

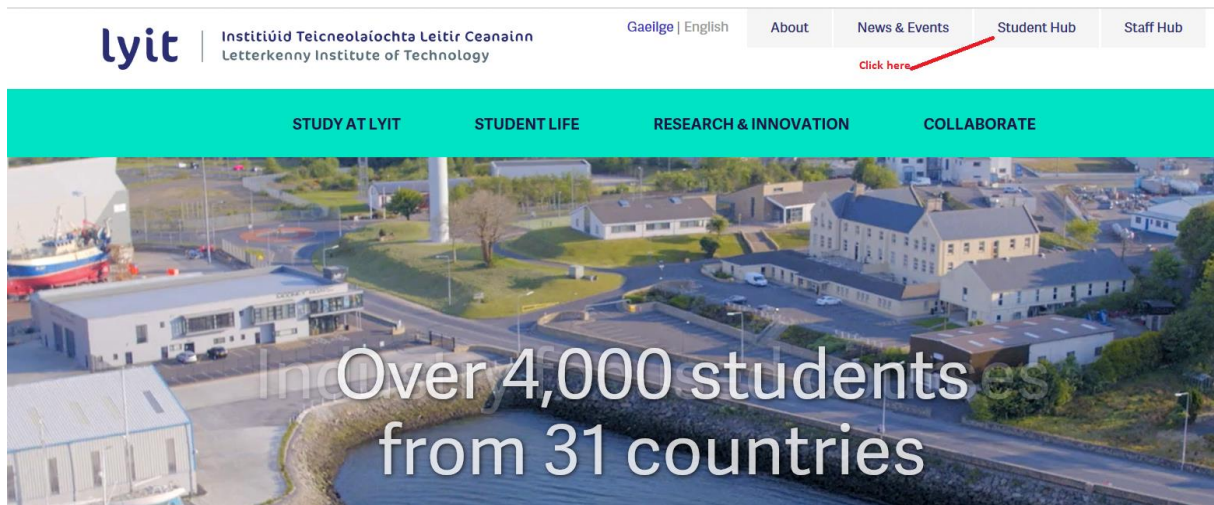
Student Online Registration User Guide

This guide contains step by step instructions on how to complete the online registration process and make a payment in order to become a registered student at

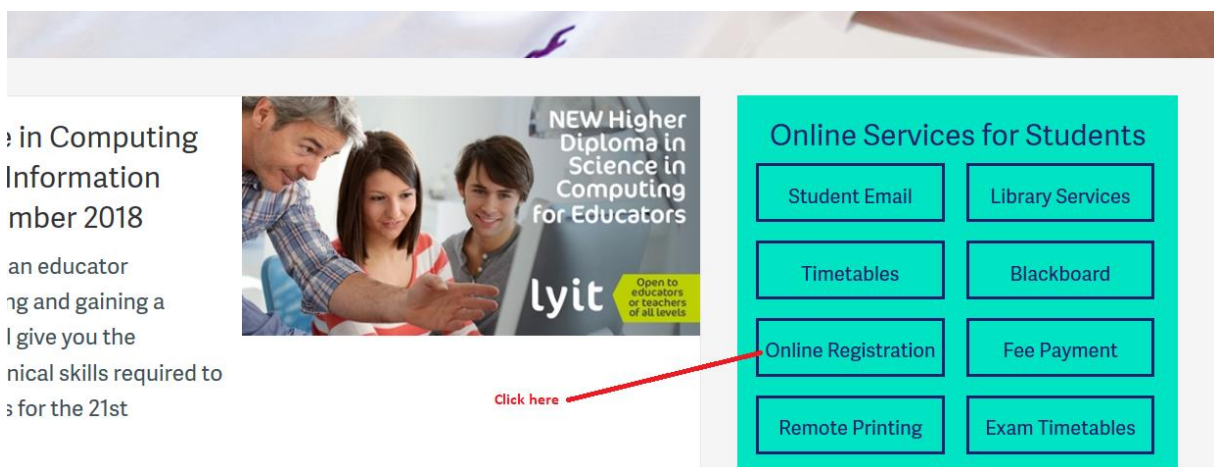
Letterkenny Institute of Technology

If you have any question or queries about this process please contact the Admissions Office at admissions@lyit.ie

1. From the LYIT Home page, click on Student Hub.



2. Click Online Registration button.



Online Registration

Welcome to the Online Registration section.

