

Pre-Registration User Guide

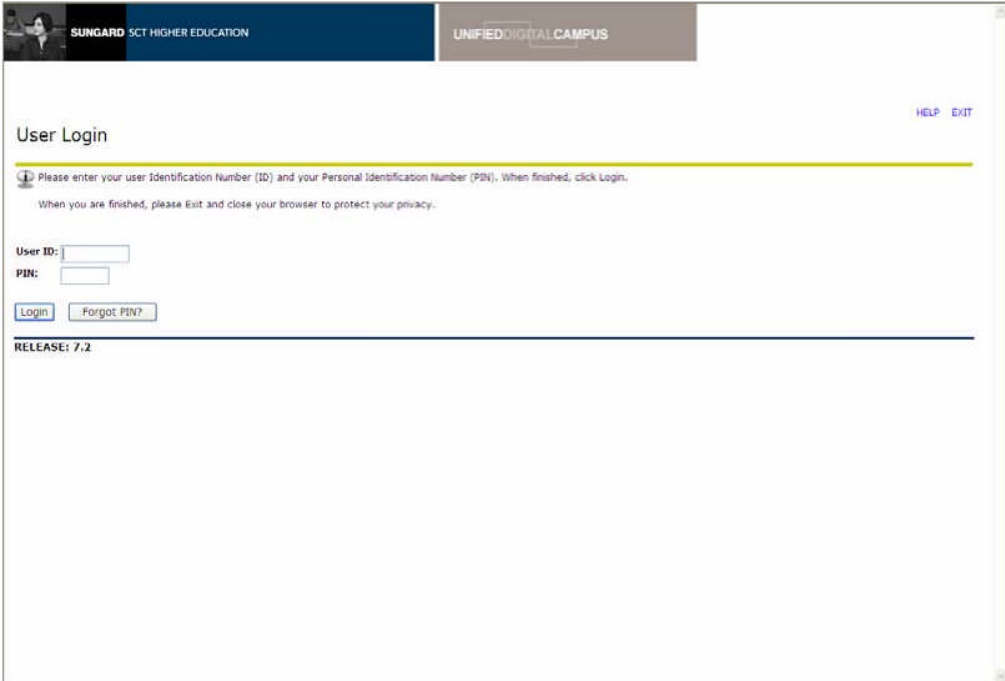
To complete the pre-registration process, please follow steps 1 -21 in sequence as outlined in this user guide.

The address for pre-registration is:

<http://www.lyit.ie>

Note: To complete the pre-registration 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 12 for instructions on how to enable JavaScript.

1. After you type in the address “<http://www.lyit.ie>” the Homepage will appear. Click on *Registration*. The Admissions page will now appear. Scroll down to the section **HEA Data Collection at Registration**. 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.



3. The Main Menu page will appear. Click on *Personal Information*.

Personal Information Alumni Services Development Officers Student and Financial Aid Employee Services

Search Go [SITE MAP](#)

Welcome, Brendan Barr, to the LYIT WWW Information System! Last web access on Aug 13, 2008 at 11:54 AM

Student Services & Financial Aid
View your ~~academic records~~

Personal Information Step 1. Click on Personal Information.
View or update your address(es), phone number(s), e-mail address(es), emergency contact information, & marital status; View name change & social number change information; ~~Change your PIN~~; Customize your directory profile .

WebCT.com, The e-Learning Hub
Find online help, research tools, discussions, and more!

[Return to Homepage](#)

4. The Personal Information menu will appear. Click on *Update Emergency Contacts*.

Personal Information Alumni Services Development Officers Student and Financial Aid Employee Services

Search Go [RETURN TO MENU](#)

[Change Security Question](#)
[View Emergency Contacts](#)
[Update Emergency Contacts](#) Click on "Update Emergency Contacts"


RELEASE: 7.2

- The Personal Information menu will appear. Click on *New Contact*.

