DIT Online Web Registration
User Manual

Table of Contents

Table of Figures

1. Introduction

The purpose of this document is to guide you through DIT's Online Web Registration system.

In order to login to the application you will need a Student ID and a PIN. These will be sent to you by DIT.

- If you are a _new DIT student_, you should expect to receive an 'Invitation to Register' letter by **_post_**. This letter will detail your Student ID and PIN.

- If you are a _returning DIT student_, you should expect to receive an 'Invitation to Register' communication by **_email_**. This email will be sent to your DIT email account and will detail your Student ID and PIN.

You will not be able to log on to the Online Registration system until you receive you 'Invitation to Register' communication.

DIT uses a Secure Socket Link (SSL) to process all online registrations in order to provide a safe and secure environment. Credit card details will not be held on file by DIT.

2. Before You Start

To complete the DIT Online Web Registration process you will need:

- **'Invitation to Register' communication.** This contains your Student ID and PIN.
- **Personal Public Services Number (PPSN).** This information is required by the Higher Education Authority (HEA).
- **Address & Phone Details**
- **Credit/Debit card**
- **Bank account details.** Relevant only to students awarded a Third Level Trainee (TLT) Maintenance Grant. This grant is for Level 6 (Higher Certificate) and Level 7 (Ordinary Degree) students who have been approved for a maintenance payment and which will be made directly to their bank account.

3. Accessing the Online Web Registration System

The Online Web Registration system can be accessed from the DIT Registration website at http://www.dit.ie/registration
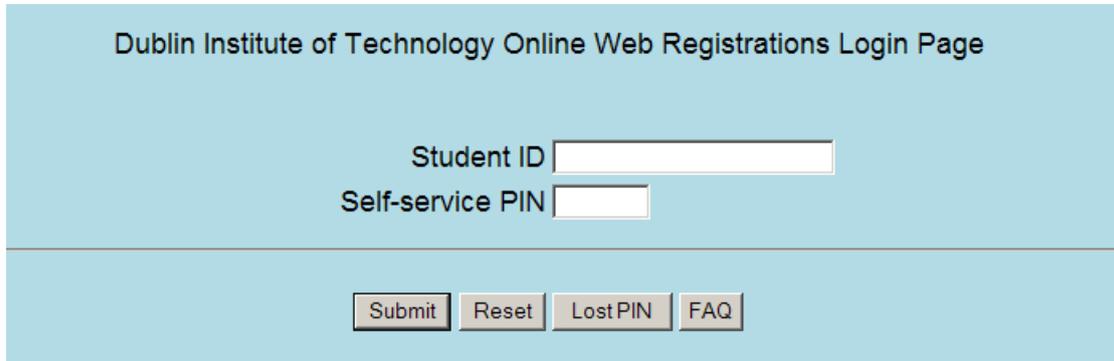

Figure 1: DIT Registration Website

All information regarding the registration process is available on this website.

To proceed with Online Web Registration, select '***Register Me***' from the left navigation bar and select the appropriate student category.

The link will bring you directly to the logon page.

4. Login

Figure 2: DIT Online Web Registration Logon Screen

From the login page, you must enter your Student ID and Self-Service PIN as detailed in your '*Invitation to Register*' communication. Once you have correctly entered your details you must click *Submit*.

If you cannot remember you PIN, you can click **Lost PIN**. This will bring you to a new screen where you will be prompted for your Student ID. By entering your ID and selecting *Submit*, your PIN will be forwarded to your DIT student email account.
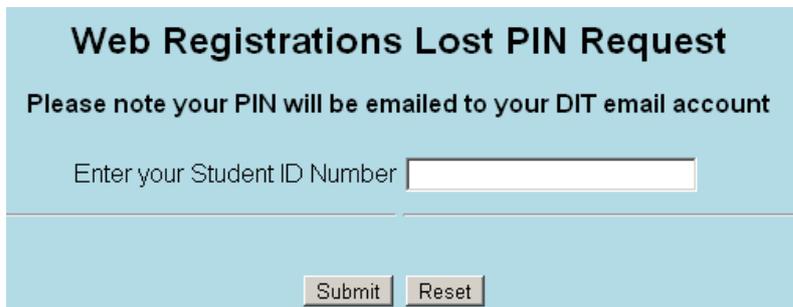
Figure 3: Lost Pin Request Screen