In advance of commencing online registration you may wish to review general information on registration available [here](#). Also, before you start the online registration process, you may wish to view the various steps involved - view Student [Online Registration User Guide](#).

New LYIT Students.

New LYIT students are required to register online and upload their photo for use on their student card. Click on the links below to begin the process.

1. You can register for your course [here](#).
2. You are required to upload your photo for use on your student card. We recommend that you use your smartphone or tablet for this task.

Please **ensure** your photo is **passport style**, same as sample image i.e. **full head and top shoulders only**, please read photo requirements before uploading. Photos not conforming to this requirement will be rejected. A guide to using the photo upload system is available by [clicking here](#).



If you experience any technical difficulties with the upload photo application please contact Admissions at admissions@lyit.ie. Student cards are issued for the duration of a programme. Cards are distributed during the third week of term. **Part-time and online** students cards are issued on request. A student card can be requested by emailing studentcard@lyit.ie

[Click here](#) to upload your photo.

New Students Click here

Existing LYIT Students

Existing LYIT students are required to register online. If your student card has expired, you should call to the Admissions Office from Wednesday 2 October to request a new card. [Click here](#) to register for the new academic year.

Existing Students Click here

3. On the following screen you will be required to enter your Login Details. When the details are entered please select the 'Login' Button.

The Login Id is your current Student Number e.g. L00009999 and the Pin is your current 13 digit password that you have been provided for accessing the computer system.

User Login

Please enter your Student ID and your Student Password (PIN).

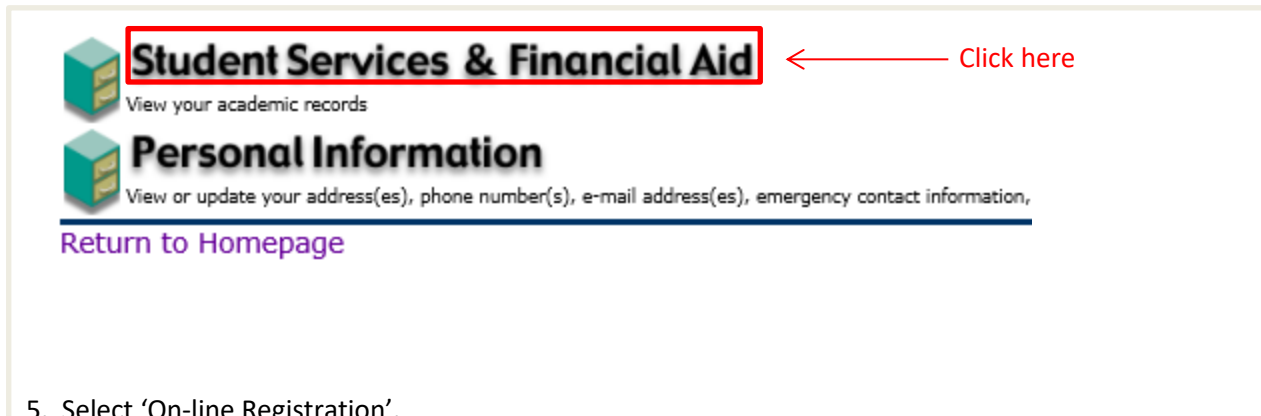
When finished, click Login. When you are finished, please Exit and close your browser to protect your privacy.

User ID:
PIN:

Login

Forgot PIN?