[Personal Information](#) [Alumni Services](#) [Development Officers](#) [Student and Financial Aid](#) [Employee Services](#)

Search [RETURN TO MENU](#) [SITE MAP](#) [HEL](#)

Update Emergency Contacts - Select Contact

 Your current emergency contact information is listed below. To update a contact, click the name of the contact you wish to update. add a new contact, click New Contact.

Emergency Contacts


Order Name	Address and Phone Relationship
1	New Contact

[Click on New Contact](#) [[View Emergency Contacts](#)]

RELEASE: 7.2

- The Update Emergency Contact Details Page will appear. Enter emergency contact information as requested and then click on *Submit Changes*.

Update Emergency Contacts

 Enter a new emergency contact below. When finished, click Submit Changes.

Remove Contact:

Order:

Relationship: No list available.

First Name:

Middle Initial:

Last Name:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

Zip or Postal Code:


Country:

Area Code: **Phone Number:** **Extension:**

When completed click on Submit Changes

- To add a secondary emergency contact detail click on *New Contact* and repeat step 6 or proceed to step 8.

Update Emergency Contacts - Select Contact

 Your current emergency contact information is listed below. To update a contact, click the name of the contact you want to update. To add a new contact, click New Contact.

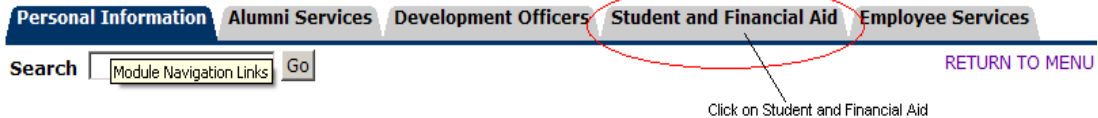
Emergency Contacts

Order	Name	Address and Phone	Relationship
1	Joe Soap	Main Street Letterkenny Donegal na Ireland 074 999999	
2	New Contact		

If you wish to add a secondary contact click on New Contact and repeat the process.


[[View Emergency Contacts](#)]

- Click on Student and Financial Aid tab.