5. New PIN Screen

When you log-on for the first time you may be prompted with the 'New PIN' screen. For security reasons, you will need to change your PIN. This is so that you are guaranteed to be the only person who knows your own PIN.
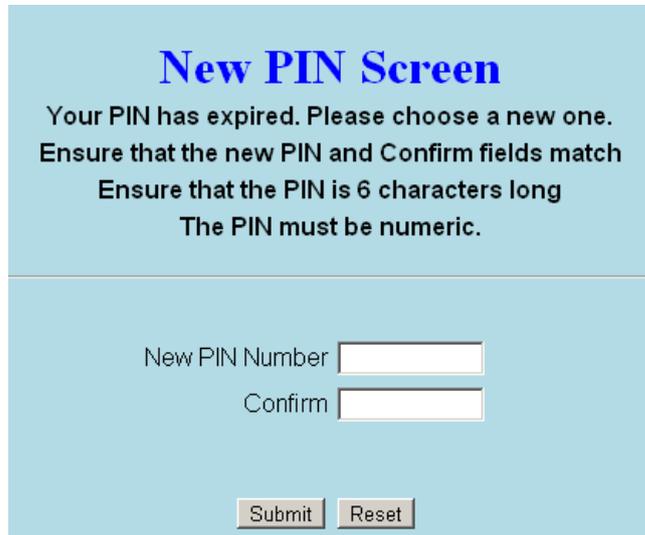

Figure 4: Change of PIN screen

You should enter a new PIN and confirm it by entering in the same number again. It is imperative that this new PIN is UNIQUE AND KEPT CONFIDENTIAL.

6. The Disclaimer Page

When you have successfully changed your PIN you will be directed to a ***Disclaimer*** screen which you must accept by clicking 'I Agree' before you can proceed.
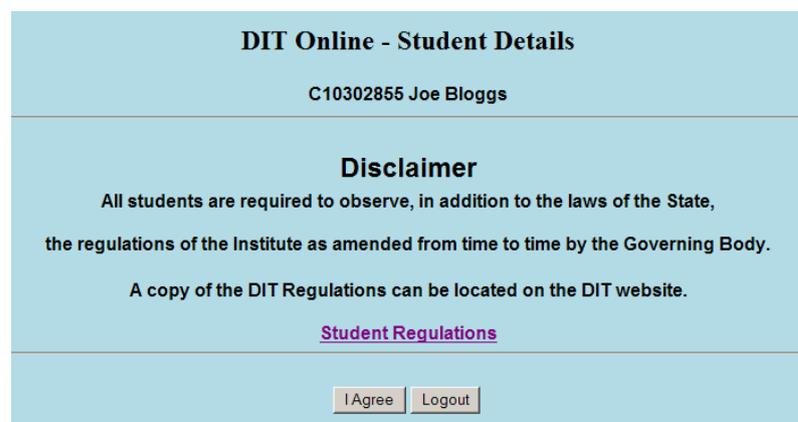
Figure 5: Disclaimer Page

It is the responsibility of all students to be familiar with all the regulations of the Institute. Further information is available by clicking on the Student Regulations link.

7. Student Details Screen

The next screen is the initial *Student Details* screen. Details of your programme, year, registration status and fees are listed here. Should you find any information which appears incorrect on this screen, you should contact registration.service@dit.ie.

DIT Online - Student Details

C10302855 Joe Bloggs

Student Name	Joe Bloggs
Programme Code	DT315
Programme Description	HCert in Business Studies
Programme Year	1
Registration Status	Registered
Outstanding Fees	No Fees Outstanding

Note: This fee total includes any outstanding fees from previous years.

Please ensure you have all the necessary information at hand before you proceed with your registration.

Further details are available at www.dit.ie/registration

To proceed, simply navigate through the Registrations process by confirming you details on each screen.

Select 'Save & Continue' to proceed through each screen in order to fully complete the registrations process.

An FAQ button will be available to assist you through each screen.

Save & Continue >>

Figure 6: Student Details screen

To proceed, simply select '*Continue >>*'

8. Person Details Screen

The next screen is the Person Details screen. Here you will see your name, email address, date of birth, nationality and PPS number. If we do not have your date of birth (DOB), nationality or PPS number you will need to complete these details before proceeding.

DIT Online - Student Details

C10302855 Joe Bloggs

Please note, the name listed below is the name that will appear on your graduation parchment.

If this is incorrect please see the Registration Website for details of how to get it changed.