4. Select 'Student Services & Financial Aid' from the Main Menu as shown below



Student Services & Financial Aid ← Click here

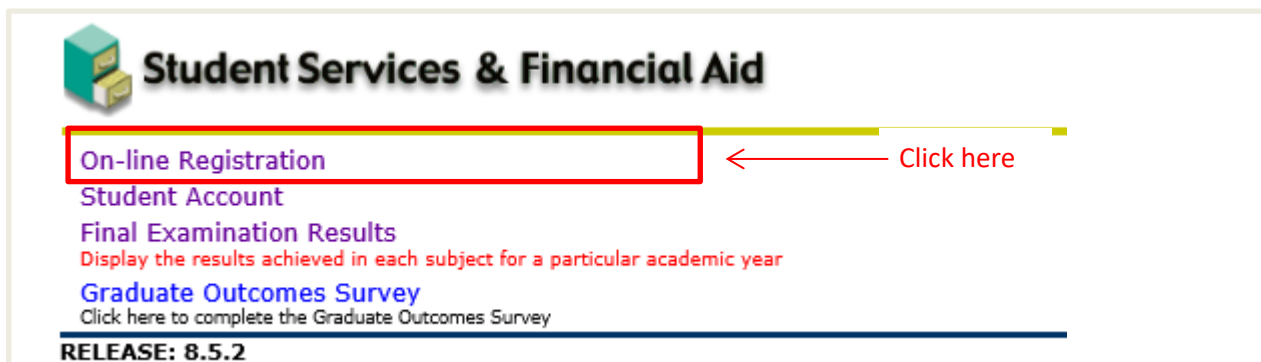
View your academic records

Personal Information

View or update your address(es), phone number(s), e-mail address(es), emergency contact information,

[Return to Homepage](#)

5. Select 'On-line Registration'.



Student Services & Financial Aid

[On-line Registration](#) ← Click here

[Student Account](#)

[Final Examination Results](#)

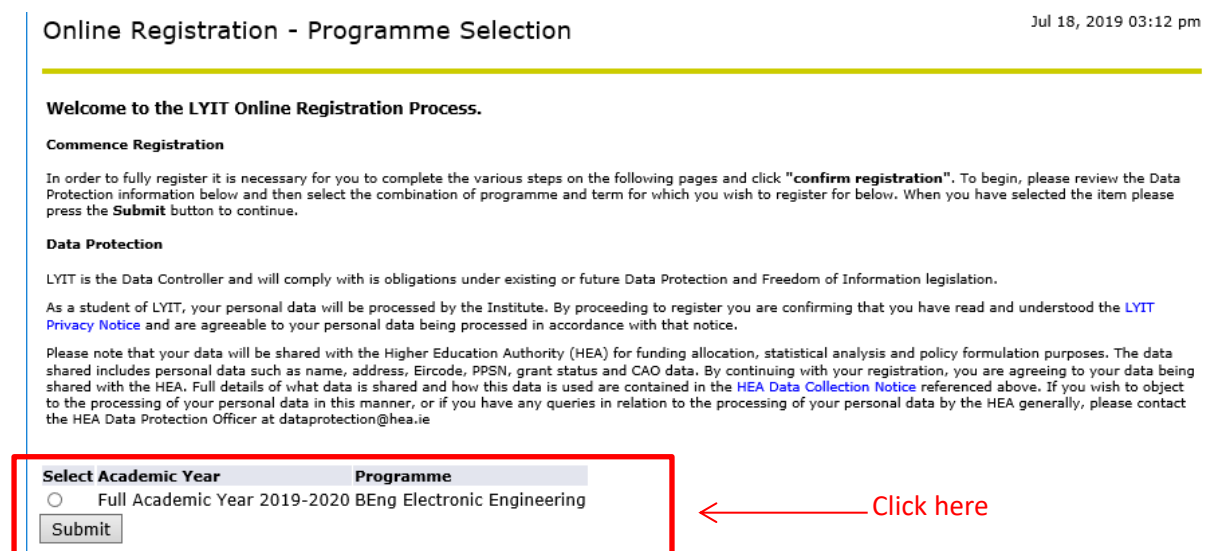
Display the results achieved in each subject for a particular academic year

[Graduate Outcomes Survey](#)

Click here to complete the Graduate Outcomes Survey

RELEASE: 8.5.2

6. Select the Program and then select the 'Submit' button.



Online Registration - Programme Selection Jul 18, 2019 03:12 pm

Welcome to the LYIT Online Registration Process.