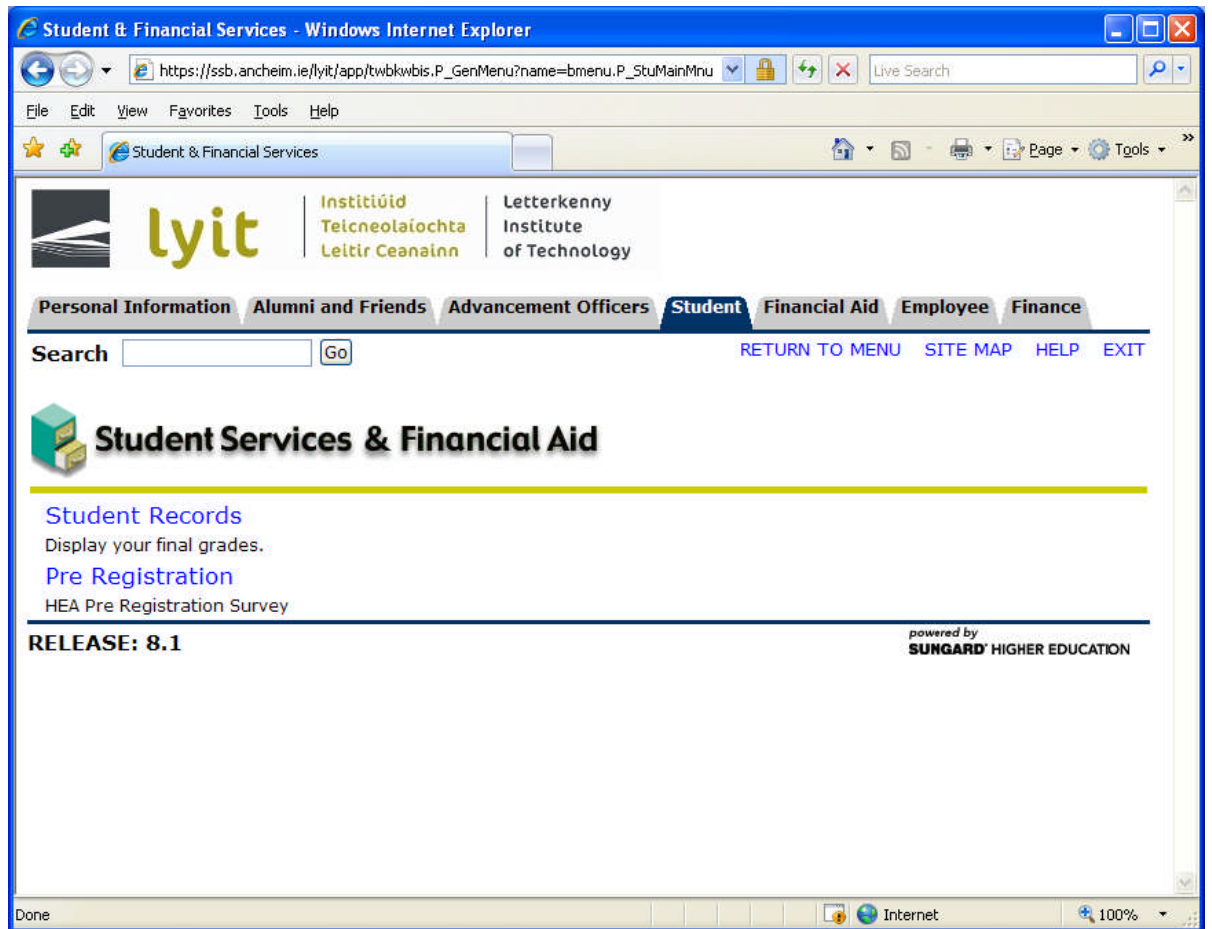
The screenshot shows a navigation menu with five tabs: Personal Information, Alumni Services, Development Officers, Student and Financial Aid, and Employee Services. The 'Student and Financial Aid' tab is highlighted with a red oval. Below the menu is a search bar containing 'Module Navigation Links' and a 'Go' button. To the right of the search bar is a 'RETURN TO MENU' link. A callout line points from the 'Student and Financial Aid' tab to the text 'Click on Student and Financial Aid'.

Update Emergency Contacts - Select Contact

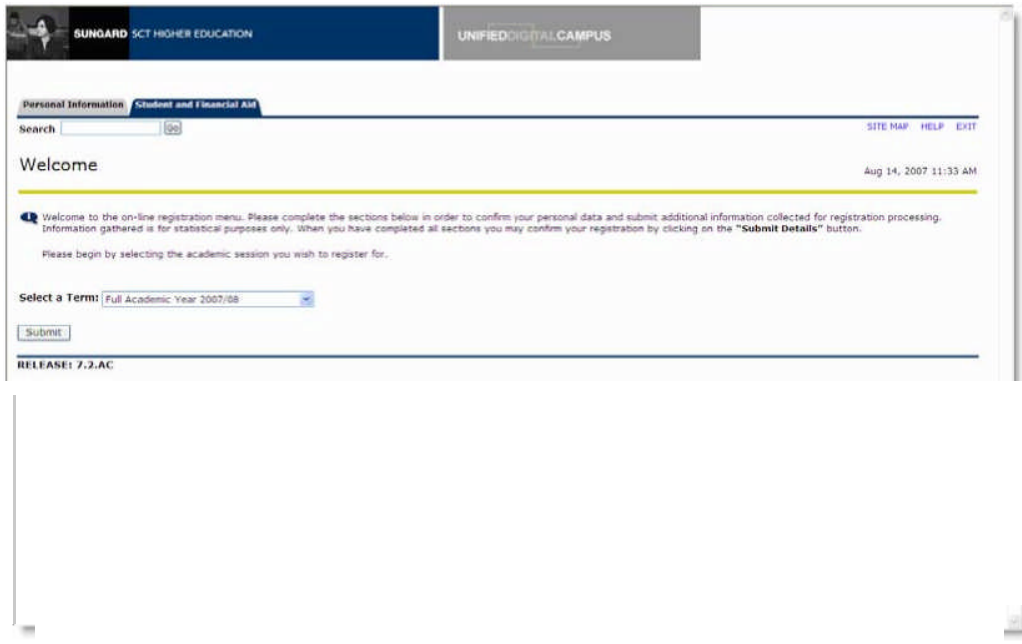
 Your current emergency contact information is listed below. To update a contact, click the name of the contact you want to update. To add a new contact, click New Contact.

