



# How to Register Online

A guide to Online Registration for Micro-Credential Learners



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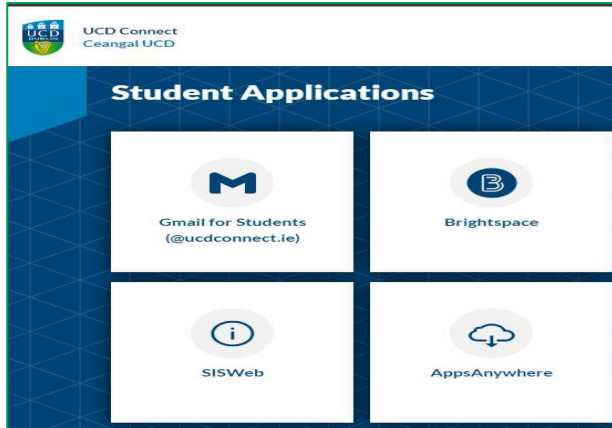
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# How to Log In



[Watch the How To Log Into SISWeb video.](#)



## Go to UCD Connect

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

You can filter by **Student Applications** to show the relevant icons.



## Log into SISWeb

Click on the **Log in with UCD Connect** button.

You will be asked to enter your **UCD Connect username and password**.

Your username is your **ID number**.

If you have already created a SISWeb password, please use that. Otherwise, your temporary password is your date of birth (in the format **ddmmyy**).

**If your password is your date of birth, you must [change it to something more secure](#) on first login!**

# Confirm Registration

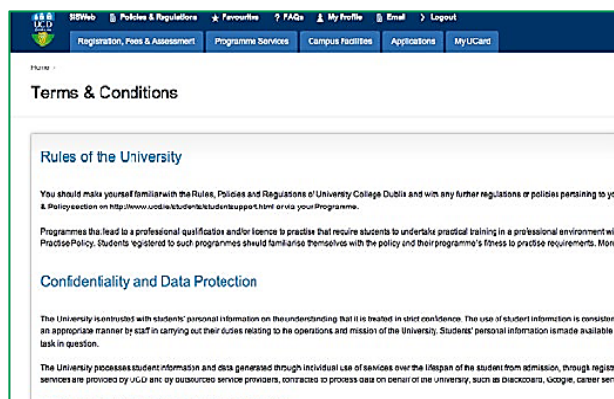


[Watch the video.](#)

## Agree to the 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** you will be asked to confirm your registration for the academic year.

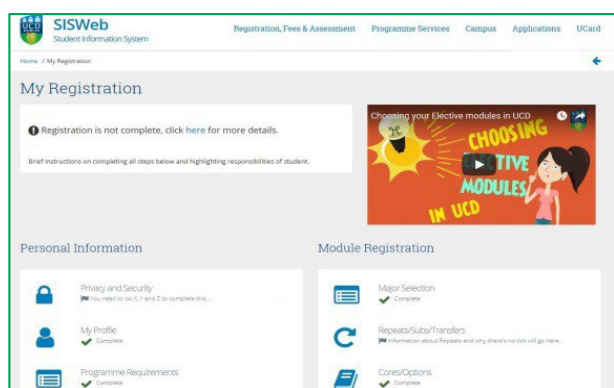
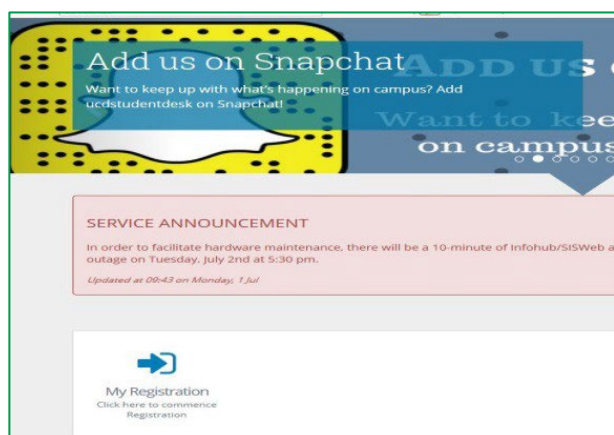
You need to confirm registration so you can select your modules later on (if required).

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

## My Registration Page

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

You will also be able to access and complete your **Module Registration** (if required) once it opens for you.



# Step 1

## Personal Information



[Watch the video.](#)

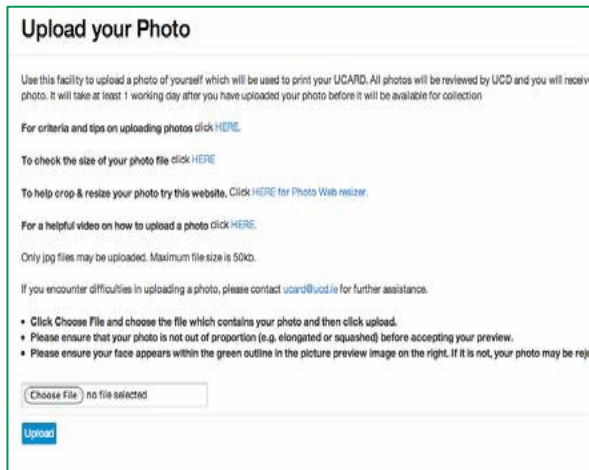
- ✓ Confirm your personal details.
- ✓ Answer a short survey.
- ✓ Pay your fees.
- ✓ Upload your UCARD (Student Card) photo.
- ✓ Set your Email Preferences.

