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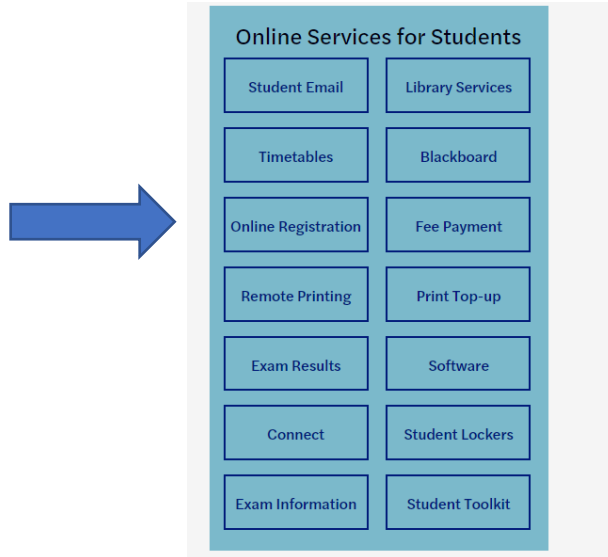
Atlantic  
Technological  
University

## **Student Online Registration Guide**

This guide contains instructions on how to complete your online registration process to become a registered student at ATU Donegal.

If you have any questions or queries, please do not hesitate to contact the admissions team at [admissions.donegal@atu.ie](mailto:admissions.donegal@atu.ie)

1. From ATU Donegal homepage Letterkenny Institute of Technology > Student Hub (lyit.ie), click on the Online registration button and follow the instructions for the category you fall into, either New ATU Donegal Students or Existing Donegal Students.



2. When you click the link to register, the following screen will open for you to enter your login details.

The Login ID is your current Student Number e.g., L00xxxxxx@atu.ie and the pin is your password you have been provided with for accessing the computer system.

The image shows two parts of the login process. On the left is the "Sign in" page, and on the right is the "Enter password" page.

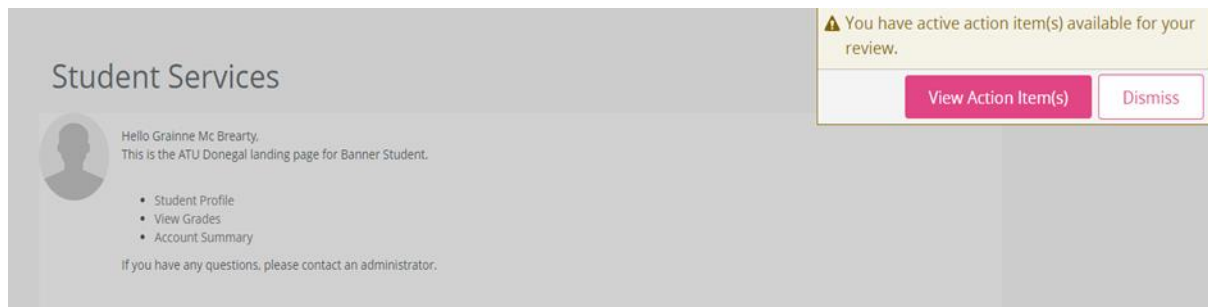
**Sign in page:** Features the ATU logo, the heading "Sign in", a text input field for "Email address, phone number or Skype", a link for "Can't access your account?", and "Back" and "Next" buttons.

**Enter password page:** Features the heading "Enter password", a password input field with masked characters, a link for "Forgotten my password", and a "Sign in" button.