Emergency Contacts

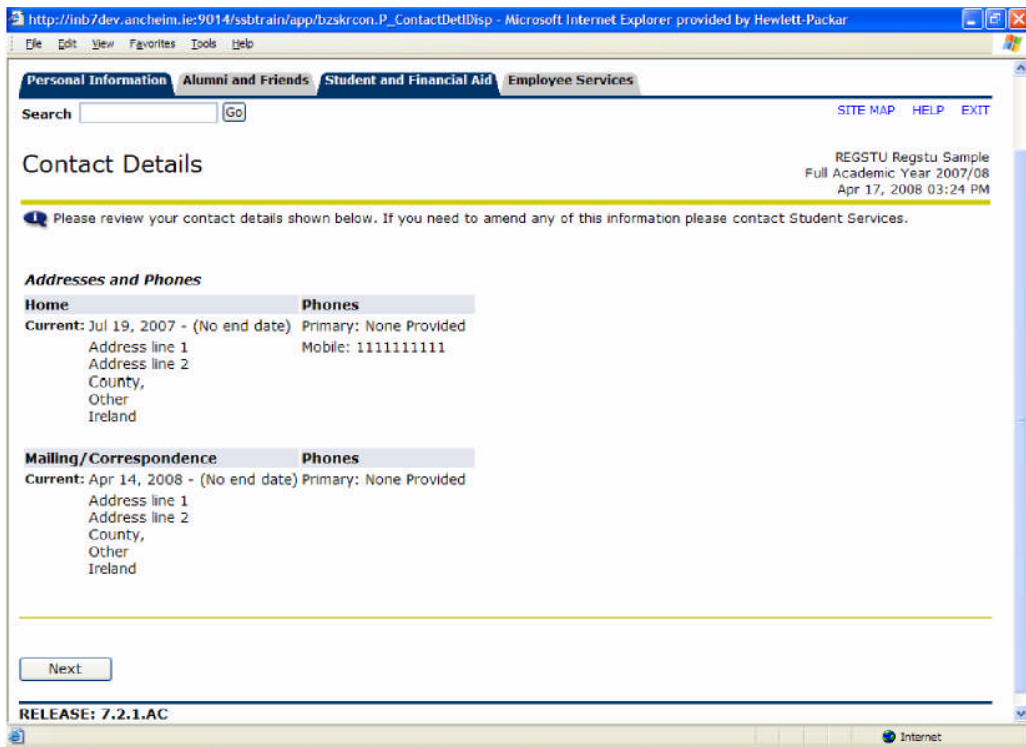
9. The Student Services and Financial Aid menu will appear. Click on *Pre-Registration*.



10. On the Welcome page select the appropriate term from the drop down menu. Click Submit.



11. Review your contact details and ensure they are correct. Click Next.



12. If you wish to add an email address select the type of email address to insert from the drop down menu and click *Submit*. This will lead to a page where you can enter your email

address and a comment. When you have completed this section click *Submit*. If you wish to add a different email address click on *Select a different e-mail address to insert*. When you return to the main E-mail address page and have reviewed the data click *Next*.