Commence Registration

In order to fully register it is necessary for you to complete the various steps on the following pages and click "**confirm registration**". To begin, please review the Data Protection information below and then select the combination of programme and term for which you wish to register for below. When you have selected the item please press the **Submit** button to continue.

Data Protection

LYIT is the Data Controller and will comply with its obligations under existing or future Data Protection and Freedom of Information legislation.

As a student of LYIT, your personal data will be processed by the Institute. By proceeding with your registration, you are confirming that you have read and understood the [LYIT Privacy Notice](#) and are agreeable to your personal data being processed in accordance with that notice.

Please note that your data will be shared with the Higher Education Authority (HEA) for funding allocation, statistical analysis and policy formulation purposes. The data shared includes personal data such as name, address, Eircode, PPSN, grant status and CAO data. By continuing with your registration, you are agreeing to your data being shared with the HEA. Full details of what data is shared and how this data is used are contained in the [HEA Data Collection Notice](#) referenced above. If you wish to object to the processing of your personal data in this manner, or if you have any queries in relation to the processing of your personal data by the HEA generally, please contact the HEA Data Protection Officer at dataprotection@hea.ie

Select Academic Year	Programme
<input type="radio"/> Full Academic Year 2019-2020 BEng Electronic Engineering	

Submit ← Click here

7. This screen contains a checklist of the registration details that need to be entered before you confirm your registration. To confirm or amend these details you must click on each link to open the corresponding form. Each form must be completed and only when each link shows a red tick, as shown below, can you proceed to confirm your registration.

Online Registration

The menu below contains links to a number of pages; these allow you to confirm or update data that we need to have in order to confirm your registration.

After you complete each page you may return to this menu or continue to the next page.

Once all the pages are shown as complete, you can confirm your registration by clicking on the link 'Confirm Registration'.

✓ Personal Information

✓ Mailing Address

✓ Alternative Address

✓ Emergency Contacts

✓ Program details


✓ Module Information

✓ Additional Information

✓ Survey Information

✓ Fees Information

When you have provided all the possible information you need please confirm your registration by clicking on the link below.

 [Confirm Registration](#)

RELEASE: 8.0

The following section show the various screens of information that needs to be entered or validated.

Personal Information

Please confirm that your personal details below are correct.

If you need to change any of this information please contact the **Admissions Office on 07491 86125**.

Please note the email address provided here will be used on all correspondence regarding your online Registration and Payment.

First Name **Name**
Last Name **Name**
Student ID L00007386
Birth Day 19/06/1975
Gender F
PPS
Email Address*
Land Line
Mobile Number
Citizenship - select ▼
Country of birth - select ▼
Nationality - select ▼
Residency EU Resident

Continue



Checklist

[Return to checklist without saving changes](#)

The Email Address entered here will be the address that will be used to send you a payment confirmation.



Mailing Address

Please note that your address as listed below will be used on all official correspondence with you unless advised otherwise.

Date Address is valid from:*	27/05/2003	
Date (if any) you are planning on moving:		
Address line 1*	Main Street	
Address Line 2		
Address line 3		
Town / City*	Letterkenny	
County*	Donegal	
Country*	Ireland	
<input type="button" value="Continue"/> <input type="button" value="Checklist"/>		

[Return to Checklist without saving changes](#)

Alternative Address

Date the address is valid from	15/08/2013	
Date (if any) you are planning to move		
Address Line 1		
Address Line 2		
Address Line 3		
Town / City		
County	- select	
Country	- select	
<input type="button" value="Continue"/> <input type="button" value="Checklist"/>		

[Return to Checklist without saving changes](#)

Emergency Contact Details

Please confirm, correct or add the details of a person we can contact in the event of an emergency.