Name	Joe Bloggs
Student ID	C10302855
Email Address	joe.bloggs2@student.dit.ie
Date of Birth*	
Country of Nationality*	
PPS Number*	

* Denotes that this information will be forwarded by DIT to the Higher Education Authority for the purpose of the Student Statistical Returns.

DIT Students' Union is a student run organisation aimed at improving your college experience, and protecting the rights of students. It is the only representative body of students in DIT. Every DIT student is a member of DIT Student's Union, and so has access to all Student Union services. If you wish to receive more information about your rights and entitlements as a member, please tick here. ☑

Save & Continue >> FAQs Logout

Figure 7: Person Details screen

Your DOB, nationality and PPS number are mandatory requirements of the Higher Education Authority (HEA) for the purpose of student statistical returns. PPS number is mandatory for Irish nationals only.

If you find any of your personal information is incorrect and you are unable to amend it online, please contact us at registration.service@dit.ie to have it updated subject to the necessary verifications.

Note also at the end of the screen, you have the option to 'opt-in' to receive communication from the DIT Student's Union. You can either check or un-check this as preferred.

Once all information has been entered, select '*Save & continue >>'* to proceed.

As with all the other pages on the Web Registration system, you can log out at any time by clicking logout. If you are unsure about anything, you should check the *Frequently Asked Questions* which may be navigated to by clicking on **FAQs.**

9. Home Address Details

The next screen is the Address & Phone Details section. Please ensure that your most up-to-date details are provided.

DIT Online - Student Details

C10302855 Joe Bloggs

Current Address Details - note that you may change information as required

* Denotes a required field

*Address Line 1	143 - 149 Rathmines Rd
Address Line 2	Rathmines
Address Line 3	
*City	Dublin 6
*County	Dublin 6
*Country	Ireland
*Address Type	Own Home (House, Apartment)

Phone Details

	Intl Access Code:	Area Code:	Number:
Home:		01	5555555
Mobile:		083	1234567

(User must enter either a Home Phone no or a Mobile Phone No!)

Save & Continue >>   FAQs   Logout

Figure 8: Home Address Details

You should always give the address where you wish to receive any written correspondence from DIT. If your address changes during the year you will be able to update it using the Online Web Registration facility as many times as required. However, the most recent address entered will be the address used for any written correspondence.

Please note the 'Address Type' field is a mandatory requirement of the Higher Education Authority (HEA) for the purpose of student statistical returns. This field cannot be left blank.

Phone details must be numeric entries only.

When you are satisfied that all details are correct select '***Save & Continue** >>'* to save your progress and continue on to the next stage of the registration process.

At this point and depending on which category of student you are, you may be directed as follows:

> ➡️ If this is your first time entering fulltime, undergraduate, third level education ('new-entrant') then you will have some additional questions to answer. The next screen you should expect is the Higher Education Authority (HEA) Socio-Economic Questionnaire.

> ➡️ If you are a returning full-time student to a Level 6 programme, you should expect the next screen to prompt you for your Bank Account details.

> ➡️ If you are any other category of returning student, you should expect to go directly to the Registration Confirmation screen.
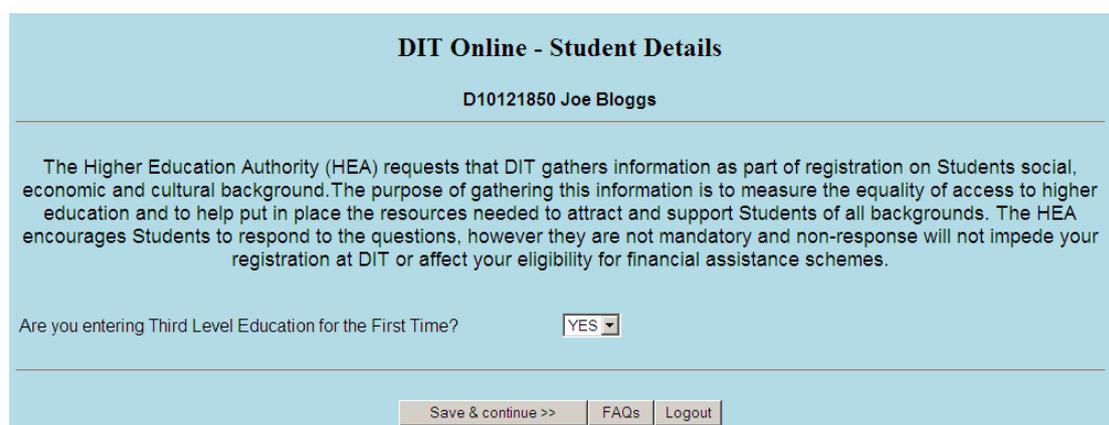
HEA Social, Economic & Cultural Details