### Things to note:

- Your name and date of birth can be updated 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.
- 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. N.B if you were successful in your application for HCI Micro credential Fee the balance will appear as outstanding on your UCD account until the funding has been applied by relevant School in UCD.
- Use Email Preferences to confirm if you want official UCD emails copied to your personal email address as well as your UCD Connect email. **Check your UCD email regularly** as you will receive important emails regarding registration, exams, orientation and much more!
- Upload your photo so you get your student UCARD card. The UCARD team will communicate with you and provide an option to collect it from UCD after 8 September from UCARD or posted out for a €5 fee).



# Upload your Photo



**Upload your Photo**

Use this facility to upload a photo of yourself which will be used to print your UCARD. All photos will be reviewed by UCD and you will receive your photo. It will take at least 1 working day after you have uploaded your photo before it will be available for collection.

For criteria and tips on uploading photos click [HERE](#).

To check the size of your photo file click [HERE](#).

To help crop & resize your photo try this website, Click [HERE](#) for Photo Web-resizer.

For a helpful video on how to upload a photo click [HERE](#).

Only .jpg files may be uploaded. Maximum file size is 50Kb.

If you encounter difficulties in uploading a photo, please contact [ucard@ucd.ie](mailto:ucard@ucd.ie) for further assistance.

- Click Choose File and choose the file which contains your photo and then click upload.
- Please ensure that your photo is not out of proportion (e.g. elongated or squashed) before accepting your preview.
- Please ensure your face appears within the green outline in the picture preview image on the right. If it is not, your photo may be rejected.

Choose File no file selected

Upload

## Upload your UCARD Photo

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

It must be a jpg file, 50KB or less. If you need to resize your photo, use [www.webresizer.com](http://www.webresizer.com)

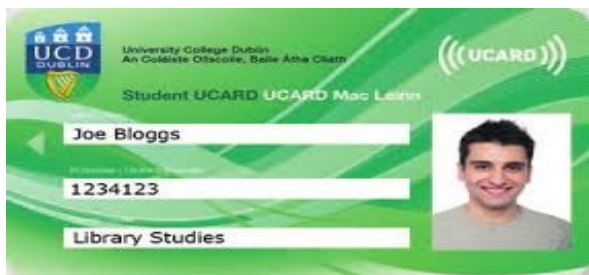
On the **My Profile page** click on **Upload your Photo**.

Click **Choose file** to find your photo on your PC/device and then click **Upload**.

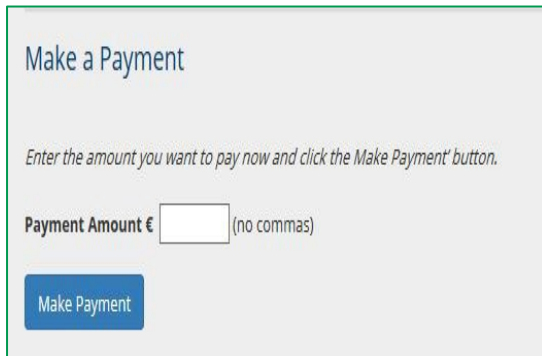
Preview the photo and if you are happy click **Accept** to upload it.

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.



# Pay your Fees



Make a Payment

Enter the amount you want to pay now and click the Make Payment' button.

Payment Amount €  (no commas)

Make Payment

## Paying your fees online

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.

If you were successful for a HCI learner subsidy fee there still may be some balance to pay. You can check in your confirmation offer how much the contribution from HCI is towards your total fee and pay the remaining part.

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.

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

Your offer letter you previously received indicates the modules/micro credentials you will study in UCD and start time (trimester).

If online module registration is available for your modules/micro credentials, you will select them as part of your online registration.

If online module registration is not available for them, contact the relevant [School/College](#) to get them added to your record.

**Note:** You can register for all the modules you need in the Autumn Trimester registration window but if you are unsure that you want to study all the modules you were offered in Spring and May there will an opportunity in early January to complete your registration for them.

If delivery mode of your course is fully online you can watch it live or in your own time. For modules/micro credentials offered in a blended delivery mode there may be occasional attendance required, which should be specified in your course descriptor.