Personal Information | Student and Financial Aid | Employee Services

Search [SITE MAP](#) [HELP](#) [EXIT](#)

E-mail Addresses

Full Academic Year 2007/08
24,AUG, 2007 03:33 PM

Insert a new e-mail address by selecting address type from the drop-down list and clicking **Submit**.

E-mail Addresses

College email address

@college.ie

Home email address

@home.ie
Comment: My home address

Type of E-mail to Insert:

13. On the Personal Information page review any existing information and answer the questions. Click *Next*.

SUNGARD SCT HIGHER EDUCATION

UNIFIED DIGITAL CAMPUS

Personal Information
Student and Financial Aid
Employee Services

[SITE MAP](#)
[HELP](#)
[EXIT](#)

Search

Personal Information

Full Academic Year 2007/08
 24,AUG, 2007 04:05 PM

i Please review and update, where appropriate, the information below:

Birth Date: Day Month Year (YYYY)

Gender: Male Female No Response

PPS Number (XXXXXXXX):

Country of Birth:

Nationality:

1 Learners with a disability

If you have a disability please indicate this by selecting Yes or No as appropriate 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.

Do you have any of the following long-lasting conditions? Tick **Yes** or **No** as appropriate.

(a) Blindness, deafness or a severe vision or hearing impairment:	<input type="radio"/> Yes <input type="radio"/> No
(b) A condition that substantially limits one or more basic physical activities such as walking, climbing stairs, reaching, lifting or carrying:	<input type="radio"/> Yes <input type="radio"/> No
(c) A specific learning difficulty (e.g. dyslexia):	<input type="radio"/> Yes <input type="radio"/> No
(d) A psychological or emotional condition (includes a mental health difficulty):	<input type="radio"/> Yes <input type="radio"/> No
(e) Other, including any chronic illness:	<input type="radio"/> Yes <input type="radio"/> No

If you answered 'Yes' to any of the conditions specified above, do you require additional educational support(s): Yes No

RELEASE: 7.2.1.AC

14. Complete the Further Information page and review. Click *Next*.

SUNGARD SCT HIGHER EDUCATION

UNIFIED DIGITAL CAMPUS

Personal Information
Student and Financial Aid
Employee Services

Search
SITB HELP EXIT

Further Information

Full Academic Year 2007/08
24 AUG, 2007 04:57 PM

Please answer the following questions:

2 Learners facing social and/or economic barriers to higher education

The questions below are asked in order to assess the extent to which learners from all socio-economic backgrounds are participating in higher education. It is also necessary in order to secure additional financial resources to support learners to successfully participate in and complete their higher education course. As with all other information gathered at registration, the information provided will be treated confidentially.

(i) Please indicate the status of your parent(s)/guardian(s) as it applies to you.

MOTHER/GUARDIAN	FATHER/GUARDIAN
Employed/At Work: <input type="radio"/>	Employed/At Work: <input type="radio"/>
Unemployed: <input type="radio"/>	Unemployed: <input type="radio"/>
Home Duties: <input type="radio"/>	Home Duties: <input type="radio"/>
Retired: <input type="radio"/>	Retired: <input type="radio"/>
Deceased: <input type="radio"/>	Deceased: <input type="radio"/>
Other: <input type="radio"/>	Other: <input type="radio"/>

(ii) If your parent(s) is employed please state the principal present occupation of your parent(s)/guardian(s), giving the precise job title* (see explanatory note below). If not in paid employment please record the LAST occupation held.

Mother/Guardian: <input type="text"/>	Father/Guardian: <input type="text"/>
---------------------------------------	---------------------------------------

* Explanatory note on 'occupation'
In all cases please describe the occupation as fully and precisely as possible, using any special name by which the job is known, stating the type of work done and, where appropriate, the level of seniority such as supervisor or manager. The following are examples of the types of occupational descriptions which should be used:

Motor Mechanic	Builder's Labourer	Civil Engineer	Gas Fitter	Garage Manager
Laboratory Technician	Dock Labourer	Electrical Engineer	Analyst/Programmer	Site Foreman
Electronic Technician	Food Process Worker	Secretary/Receptionist	Child Minder	Retail store/Shop Manager

General terms such as 'Manager', 'Civil Servant', 'Technician', 'Labourer', 'Engineer', 'Fitter', 'Foreman', 'Mechanic', 'Contractor' should not be used alone.