From 2007 on, all Higher Education Institutions will be gathering information as part of registration on student's social, economic and cultural background. The purpose of gathering this information is to measure equality of access to higher education and to help put in place the resources needed to attract and support students of all backgrounds. As with all other information gathered during registration, the responses gathered on student background are confidential and each college has a data protection policy in place. All students are encouraged to respond to the questions. However they are not mandatory and non-response will not impede your registration at college or affect your eligibility for financial assistance schemes.

A detailed description of this data collection project is available on the Higher Education Authority Website: www.hea.ie

Upon entering the HEA Social, Economic & Cultural Details questionnaire, you will be initially prompted to confirm if you are entering Third Level Education for the first time. All 'new entrants' should answer YES to this question.

What is a New Entrant?

- A new entrant is defined as a student entering third level education for the first time. This also includes students from outside of Ireland.
- Those re-entering as repeat students or those who have been previously enrolled in higher education either on another programme in the same higher education institution or in another institution are not new entrants.
- Those students who attended higher education but withdrew without receiving an award and are re-entering as mature students following a gap of five years since their previous attendance are included.

Figure 9: New Entrant Screen

Select the appropriate answer. To proceed click '***Save and Continue>>***' to advance to the next screen.

Social, Economic and Cultural Details – Page 2

The data collected on this page relates to students with a disability.

DIT Online - Student Details

C10302855 Joe Bloggs

HIGHER EDUCATION AUTHORITY SOCIAL, ECONOMIC AND CULTURAL DATA

Note that you may change information as required

1. Students with a disability

If you have a disability please indicate this by choosing yes or no as appropriate below. The purpose of asking this question is to assess the extent to which students with a disability are participating in higher education. The information is also necessary to plan and resource services and supports so that students can successfully participate in and complete their higher education course. As with all other information in the registration form, the data provided will be treated confidentially.

Do you have any of the following long-lasting conditions? Indicate Yes or No as appropriate.

(a). Blindness, deafness or a severe vision or hearing impairment

(b). A condition that substantially limits one or more basic physical activities such as walking, climbing stairs, reaching, lifting or carrying

(c). A specific learning difficulty (e.g. dyslexia)

(d). A psychological or emotional condition (includes a mental health difficulty)

(e). Other, including any chronic illness

If you answered Yes to any of the conditions specified above, do you require additional educational support(s)?

If you do require additional educational support, please register with the DIT Disability Service.

Save & Continue >>   FAQs   Logout

Figure 10: Disability Details

Once you are satisfied that all details are correct click *'Save and Continue>>'* to advance to the next screen.

Social, Economic and Cultural Details – Page 3

The data collected on this page relates to students facing social and/or economic barriers to higher education.

HIGHER EDUCATION AUTHORITY SOCIAL, ECONOMIC AND CULTURAL DATA

Note that you may change information as required

2. Students facing social and/or economic barriers to higher education

The questions below are asked in order to assess the extent to which students from all socio-economic backgrounds are participating in higher education. It is also necessary in order to secure additional financial resources to support students to successfully participate in and complete their higher education course. As with all other information in the registration form, the information provided will be treated confidentially.

(i) Please indicate the status of your parent(s)/guardian(s) (Please select from the drop down box).

Mother / Guardian   Father / Guardian

(ii) If your parent(s) is employed please state the principal present occupation of your parent(s)/guardian(s), giving the precise job title* (see explanatory note below). If not in paid employment please record the LAST occupation held.

Mother / Guardian   Father / Guardian

*Explanatory note on occupation: In all cases please describe the occupation as fully and precisely as possible, using any special name by which the job is known, stating the type of work done and, where appropriate, the level of seniority such as supervisor or manager. The following are examples of the types of occupational descriptions which should be used: Motor Mechanic, Builder`s Labourer, Civil Engineer, Gas Fitter, Garage Manager, Laboratory Technician, Dock Labourer, Electrical Engineer, Analyst/Programmer, Site Foreman, Electronic Technician, Food Process Worker, Secretary/Receptionist, Child Minder, Retail store/Shop Manager. General terms such as Manager, Civil Servant, Technician, Labourer, Engineer, Fitter, Foreman, Mechanic, Contractor should not be used alone.

