



**University College Dublin**  
An Coláiste Ollscoile, Baile Átha Cliath

# HOW TO REGISTER ONLINE

**A STEP-BY-STEP GUIDE TO UCD REGISTRATION**

**May Starts**



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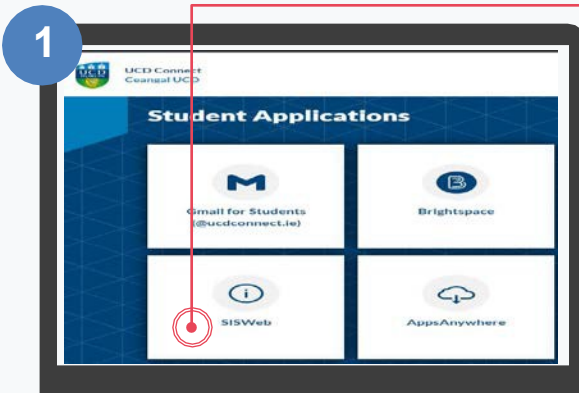
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# Getting Started

Before you begin your academic year at UCD, you will need to register with the University. Registration allows you to obtain your UCD Student Card (UCARD) and gain access to the wide range of facilities available to our students.

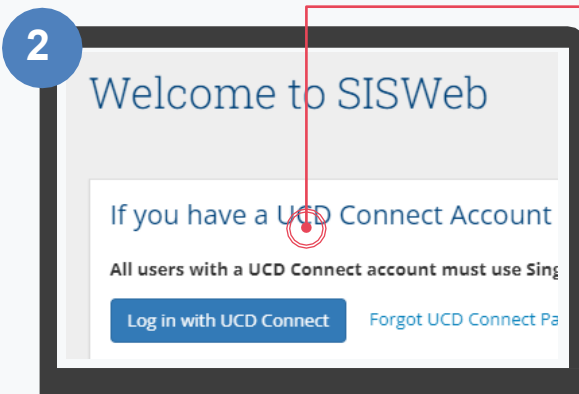
You will need to confirm your registration online via SISWeb. The steps below will show you how. If you need to be registered to modules, [your College/School will be able to help](#).

If you need help with using online registration at any point, just [contact the Student Desk](#).



## GO TO UCD CONNECT

Go [www.ucd/connect](http://www.ucd/connect) and click on the **SISWeb** icon.



## LOG INTO SISWEB

Click on the **Log in with UCD Connect** button. Enter your **UCD Connect username and password**.

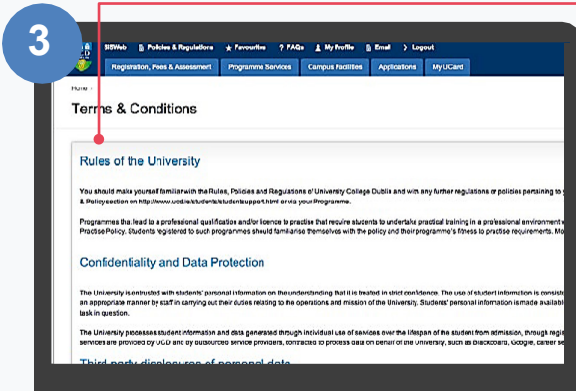
Your username is your UCD student number if you are a direct applicant or if you were here before. If you have already created a SISWeb password, please use that.

Otherwise, your password is your date of birth (in the format **ddmmyy**).



If your password is your date of birth, make sure you change it to something more secure on first login!

# GETTING STARTED CONTINUED.



## AGREE TO THE UCD TERMS & CONDITIONS

When you enter the registration system for the first time you will be required to agree to the Terms & Conditions of the University .

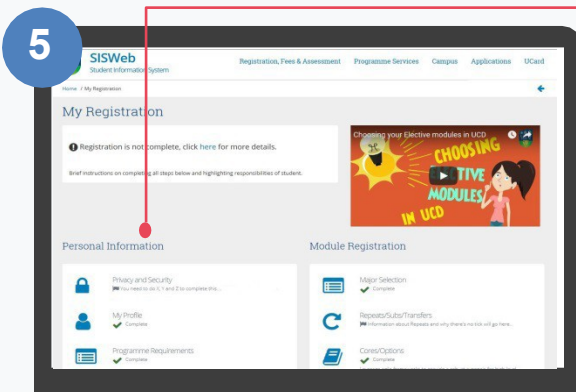
This is the start of becoming a registered student so make sure you read them carefully.



## CLICK ON MY REGISTRATION AND CONFIRM YOUR REGISTRATION

When you click on **My Registration for the first time**, you will be asked to confirm your registration for 2023/24.

You will then be brought to the **My Registration Page**.