First Name:*	My
Last Name:*	Brother
Relationship to you:*	Brother
Phone Area Code:	
Contact Number*	111111
Address Line 1	
Address Line 2	
Address Line 3	
Town/City	
Country	- select
<input type="button" value="Continue"/> <input type="button" value="Checklist"/>	

[Return to Checklist without saving changes](#)

Programme Details

Jul 18, 2019 03:17 pm

Please review the details below and confirm that the information below is correct.

If the information is incorrect it is important that you contact the **Admissions Office** on 074 9186129/9186127/9186108/9186125 or email **admissions@lyit.ie**.

Course title BEng Electronic Engineering (LY_MELEC_D)
Course year Full Academic Year 2019-2020
Level of study NFQ Level 7 (07)
Stage / Year Second Year Student
Student type Continuing
Full/Part time indicator Full time

Continue

Checklist

[Return to the Checklist without saving changes](#)

Module Information

Jul 18, 2019 03:18 pm

Please confirm that the following module details are correct.

If this is not correct please contact the **Admissions Office** on 07491 86125 or email **registration@lyit.ie**.

Module Reference	Module	Module Title	Credit Hours
29697	CIRU ME701	Signals & Systems	5
31259	COMM ME701	Communications Fundamentals	5
29833	COMM ME703	Digital Comms & Trans	5
28814	ELEC ME702	Analogue Circuit Design 1	10
33565	ELEC ME705	Analogue Circuit Design 2	10
29748	INST ME702	Instrumentation	5
28945	MATH EN703	Mathematics 3	5
29209	MATH EN704	Mathematics 4	5
28957	MICR ME701	Microcontrollers	5
33578	PROG ME704	Java Programming	5

Continue

Checklist

[Return to checklist without saving changes](#)

The following three sections, Previous Third Level Institutes Attended, Survey Information and Fee Questionnaire are the details that were entered on your original registration with Letterkenny Institute of Technology. These details should not be amended so please select the 'Continue' button to complete these sections.

Previous third level institutions attended

This is the information that you entered at the time of your original application with Letterkenny Institute of Technology.

This information should not be changed so please press continue to carry on with the Online Registration Process.

Question 1: Have you previously attended any Third Level Institution?

Previous Institution Attended

Highest Qualification on entry

Year of graduation (e.g. 2004)

From date

To date

Last Institution Attended

-- No Previous College

-- select

-- Please select

Question 2: Did you enter this program through a government initiative?

Please select

No

Continue

Checklist

[Return to checklist without saving changes](#)

Personal Information Student

Search Go

Module Navigation Links

Fee questionnaire

This is the information that you entered at the time of your original application with Letterkenny Institute of Technology.

This information should not be changed so please press continue to carry on with the Online Registration Process.

Question 1: Have you applied for a grant?

If yes, enter your SUSI Student Grant Application

Number in this field here. If not, enter "NO" *

Question 2: I have spent 3 of the last 5 years

in an EU country and can produce documentation

to verify this if required. *

[Return to checklist without saving changes](#)

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8. When all the required information has been entered you need to select the Confirm Registration as shown below

Online Registration

The menu below contains links to a number of pages; these allow you to confirm or update data that we need to have in order to confirm your registration.

After you complete each page you may return to this menu or continue to the next page.

Once all the pages are shown, you can confirm your registration by clicking on the link 'Confirm Registration'.

- ✓ Personal Information
- ✓ Mailing Address
- ✓ Alternative Address
- ✓ Emergency Contacts
- ✓ Program details
- ✓ Module Information
- ✓ Additional Information
- ✓ Survey Information
- ✓ Fees Information

When you have provided all the possible information you need please confirm your registration by clicking on the link below.

[Confirm Registration](#)

← Click here

9. You must agree to the Terms and Conditions before selecting the 'Confirm registration' button.

Registration Confirmation

I declare that the information I have submitted is true and accurate. I agree to abide by the Rules, Regulations, Policies and Procedures of Letterkenny Institute of Technology as set out in the Student Handbook and on Institute Internet sites.

I understand that Letterkenny Institute of Technology will treat all my information as confidential and will not disclose such information except as permitted by law.