Save & continue >>   FAQs   Logout

Figure 11: Social and Economic Details 1

Once you are satisfied that all details are correct click *'Save and Continue>>'* to advance to the next screen.

Social, Economic and Cultural Details – Page 4

The data collected on this page also relates to students facing social and/or economic barriers to higher education

Figure 12: Social and Economic Details 2

Once you are satisfied that all details are correct click *'Save and Continue>>'* to advance to the next screen.

Social, Economic and Cultural Details – Page 5

The data collected on this page relates to the cultural and ethnic background of students.

Figure 13: Cultural and Ethnic Details

Once you are satisfied that all details are correct click *Save and Continue >>'* to advance to the next screen.

10. Fee Assessment Screen

All full-time UG 'new-entrant' students will also be prompted to answer three fee assessment questions on the next screen.

You should answer these questions correctly to ensure that you are assessed for the correct Third Level fees.

All question require a simply *Yes/No* response.

You must answer all questions and check the box indicating that the information you have supplied is correct. Otherwise you will not be able to proceed to the next stage of the registration process.

Figure 14: Fee Assessment Screen

Once you are satisfied that all details are correct click *'Save and Continue >>'* to advance to the next screen.

11. Bank Account Details

If you are a full-time student registering on a level 6 or level 7 programme, you should expect the next screen to prompt you for your bank account details. If not, please proceed to the Confirming your Registration section.

All full-time UG level 6/7 programmes are part of the Third Level Trainee Maintenance (TLT) scheme.

If you registering on a Level 6/7 programme and you think there is a possibility that you may be eligible for a TLT maintenance grant, then you should enter your bank account details on this screen. If your grant is approved, we cannot lodge your money to your account unless we have your bank details.

DIT Online - Student Details	
C10302855 Joe Bloggs	
If you have applied for or are currently in receipt of a TLT maintenance grant, it is your responsibility to ensure that your bank account details are correct.	
The details below should be the bank account you wish to have your maintenance grant payment lodged into.	
Failure to provide accurate information will result in your grant not being paid.	
Bank Sort Code	900017 Bank of Ireland 2 College Green Dublin 2 ▼
Account Number	55556666
Account Name	Joe Bloggs
	Save & Continue >> FAQs Logout

Figure 15: Fee Assessment Screen

Simply enter you Bank Sort Code, Account Name and Account Name in the appropriate fields.

The Bank Sort Code has a drop down field so you must select the appropriate code from the list.

When you are satisfied that all details are correct select '***Save & Continue >>'*** to save your progress and continue on to the next stage of the registration process.

12. Confirming your Registration

Once you have completed all other stages, you will be brought to the '*Registration Confirmation*' screen.

At this point you will see confirmation of you Programme Code, Year, Registration Status and Total Fees Due.

Figure 16: Registration Confirmation Screen

Ensure that all details on this form are correct. If they are incorrect, you should not proceed any further and contact the Registration Service by email (registration.service@dit.ie) with details of your query.
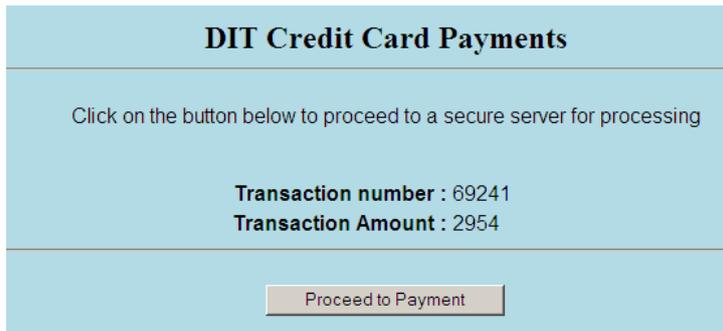
Assuming all details are correct, you should complete the registration process by selecting '***Register and Pay***'.

If you are a full-time student, you will also have the option to '***Register Only***' at this point. However, by choosing this option your fees will remain outstanding.

Register and Pay

When you select '**Register and Pay'** you will be brought through the DIT Online Payment process.

The first screen will details your unique transaction number. It is advisable to take a note of this number as it is a useful reference should you have any query regarding you credit/debit card payment later.

Figure 17: Credit Card Transaction Details Screen

Click '***Proceed to Payment'*** to open the DIT Credit Card Payments screen.