(iii) In respect of present (or last) occupation please indicate:

	MOTHER/GUARDIAN	FATHER/GUARDIAN
Employee:	<input type="radio"/>	<input type="radio"/>
Self-employed (incl. farmer) without paid employees:	<input type="radio"/>	<input type="radio"/>
Self-employed (incl. farmer) with paid employees:	<input type="radio"/>	<input type="radio"/>

(iv) If your parent(s)/guardian(s) are farmers:
Please indicate the size of the farm(s)

200 acres or over: <input type="radio"/>
100-199 acres: <input type="radio"/>
50-99 acres: <input type="radio"/>
30-49 acres: <input type="radio"/>
Under 30 acres: <input type="radio"/>

3 Data on cultural and ethnic background of learners

What is your ethnic or cultural background?
Choose ONE section from A to D, then select the appropriate box.

<p style="font-size: 8px; margin: 0;">A. White</p> <p style="font-size: 8px; margin: 0;">1. Irish: <input type="radio"/></p> <p style="font-size: 8px; margin: 0;">2. Irish Traveller: <input type="radio"/></p> <p style="font-size: 8px; margin: 0;">3. Any other White background: <input type="radio"/></p> <p style="font-size: 8px; margin: 0;">B. Black or Black Irish</p> <p style="font-size: 8px; margin: 0;">4. African: <input type="radio"/></p> <p style="font-size: 8px; margin: 0;">5. Any other Black background: <input type="radio"/></p> <p style="font-size: 8px; margin: 0;">C. Asian or Asian Irish</p> <p style="font-size: 8px; margin: 0;">6. Asian: <input type="radio"/></p> <p style="font-size: 8px; margin: 0;">7. Any other Asian background: <input type="radio"/></p> <p style="font-size: 8px; margin: 0;">D. Other, including mixed background</p> <p style="font-size: 8px; margin: 0;">8. Other: <input type="radio"/></p> <p style="font-size: 8px; margin: 0;">Write in description: <input type="text"/></p>	<div style="text-align: right; margin-bottom: 10px;"><input type="radio"/> Yes <input type="radio"/> No</div> <p style="font-size: 8px; margin: 0;">Are you a learner from a country outside the EU? If yes, please tick Yes or No as appropriate to the following questions:</p> <p style="font-size: 8px; margin: 0;">(a) A student visa: <input type="radio"/> Yes <input type="radio"/> No</p> <p style="font-size: 8px; margin: 0;">(b) An employment permit: <input type="radio"/> Yes <input type="radio"/> No</p> <p style="font-size: 8px; margin: 0;">(c) Refugee status in Ireland: <input type="radio"/> Yes <input type="radio"/> No</p> <p style="font-size: 8px; margin: 0;">(d) Leave to remain in Ireland on humanitarian or other grounds: <input type="radio"/> Yes <input type="radio"/> No</p> <p style="font-size: 8px; margin: 0;">None of the above - please specify: <input type="text"/></p>
---	--

Next

RELEASE: 7.2.1.AC

15. Please review your Second Level School details and click *Next*.

16. Please review your Emergency Contact Details and click *Next*.

17. Please review your Bank Account Details and click *Next*.

18. Complete the Fee Liability Assessment Page and review. Click *Next*.

SUNGARD SCT HIGHER EDUCATION UNIFIEDDIGITAL CAMPUS

Personal Information | Student and Financial Aid | Employee Services

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Fee Liability Assessment

Full Academic Year 2007/08
24.AUG.2007 04:21 PM

! In order to determine if tuition fees are due please answer the following questions:

Eligibility for FREE FEES Scheme

! Learners are required to pay tuition fees unless they are deemed exempt. Please complete this section of the form in order to allow us to assess eligibility for exemption from the tuition fees.