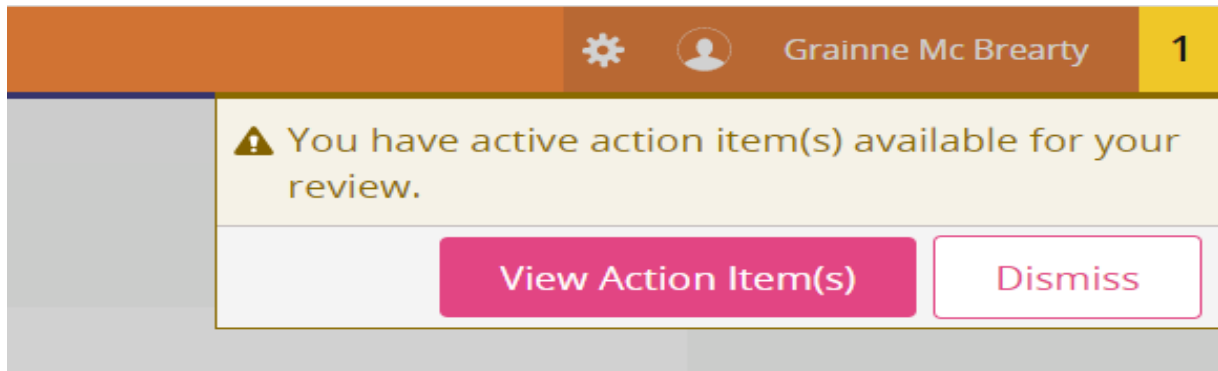
### Important Notes on completing your registration:

- You must ensure you confirm all action items on your online student registration account for the process to be complete.
- Please read through each action ensuring that you enter and validate your information.

3. Once you have logged into your student registration account select the button **VIEW ACTION ITEM(S)**.



**DO NOT** select Dismiss or you will be unable to complete the registration process.



4. When you click on 'VIEW ACTION ITEMS' you will be brought into your action items that need attention.

You must go through each of those Pending and ensure that the status is changed to Completed on each action to be taken.

5. To enter each action Item just click on each one on the left-hand side and the information associated with the item will appear on the right.

[Personal Details](#)

End Date:11/08/2022



Pending

Please review your personal details and confirm the details are correct.

[Personal Details](#)

End Date:11/08/2022

Completed



Response saved on: 09/08/2022

Current Response: I confirm my details are correct.

Please review your personal details and confirm the details are correct.

The following are the action items that will be required for all new entrants. The number of action items for review and validation will differ depending on the student type. (New entrant, continuing, etc.)

**Your Personal Details**

First name

Middle name

Last name

Preferred first name

Date of birth

Gender Identification

Gender

Preferred pronoun

I confirm my details are correct.

**Your Contact Details**

**Email Addresses**

Please enter at least one email address that we can contact you on.

Delete	Email Type	Email Address	Preferred
<input type="checkbox"/>	Personal E-mail address	<input type="text"/>	<input checked="" type="checkbox"/>

**Phone Numbers**

Please enter at least one phone number that we can contact you on.

Delete	Phone Type	Phone Number	Primary
<input type="checkbox"/>	Mobile	<input type="text"/>	<input type="checkbox"/>

I confirm my details are correct.

### Your Address Details

#### Primary Address

Address Line 1 \*

Address Line 2

Address Line 3

Town/City \*

Eircode/Postcode \*

County

Country \*\*

I confirm my details are correct.



### Nationality Details

#### Your Nationality

Citizenship

Country of Birth

Nationality

Residency

I confirm my details are correct.



## Emergency Contacts

### Primary Emergency Contact

First Name \*\*

Last Name \*\*

Relationship \*\*

Area Code \*

Phone Number \*\*

Address Line 1

Address Line 2

Address Line 3

Town/City

Eircode/Postcode

Country

### Secondary Emergency Contact

I confirm my details are correct.

## PPS Number

Do you have a PPS Number

- YES  
 NO

Please enter you PPS number

PPS Number \*

I confirm my details are correct.

## Upload a Photo

Please click the radio button and paperclip icon to upload a picture of yourself for use on your Student Identification Card.

Only image files can be uploaded.


Only 1 image file can be uploaded per user.

The image must be less than 150 KB in size.

The image must be a usable photo of yourself.

If you need to replace the image that has been upload you can delete the uploaded image by clicking the delete icon and then upload a new image.

Please upload your photo for your Student ID card.

I confirm my photo has uploaded 

Confirm

## Programme Details

Below are details of the programme that you are registering on. If the programme of study or any other details are incorrect, please contact the Admissions Office.

