



How to confirm your Registration & Access the My Registration Page

Hi, my name is Maria. I'm a physics student and also work part time at the Student Desk. Today I'm going to show you how to confirm your registration for the year and access the My Registration page in SISWeb. You can find all the links mentioned in this video on the UCD current students website.

Please note that confirming your registration for the year is different than choosing your modules.

First, [log into your SISWeb account](#). If you're not sure how to do this, check out the [How to log into SISWeb video](#).



When you log in to SISWeb for the first time you'll be asked to agree to the Terms & Conditions of the University.

This is the start of becoming a registered student, so make sure you read them carefully. On the SISWeb home page, click on My Registration. To confirm your registration for the year, simply click the confirm button. This is really important, because it lets us know you're planning to attend UCD this academic year.

You'll then be brought to the My Registration Page.

On this page you can access and complete your Personal Information.

To access a particular section, just click on the title.



Due to Data Protection regulations, we're only allowed to discuss a student's account with the student themselves, unless they have given us permission to speak to someone else on their behalf. If you'd like your parent or guardian to speak with the Student Desk about your account, you can create a password in the Privacy and Security screen. They will then be asked to confirm this password when they contact the Student Desk.

Under the My Profile section you can upload a photo for your student card, update your contact details, add a PPS number and SUSI number if required and update your email preferences.

The Fees section shows your fee status and the details of the fees that you're being charged. You can also make payments here.



Once module registration opens for you, the My Registration page also includes the section where you'll be able to choose your modules.

To find out how to choose your core, option and elective modules, watch the videos on the UCD Current students website.

You can easily tell if you've completed each section, as a green tick will appear when you have completed what you need to do.

If you have any more questions about confirming your registration for the year, [contact the Student Desk](#) and we'll be happy to help.

Thanks for watching, bye