



### HEA ACCESS SURVEY - USER GUIDE

To complete the HEA Survey process, please follow steps 1 -8 in sequence as outlined in this user guide.

The address for the HEA Survey is:  
**<http://www.lyit.ie/admissions/registration/>**

**Note:** To complete the HEA Access Survey process, you must have JavaScript enabled on your web browser. It is usually enabled by default. If you encounter problems with the registration process, see page 6 for instructions on how to enable JavaScript.

1. Type in the address “<http://www.lyit.ie>” - the Homepage will appear.  
Click on the **Registration** button. The Registration page will now appear.  
Scroll down to the section **HEA Survey**  
Click on the highlighted link to connect directly to **the data collection page**.
2. The User Login screen will be displayed. Enter your User ID and PIN Number.

lyit | Institiúid Teicneolaíochta Leitir Ceanainn | Letterkenny Institute of Technology

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## User Login

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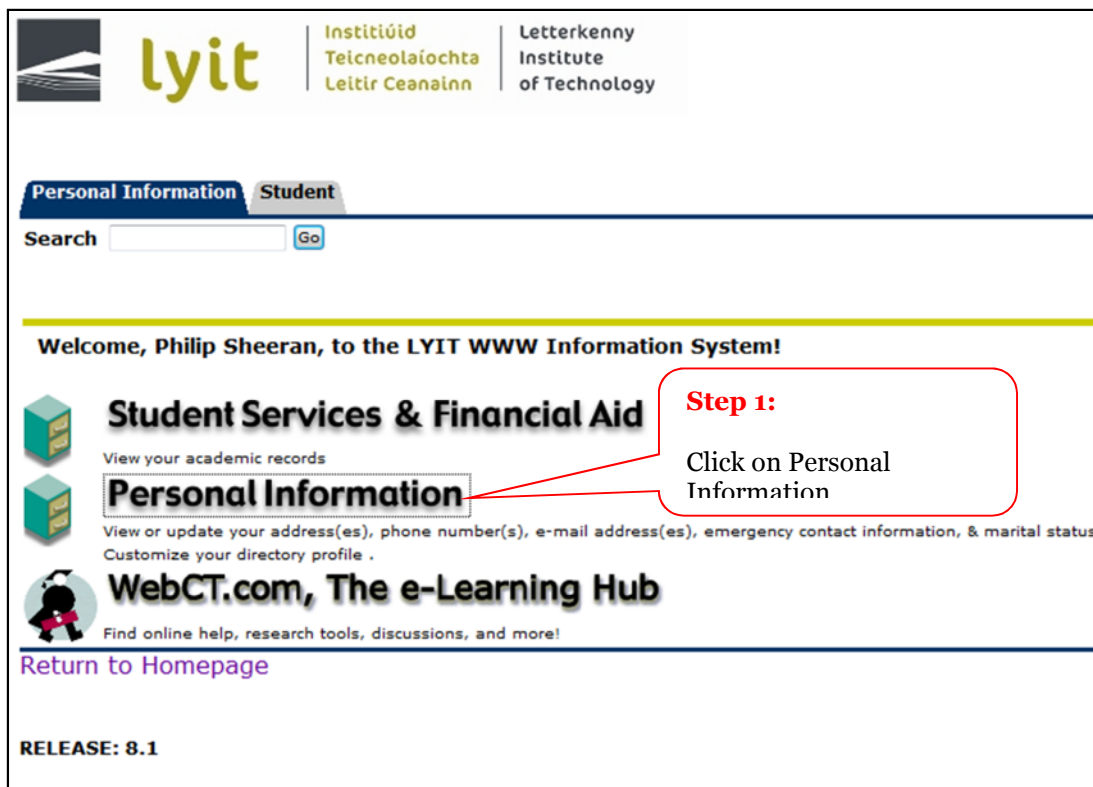
Please enter your Student ID and your Student Password (PIN). When finished, click Login. When you are finished, please Exit and close your browser to protect your privacy.

User ID:

PIN:

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3. The Main Menu page will appear as illustrated below. Click on Personal Information.