## MY REGISTRATION PAGE

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

# Step 1 – Personal Information




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Privacy and Security | My Profile | Programme Requirements | Survey | Fees

### My Profile

#### My Personal Details

Name: UCD Student

My Photo:  [Upload a New Photo](#)

Gender: Male

Phone Number: 111111

Mobile Number: 111111

PPS Number: Add PPS Number

SUSI Application Number: Add SUSI Application Number

#### My Address Details

Address Type	Address	Accommodation Type	Click to
Permanent Address	Main Street Co. Down	N/A	<a href="#">Update</a>
Term Address	Main Street Co. Down	Rented Accommodation	<a href="#">Update</a>

#### My Emergency Contact Details

Emergency Contact	Emergency Address	Emergency Telephone	Click to
Parent: Mary Smith	Main Street Dublin 1	+34 111111 789	<a href="#">Update</a>

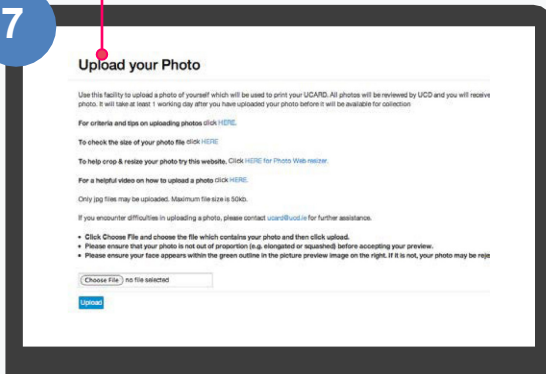
CONFIRM YOUR PERSONAL DETAILS  
CHECK YOUR FEES  
UPLOAD YOUR UCARD PHOTO

## Things to Note:

- Some information, such as name and date of birth can be changed by the UCD Student Desk if you show them your passport or birth certificate.
- If the name on your passport/birth certificate does not match the one used on your application, then you may not be able to collect your UCARD until after your name has been updated on your student record.
- If your term address and/or phone number is different to your home address, make sure to enter it.
- Enter your emergency contact details in the fields provided.
- Remember to include your Student Universal Support Ireland (SUSI) grant application number if you have applied for a grant.
- If you are registering for certain Health Sciences programmes you will be asked to complete a Programme Requirements section.
- In the fees section, check how much you are required to pay now (if relevant) and enter that amount (or the full amount if preferable) into the box provided. You can pay online using a credit or debit card.
- Use Email Preferences, to confirm if you want official UCD emails copied to your personal email address as well as your UCD Connect email.
- Incoming students: upload your photo so you can get your UCD Student Card (UCARD).
- If you are continuing in your Programme, once you confirm registration for 2023/24 your UCARD will remain active.

# STEP 1 CONTINUED

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## UPLOAD YOUR UCARD PHOTO

On the **My Profile page** click on **Upload your Photo**.

Click **Browse** to find your photo on your PC and then click **Upload**.

Preview the photo and if you are happy click **Accept** to upload it.

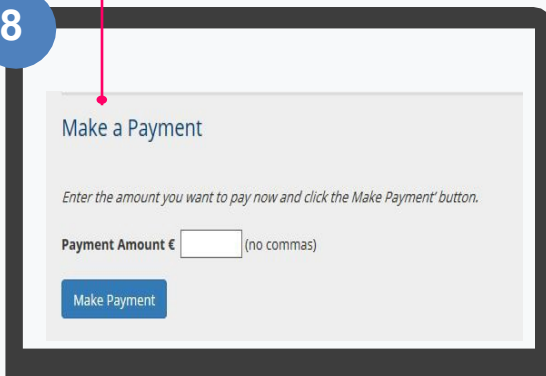
You need to upload a photo before your UCARD Student Card (UCARD) can be printed.

It must be a jpg file, 50KB or less. If you need to resize your photo, go to <http://webresizer.com/>

If you need help uploading your photo, contact [ucard@ucd.ie](mailto:ucard@ucd.ie)

**!** You must show your Passport or Birth Certificate with photo ID before you can collect your UCARD.

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## PAY YOUR FEES

The **Fees page** shows your fee status and the details of the fees that you are being charged.

To pay online, go to the **Make a Payment section** and enter the amount you need to pay in the box provided.

Click on **Make Payment** at the bottom of the screen and check the details shown.

Click on **Pay Now** to go to a secure website to enter your debit/credit card details. UCD does not keep a record of your card details.

Once you have completed the payment a confirmation email will be sent to your UCD Connect email address. To send a copy of the receipt to another email address, enter that address in the box provided.

**!** In order to be a fully registered student you need to pay your fees.

**!** If you do not wish to pay online, click on the **Continue** button.

Other methods of payment are available on:

[www.ucd.ie/students/fees/howtopay/](http://www.ucd.ie/students/fees/howtopay/)

# Step 2 – Module Registration



As well as completing Step 1 you **may** need to be registered to modules.

There may be compulsory Core modules for you to do as well as Option modules, where you choose modules that interest you from a list of modules related to your programme.

Your [College/School Office](#) will assist with your module registration if necessary.



**WELCOME**

[www.ucd.ie/students/registration/](http://www.ucd.ie/students/registration/)

[www.ucd.ie/graduatestudies/](http://www.ucd.ie/graduatestudies/)