Figure 18: Credit Card Payment Screen

The following is a brief description of the information required for each field:

Card Type: The only cards accepted by DIT for online payment are Visa, MasterCard or Laser. Your card must have one of the following 3 logos to be eligible for payment on the web registration system:

Card Number: The unique 16-digit number that appears on your card

Card Expiry Date: The date when the credit card expires

Card Security Code: is usually a 3 digit number, which is not part of the credit card number. The Card Security Code is typically printed on the back of a credit card (usually in the signature field). The Card Security Code should not be entered for Laser Card Users (cards beginning with a 6)
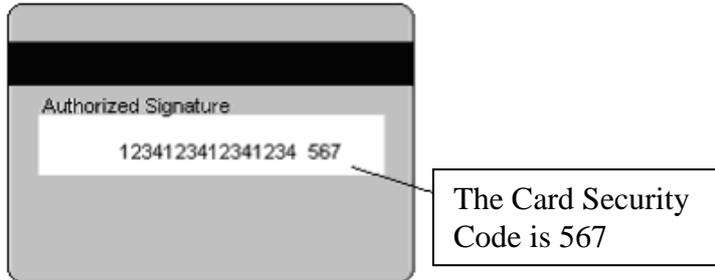
Name as it appears on the card: The name of the owner of the card exactly as it spelt on the card.

After you input and verify card details, click on '*Pay Now*' button .The description of the button will change to '*Processing*'.

Often a browser can take some time loading while the credit card payment is processed and verified. It is of great importance that during this time you DO NOT CLOSE DOWN THE INTERNET BROWSER WINDOW as this could cause errors to occur in the processing of a payment.

When the credit card payment goes through you will receive a confirmation message on screen confirming the payment.
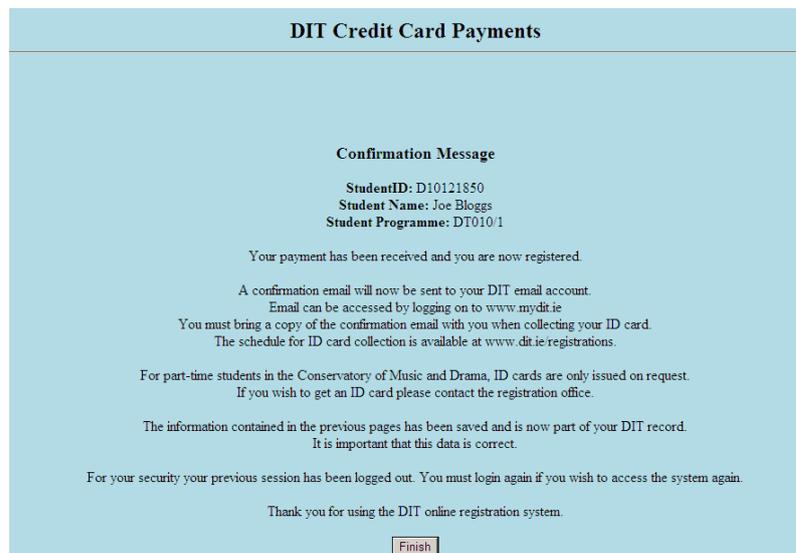

Figure 19: Registration & Payment Confirmation Screen

Click 'Finish' to exit your session.

An e-mail will be sent to your **DIT student e-mail account** (www.mydit.ie) confirming the details of the registration.

If the payment is not approved, you will be advised that the '*Payment has NOT been processed*'. Click 'Finish'. You should then either contact your bank to resolve the issue before logging in again or try a different card.
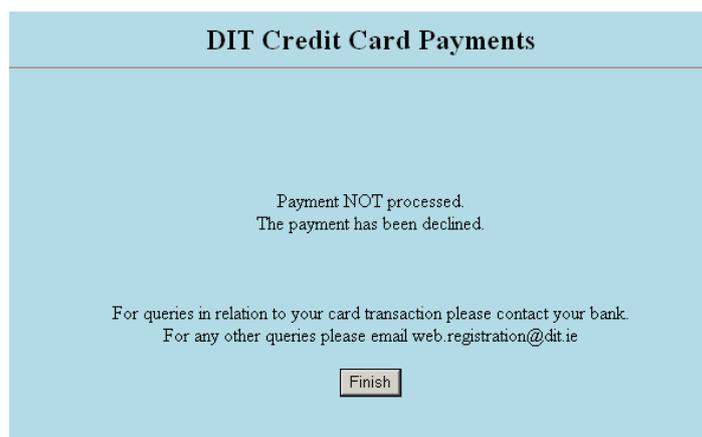

Figure 20: Payment NOT Processed Screen

Register Only *(Full-time students only)*

Full-time students have to option to register and pay their outstanding fees at a later date. However, it should be noted that payment should be completed by October 31st, as late payment changes will apply thereafter.