Q1: Have you previously attended any Third Level Institution? : Yes No

If you have answered YES then please complete the section below

Previous Third Level Institutions

Institution Name	Attended From Date	Attended To Date	Full Title of Course	Overall Exam Result	Stage/Year	Type of Funding received
College						

[Add Institution](#)

Q2: My guardian and I (where I am under 23 on January 1st of this year), have spent 3 of last 5 years in an EU country, and can produce documentation to verify this: Yes No

Exemption from payment of Non-tuition Student Services Fee

! All learners are required to pay a non-tuition fee of €825, unless exempted. Please tick one of the options below, if applicable.

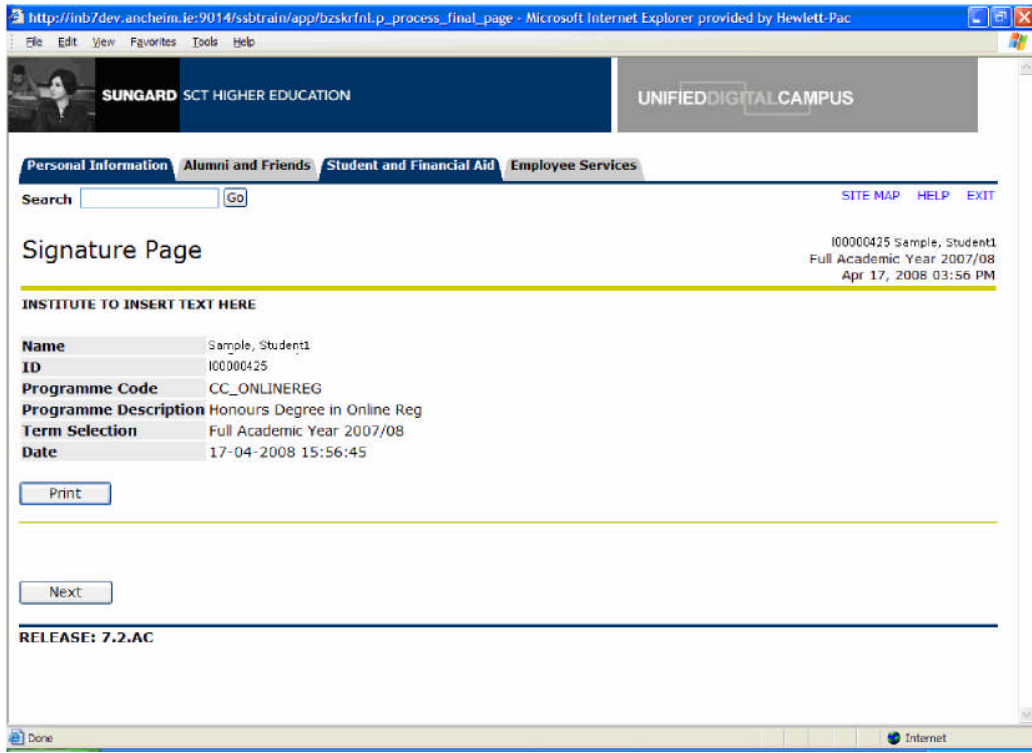
Grant Applicant - I can produce a letter from the VEC / Local Authority confirming my grant award.

Back to Education Allowance - I can produce a letter from my local Social Welfare Office confirming my entitlement to this allowance.

RELEASE: 7.2.1.AC

19. Please read and ensure you understand the declaration on the Final Page. Click *Submit Details*.

20. Review the Signature Page. Click *Print* to keep a copy for your records or alternatively click on File-> Save As to save a soft copy to your hard drive.



21. Click *Next* to return to the main menu. You have now successfully completed the pre-registration process.

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*