4. The Personal Information menu will appear. Click on General Surveys.



5. The Survey assigned to you will appear as illustrated below -
6. Click the HEA Access Survey link

The screenshot shows the lyit website header with the logo and name 'Institiúid Teicneolaíochta Leitir Ceánainn Letterkenny Institute of Technology'. Below the header, there are tabs for 'Personal Information' and 'Student'. A search bar is present. The main heading is 'General Surveys'. An information icon and text state: 'Select the General Survey title you wish to answer. You may exit a Survey at anytime and finish it later.' Below this is a table titled 'Surveys Assigned to' with columns 'SRN Description' and 'Status'. One entry is visible: '13 HEA Access Survey Pending'. A red callout box with the text 'Step 3: Click the HEA Access Survey link' points to the 'HEA Access Survey' text in the table. At the bottom, it says 'RELEASE: 8.0 [SC:8.2]'.

7. The following screen appears with the HEA Survey questions: *Please read the instructions carefully.*

The screenshot shows the 'Survey: HEA Access Survey' page. It has a checked checkbox at the top. Below it, a legend states: '\* - Required Question, it must be answered to complete the survey.' A paragraph of text explains that responses to Equal Access questions are used by the HEA for resource allocation. Below this is 'Question 1' with the text: '\* 1. Please select 'No' if you do not want to answer questions'. There are two radio buttons: 'Yes' and 'No'. A red callout box with the text 'Step 4: Read the instructions before answering question 1' points to the 'No' radio button. Below the question, there is a note: 'If you selected No to Question 1 above proceed to the end of this section and select the Complete button otherwise please complete the Equal Access questions.' The section title is '1. Learners with a disability'. At the bottom, there is a detailed instruction: 'If you have a disability please indicate this by selecting the appropriate checkbox(es) below. The purpose of asking this question is to assess the extent to which learners with a disability are participating in higher education. The information is also necessary to plan and resource services and supports so that learners 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.'

8. When you are finished the HEA Access Survey, click the **Complete** button at the bottom of the survey

The screenshot shows a survey form with the following content:

- No
- 18. (c) Refugee status in Ireland**
  - Yes
  - No
- 19. (d) Leave to remain in Ireland on humanitarian or other gro**
  - Yes
  - No
- 20. None of the above - please specify**

At the bottom of the form are two buttons: **Complete** and **Finish Later**. A red callout box with the text "Step 5: Click the complete button" points to the **Complete** button.

9. Click on the [here](#) link to complete the survey:

The screenshot shows a web page header with the lyit logo and the text "Institiúid Teicneolaíochta Leitir Ceannainn" and "Letterkenny Institute of Technology". Below the header is a navigation bar with "Personal Information" and "Student" tabs. A search bar with a "Go" button is present. The main content area is titled "General Surveys" and contains the text "You don't have Surveys to answer." and "If you have just completed the HEA Survey please select [here](#) to complete some final questions." A red callout box with the text "Step 6: Click the link 'here'" points to the [here](#) link. At the bottom of the page, it says "RELEASE: 8.0 [SC:8.2]".

10. The following questions require an answer:

Personal Information | **Student and Financial Aid** | Faculty Services | WebTailor Administration | Progression

Search

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Question 1: Last Institute Attended  
**Please select \***

Question 2: Highest Qualification on entry attained prior to entry to this programme?  
**Please select \***

Question 3: Did you enter this program through a government initiative?  
**Please select**

[Return to Personal Information without saving changes](#)

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**Step 7:**  
Answer questions

**Step 8:**  
click button  
when finished

## HOW TO ENABLE JAVASCRIPT IN YOUR BROWSER

### Windows Internet Explorer

1. On the *Tools* menu, click *Internet Options*, and then click the *Security* tab.
2. Click the *Internet* zone.
3. If you do not have to customize your Internet security settings, click *Default Level*.

Then do step 4

If you have to customize your Internet security settings, follow these steps:

- a. Click *Custom Level*.
  - b. In the *Security Settings – Internet Zone* dialog box, click *Enable* for *Active Scripting* in the *Scripting* section.
4. Click the *Back* button to return to the previous page, and then click the *Refresh* button to run scripts.

### Mozilla Corporation's Firefox version 2

1. On the *Tools* menu, click *Options*.
2. On the *Content* tab, click to select the *Enable JavaScript* check box.
3. Click the *Go back one page* button to return to the previous page, and then click the *Reload current page* button to run scripts.

### Safari Web Browser

1. Open Safari.
2. Select *Preferences* from the *Safari* menu.
3. Click *Security*.
4. Check both *Enable Java* and *Enable JavaScript*.
5. Close the window.
6. Click *Reload*