**Course title**

MASTER OF SCIENCE in Data Science (LY\_IDTSC\_M)

**Course year**

Full Academic Year 2022-23

**Level of study**

NFQ Level 9 (09)

**Stage / Year**

Fifth Year Student

**Student type**

Transfer

**Full/Part time indicator**

Part Time

I confirm my details are correct.

Confirm

## Survey: HEA Access Survey

\* - Required Question, it must be answered to complete the survey.

Responses to the Equal Access questions are used by the Higher Education Authority (HEA) to allocate additional resources for equality of access to higher education. All students are encouraged to answer these questions, however they are not mandatory and non-response will not prevent your registration at college or affect your eligibility for financial support. Non-response may, however, have implications for the amount of State funding that is allocated to your college, and to the supports available for students. For more information, see [www.heai.ie/access](http://www.heai.ie/access)

\* Please select 'No' if you do not want to complete these Equal Access questions

YES  
 NO

### Learners with a disability

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.

Do you have any of the following long lasting conditions? If yes, tick checkbox as appropriate.

**Note:** On the HEA Access Survey there are several questions to be completed. You will have to scroll down each question to confirm and complete this item.

### Additional Information

I have spent 3 of the last 5 years in an EU country and can produce documentation to verify this if required.

YES

\* What is your highest qualification?

\* Last institution attended: Unknown

Name of institution attended?

From date \*

To date \*

Year of graduation? \* None

Are you entering through a Government initiative?

Are you entering through one of the following schemes?

I confirm my details are correct.