### 2025/2026 Term Dates:

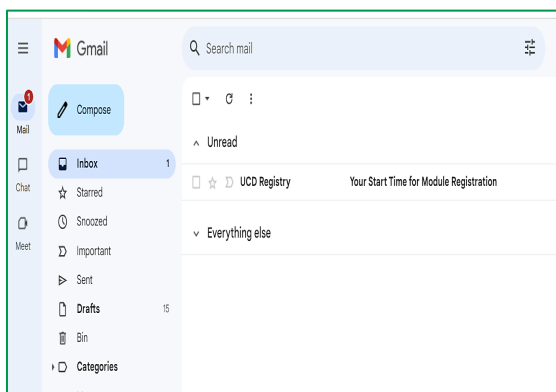
- Autumn Trimester – trimester starts from 8 September 2025
- Spring Trimester – trimester starts from 19 January 2026
- May (Summer) Trimester – trimester starts from 18 May 2026



# Registration Start Time

Students will be **automatically allocated a [Start Time](#)** for online module registration (if available) in the Autumn Trimester.

Please check [Registration Key Dates](#) to see from when UCD Micro credential student can begin registration (depending on your Start Time).



## Check your Registration Start Time

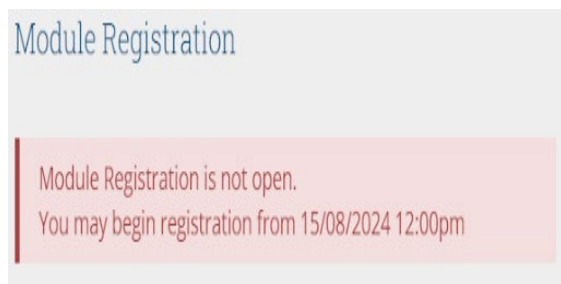
Check your UCD Connect email for confirmation of your Start Time.

You will also be able to see what Start Time you get in SISWeb.

Once the Online Registration system opens you will be able to see your Start Time on the My Registration page.

## Begin your online module registration (if available) from this time onwards

This will show you the exact date/time from which you may begin your online module registration.



# Select your Modules

## Module Registration



### Subject/Stream Selection

On this page, you can select Subjects or Majors for your programme.



### Repeats

On this page, you can add or drop Resit or Repeat modules. You can also register to or drop modules for which you have already have a grade of WX (extenuating) or WL (withdrawn late).



### Cores/Options

On this page, you will see any Core modules that you must take. You can also register to any Option modules that you need.

Once online module registration is open for you the **Core/Option** link will appear under **Module Registration** on the **My Registration Page** in SISWeb.

Click on the link and then select the modules you want from the list provided.

Please note that the list shown below is an example and these may not be your specific modules.

## Cyber Security (AdvC)

### Option Modules

#### Cyber Security

Trimester	CRN	Module	Credits	Class Type	Status	Action
Autumn	COMP47870	Incident Response	5	Lectures	Not Selected	<a href="#">Select Module</a>
Autumn	COMP47880	Network Security	10	Lectures	Not Selected	<a href="#">Select Module</a>
Autumn	COMP47900	Cyber Risk Assessment&Standard	5	Lectures	Not Selected	<a href="#">Select Module</a>
Autumn	COMP47920	Information Security	10	Lectures	Not Selected	<a href="#">Select Module</a>
Spring	COMP47800	Leadership in Security	5	Lectures	Not Selected	<a href="#">Select Module</a>
Spring	COMP47810	Malware Analysis	5	Lectures	Not Selected	<a href="#">Select Module</a>
Spring	COMP47860	Ethical Hacking	5	Lectures	Not Selected	<a href="#">Select Module</a>
Spring	LAW42160	Cybersecurity Law	10	Lectures	Not Selected	<a href="#">Select Module</a>
Summer	COMP47890	Applied Cryptography	5	Lectures	Not Selected	<a href="#">Select Module</a>
Summer	COMP47910	Secure Software Engineering	10	Practical	Not Selected	<a href="#">Select Module</a>

As you register to modules the times and locations will appear on your timetable.

The information may change so check your timetable before lectures start. Once registered, check your modules in Brightspace for messages about your classes.

**If a module does not appear online, contact your [School/College](#).**



# View your Timetable

My Timetable - Autumn

Autumn Spring Summer Click on a particular time slot to see the location.

	Monday	Tuesday	Wednesday	Thursday
8 <sup>00</sup>				
9 <sup>00</sup>	09:00 - 09:50 EEEN40060: Digital Communications			
10 <sup>00</sup>				
11 <sup>00</sup>		11:00 - 12:50 EEEN40130: Advanced Signal Processing Eng & Material Sci Centre 121ENG		11:00 - 11:50 EEEN40060: Digital Communications
12 <sup>00</sup>				
13 <sup>00</sup>			13:00 - 13:50 EEEN40060: Digital Communications	

## View Timetable

On the **Core/Option** page, click on **TIMETABLE** on the right-hand side of the screen.

You will see all your module lecture times and as well as any lab/tutorial times that you have been registered for so far.

Click on a particular time slot to see what room/building that class/tutorial is in.

Use the Autumn, Spring and Summer buttons to see your timetable for each trimester.