course.

Deposit Due €

Please click on the Exit button to complete the application process. If you pay an application fee by EFT, the application will not be fully submitted until payment is received by TCD. This may take up to a week.

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This will return you to the log in page:

Logged In: | [Class & Staff](#) | [User Details](#) | [Application Form](#)

Your applications:

Course Title	Course Code
1. Digital Technologies in Human Services - MC Module	DPE5N-DTHS-1001

Portal Logon

Email address (Username)

Password*

OR

Create a new user

Click below to create a new applicant account

Current Members of Staff: If you are a current member of staff, please do not use your Trinity College Dublin staff email address as a Username.

You will need to select an alternate contact email address instead.

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Managing Your Application and Adding documents

Once you have submitted an online application, you will be sent an acknowledgement email to the email address you provided when setting up your user account on the my.tcd.ie applicant portal. The applicant portal will allow you to send and receive communications regarding your application to Trinity and to upload your required documents such as a transcript or CV.

Navigate to the applicant portal and log in using your username and password (4,5,6 & 7):

The screenshot shows the Trinity College Dublin (my.tcd.ie) login page. At the top left is the Trinity College Dublin logo and name. To its right is the my.tcd.ie logo with a red circle containing the number 4. Below the logos is a teal header bar. The main content area is divided into two columns. The left column contains two login sections: 'New Staff Login' and 'New Entrants, Students and Past Students login'. The 'New Staff Login' section has a green 'Staff Login' button and a yellow box with text about Two-Step Sign-In (TSSI). The 'New Entrants...' section has a green box with instructions for new students, current students, and past students. Below this is a 'Username' field (with a red circle 5), a 'Password' field (with a red circle 6), a 'Forgotten your password?' link, and a green 'Log in' button (with a red circle 7). The right column contains a 'Welcome to my.tcd.ie' section with 'Latest News' and a dropdown menu for 'Need further help logging into my.tcd.ie?'. Below the dropdown are sections for 'Staff & Students' and 'Applicants and New Entrants' with links to FAQ pages.

Once you are logged in, click on the 'My Applications' link (8), and then the 'Add documents to support your application' link (9):



My Applications

My Applications

***Your application status may not correspond with your status on the CAO portal. This will be synchronised regularly, as we receive informati

Course	Entry Year	Decision Status
Digital Technologies in Human Services - MC Module - Direct Application	2022/23	Academic is reviewing application
Offer notes/conditions		
N/A		

[Add documents to support your application](#) **9**

Need Some Assistance? Get help from the Academic Registry (AR)

If you need some assistance click [here](#) for more information. about your Undergraduate course

If you need some assistance click [here](#) for more information. about your Postgraduate course

Select the micro-credential that you wish to add documents for (10) and click 'Confirm and Proceed' (11):



Choose Course application

Please select the course that you would like to submit documents against.

Select	Course Title	Entry Year	Course Start Date
<input checked="" type="radio"/> 10	Digital Technologies in Human Services - MC Module	2022/23	

11

Select the type of document you are providing from the drop-down list (12) and click 'proceed to upload document' (13):

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The University of Dublin

my.tcd.ie

Home My Applications My Accommodation Links

Select Document Type
Please select the type of document you want to upload in support of your check

Document Type

Back

Proceed to upload document

- Certificate of English Competence
- Copy of Degree Certificate
- Copy of Passport - identity page(s)
- Curriculum Vitae
- DARE Submitted Disability Evidence
- EU Status documents
- Educational Psychologist Report
- Funding Letter
- GMAT score
- Hepatitis Clearance
- LENS
- Letter from TUSLA (the Child and Family Agency)
- Letter of support from DoN
- Medical Card / GP Visit care form
- Medical Consultancy Report
- Notice of Assessment (self employed)
- Official Transcript
- Other document
- Other documentation
- Parchment

You will then see the File Upload screen where you can supply relevant information describing your document before uploading it:



File Upload Screen

Use this page to upload documents

File Upload

File No file chosen

Name

Description

Keywords

Notes

Accessing help and support

If you have any difficulties submitting your application or uploading your supporting documents, you can contact micro-credentials@tcd.ie or the relevant school administrator. The correct school contact will be listed on the micro-credential course page under 'Get in Touch' (below is just an example):

Get in Touch

Telephone Number

Email

General Enquiries: micro-credentials@tcd.ie