Confirm



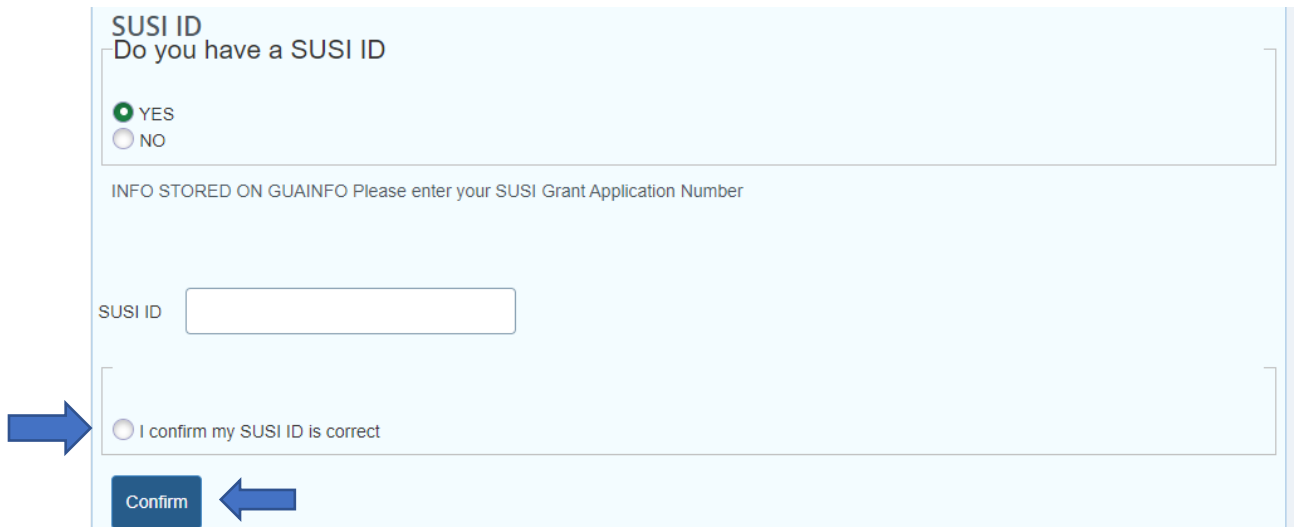
**SUSI ID**  
Do you have a SUSI ID

YES  
 NO

INFO STORED ON GUAINFO Please enter your SUSI Grant Application Number

SUSI ID

I confirm my SUSI ID is correct



**Payment Options**

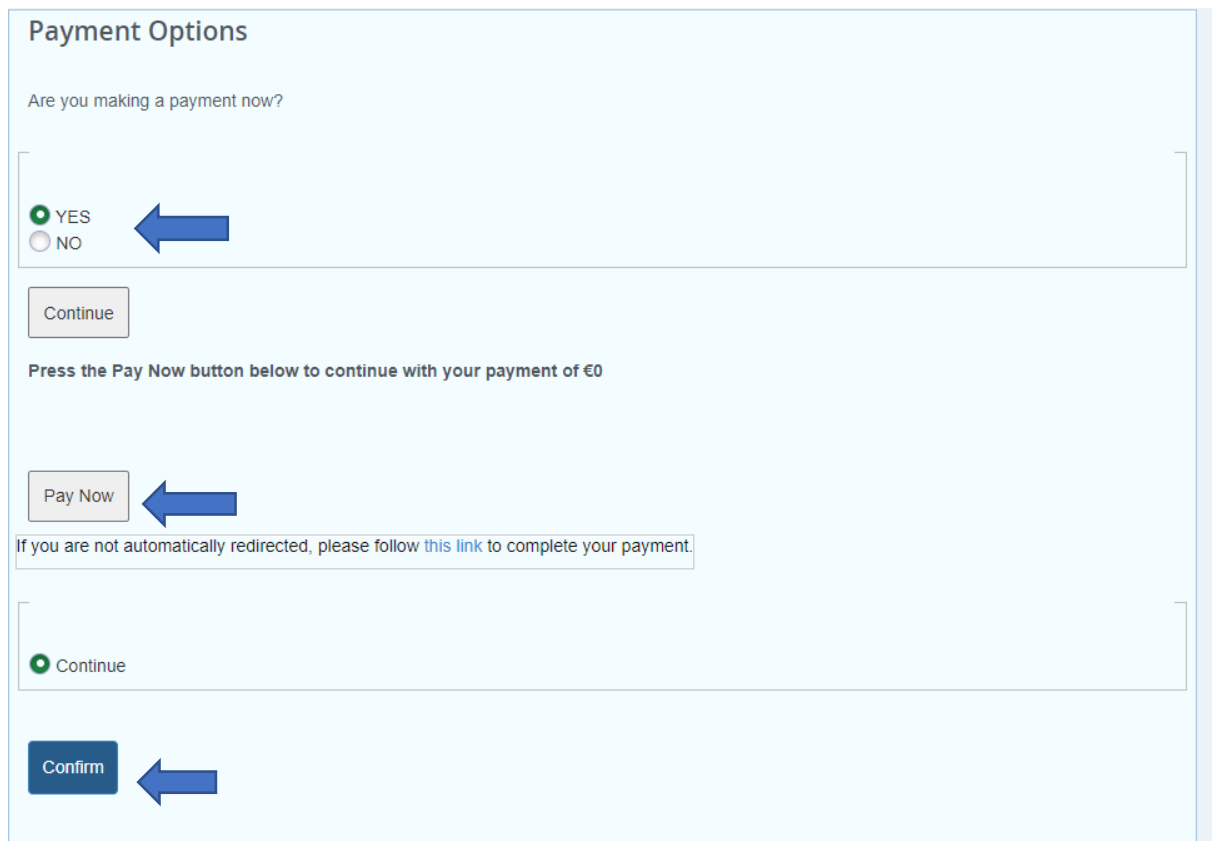
Are you making a payment now?

YES  
 NO

Press the Pay Now button below to continue with your payment of €0

If you are not automatically redirected, please follow [this link](#) to complete your payment.

Continue



- Students paying their fees in full select **YES** and follow the instructions.
- Students who are paying part of their fees will also select **YES** and follow the instructions.
- A **MINIMUM** payment of 25% of your fee is required to be fully registered.
- Students who have been approved for SUSI funding should select **NO** and should provide documentary evidence to the Admissions Office of the status of their grant application.

## Student Declaration

I confirm that all information provided by me is correct.

Please note that your data will be shared with the Higher Education Authority for funding allocation, statistical analysis and policy formulation purposes.

By confirming your enrolment you are agreeing to your data being shared with the Higher Education Authority.

Please confirm that you agree to these terms and conditions by selecting the radio-button and clicking the Confirm Enrolment button below.

Confirm

Confirm Enrolment