

Web Registration for All New Students September 2018



The following information will assist you to complete the web registration process, after which you will be an IADT student. If you are unable to register online for any reason, please don't worry, you can do it in person when you come along to IADT for induction.

Please read the instructions below and follow them through to the end.

1	Go to https://ssb.ancheim.ie/iadt/app/twbkwbis.P_GenMenu?name=homepage
2	Click on Enter Secure Area
3	Enter your User ID . This is your Student Number eg N00181234 can it can found in the email sent by the Admissions Office. Make sure you use a capital N when inputting your number.
4	<p>Enter your 6 digit PIN number. This will be your date of birth in DDMMYY format eg 14 February 1996 will result in a PIN of 140296.</p> <p>This is a one use only PIN and is set to pre-expire once used so you will be immediately asked to create a new PIN. To do this, enter your old PIN (date of birth) and then choose a new PIN containing any 6 numbers - it's really important to take a note of this new PIN as you will use it throughout your studies, to access exam results online etc and to register each year.</p>
5	Click Login
6	Go to the Student Services Tab and click Online Registration
7	Your Programme and the term 2018-19 should be selected. Click Submit
8	You will now see a number of checklist items. Start at Personal Information , checking that your details are correct and updating them, where necessary. Click Continue to navigate through each checklist item
9	Personal Information - your student email should default in here. If empty, you must enter your student email address. The format is studentnumber@student.iadt.ie for example, N00123456@student.iadt.ie

9	<p>Do not update the following:</p> <ul style="list-style-type: none"> – Previous Third Level Institutions Attended Section - do not update, just click to continue – Survey Section - do not update, just click to continue – Fee Questionnaire Section - do not update, just click to continue – Grant Information – do not update, just click to continue
10	Once you have reviewed all checklist items (they will be marked as ticked) click Confirm Registration .
11	Registration Confirmation - make sure you understand the declaration before you tick the box agreeing to the terms and conditions. Click SUBMIT to confirm registration for the academic year 2018-19. Note that once you confirm registration you are a registered student of IADT. You can only withdraw by informing Academic Affairs in writing.
12	Registration Fees – choose the Pay Later option – this is really important. Fee payment is on a separate web page.
13	Make sure to log out of the Self Service Area . Ensure that you now read the information leaflet on how to pay your fees

Please note that the Office of Academic + Student Affairs communicates with students via their student email addresses only – it is vital that you set up your account and maintain it in order to ensure you are receiving all information