Please confirm that you agree to these terms and conditions by ticking the checkbox below and selecting the 'Confirm Registration' Button.

I agree to the terms and conditions above ☒

10. After you confirm your registration in step 9 above. You will either be directed to make a payment or receive a confirmation of registration.

If a payment is required the system will display the amount of money that is now due for payment as shown below

Registration Fees

Jul 19, 2019 01:15 pm

Full-time EU Students

The annual student contribution charge for Full-time EU students is €3,000. Where the term balance below is €1500 the remaining €1500 will be added on 1 November. Also, where applicable, tuition fees, and/or additional charges are included in the term balance. Further information on fees can be obtained on our [website](#).

Part-time Students

The term balance below represents the current fee owed. Note – for some part-time programmes, fees are added twice per annum. Further information on fees can be obtained on our [website](#).

Non-EU Students

The term balance below represents the total fee owed. Non-EU students are required to pay full fees prior to registration. Further information on fees can be obtained on our [website](#).

Full Academic Year 2019-2020

Term Balance: €1500.00

Please click **Pay Now** to pay the term balance above. Full payment of the above term balance will ensure you are fully Registered. Students who click **Partial Payment or Pay Later** will be Temporarily Registered. Grant recipients should click **Partial Payment or Pay Later**.

I agree to the terms and conditions above ☐

Pay Term Balance Now
Partial Payment or Pay Later

RELEASE: 8.0

You must agree to the Terms & Conditions for Fee Payment before the 'Pay Now' button can be selected.

If you select the 'Partial Payment or Pay Later' option you will **be temporary registered**.

Online registration - information

Jul 19, 2019 01:17 pm

You are now **Temporary Registered** with Letterkenny IT for the 2019/20 term.

Student Card - if you are a new student click [here](#) to upload your photo for use on your card.

Timetables are usually available approximately 1 week in advance of term commencement.

You can make a partial payment now by clicking [here](#).

Instalment Payments

In some instances, students wish to pay by instalment over the year (note - to avail of instalments you must be undertaking at least 60 credits). If you wish to pay by instalment you are required to complete and submit the [instalment agreement](#). To pay your first instalment you should select the **Student** tab above and select **Student Account** and enter the amount of your first instalment (minimum 25% of **total annual fee**). Information on fee payment is available [here](#). On receipt of the instalment agreement and the first payment, your status will be changed from Temporary Registered to Fully Registered.

If you have any queries about your registration please contact admissions at admissions@lyit.ie.

Please note, temporary registered students will not have access to college facilities such as Blackboard, Computers, Medical Services

When your payment has been processed you will be presented with a Payment Status screen as shown below.

Payment Status

Your request has been approved and a payment credited to your account.

You should receive a confirmation email shortly confirming your payment. If you do not receive this email please contact the **Admissions Office** on 07491 86125 or email your query to registration@lyit.ie.

Please click [HERE](#) to see your current Registration Status.

To return to the Main Menu please select **RETURN TO MENU** on the top right hand section of the screen otherwise please exit your browser.

Please do not use the browser's Back button. If you do, unpredictable results may occur.

An email confirming your payment details will automatically be sent to the email address as entered in the Personal Information section.

You can also view your current registration by clicking on the registration status link. The following Student Confirmation page details will be displayed.

Student Confirmation page

Student Information

Student ID: L00007386

Last Name: Name:

First Name: Name:

PPSN:

Date of Birth: 19-JUN-75

Address: Main Street

City: Letterkenny

County: Donegal

Nation: Ireland

Programme Details

Programme Bachelor of Business (LY_BBUSS_D)

Award Ordinary Bachelor Degree

Major Bachelor of Business (BUSD)

Department Business Studies (BS)

Term Full Academic Year 2012-2013

Student Level NFQ Level 7 (07)

Student type ACCS

F/T or P/T: Part time

Current Registration Term and Status

Term Code: Full Academic Year 2013-2014

Status: Registered

If you have successfully completed the online registration process the Current Status will be shown as 'Registered'