If you select *'Register Only'*, you will be brought to a confirmation screen confirming you registration details.
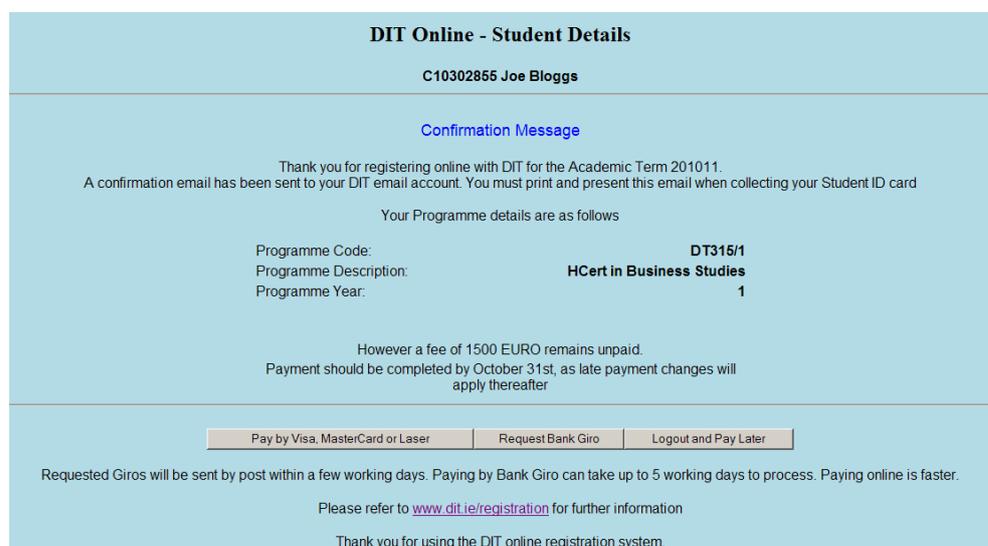

Figure 21: 'Register Only' Confirmation Screen

You still have to option at this point to complete the registration process by paying any outstanding fees online by credit or debit card. To do this, simply select '***Pay by Visa, MasterCard or Laser'*** button and you will be brought through the [DIT Online Payment](#) process.

Alternatively if you wish to pay by bank giro, you can request a giro by selecting the ***'Request Bank Giro'*** button. You should then expect to see the following giro request confirmation message.
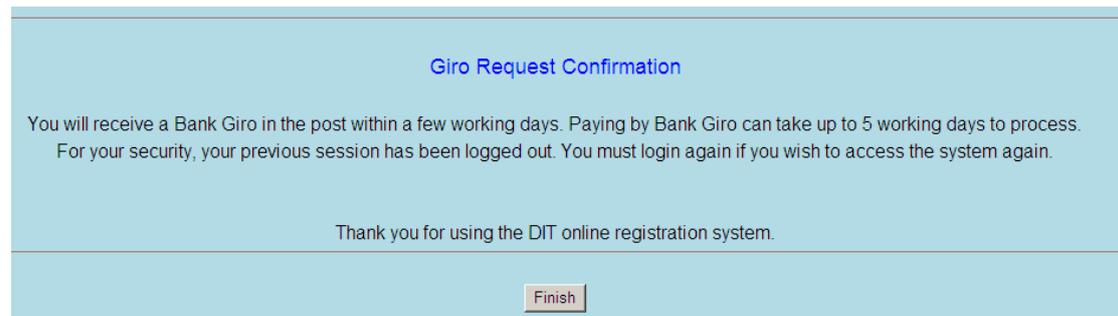

Figure 22: 'Giro Request' Confirmation Screen

A giro will be sent to you address within 5 working days. Once you make a bank giro payment, it may also take at further 5 working days for the payment to be processed fully. Paying online is faster.

If you choose to not proceed with either online card payment or giro request at this time, simply select '*Logout and Pay*' later. You will be then directed to the DIT Registration website.

That concludes the online registration process.