

**INSTRUCTIONS FOR ON-LINE REGISTRATION AND FEE PAYMENT
FOR UCC POSTGRADUATE RESEARCH STUDENTS**

Login

- Go to : <https://mystudentadmin.ucc.ie>
- Enter your Student ID Number and your IT password and click “Login”
- Under the **Student Web** options on the left hand side of your screen, click on “**Online Registration**”.

Regulations / Data Protection (Step 1 of 14)

- Select the language in which you would like to accept the Regulations/Data Protection statement. Click on “**English Version**” or “**Leagan Gaeilge**”.
- **Read notice to Students**; this should be read carefully; once read, click on “**I accept**” to proceed to next step.
- Click “**next step**” on right hand side at the bottom of your screen.

Check Biographical Details (Mandatory step 2 of 14)

- a) Check PPS number (If PPS number is incorrect or unavailable, please bring to Graduate Studies Office and it will be amended)
And
 - b) Enter Classification of **last** awarding institution – default is Secondary School so please select appropriate category and click on ‘Save’. Please note that you can only update your name and date of birth details in the Graduate Studies Office, Floor 2, West Wing on the production of your Passport or Birth Certificate.
- Click “**Save**”
 - Click “**next step**” on right hand side at the bottom of your screen.

Compulsory Address Validation (Mandatory steps 3, 4 & 5 of 14)

- If your address details have changed, enter the new details in the lines provided next to the current address details. Click “**Save**” the changes. Your new address details will be displayed immediately on the left hand side once saved – **please remember to update each address type if necessary**.
- Click “**next step**” on right hand side at the bottom of your screen.

Personal Contact Detail (Mandatory step 6 of 14)

Your current

- 1) Home Telephone number
- 2) Mobile Telephone number
- 3) Emergency Contact Telephone number -- *When recording contact number of Emergency Contact Person please enter name of person together with telephone details.*

- 4) Secondary Email Address -- *Your Secondary email address is the email which you must enter - this is where a new portal@UCC Password will be sent if you forget your current one. **Please do not use your student email (.....@umail.ucc.ie) as your Secondary Email Address***
- 5) Emergency Contact Email

Your current details are displayed on the left hand side of the screen.

- To update your contact details enter the details in the corresponding box on the right hand side and click on **“Save”**. Your new contact details will be displayed immediately.
- Click **“next step”** on right hand side at the bottom of your screen.

Equal Access: Student Information (Mandatory step 7 of 14) (Applicable only to first time entrants to UCC)

- Click **“next step”** on right hand side at the bottom of your screen.

Programme Registration (Mandatory Step 8 of 14)

- Check the programme that you are about to register for is correct. If the incorrect programme appears please email thesissubmission@ucc.ie and advise of the error. If the correct programme appears, **click Yes**.

Module / Subject Registration (Mandatory Step 9 of 14)

All PhD and research master students must select a module, this module is the main subject area of your research. Please note that this module is not a taught module – this is to confirm the area of your research.

Subjects/Modules	Semester	Compulsory	Credits
<input type="checkbox"/> * X XXX	Research.	No	90

If the details for your subject/module area are incorrect, please email thesissubmission@ucc.ie

- Tick the **“subject box”** for your research subject.
- Click on **“continue”** to register your subject area.

***Note: Postgraduate Training Modules (pg coded)** <http://www.ucc.ie/calendar/postgraduate/Doctor/page008.html>
 Registration for postgraduate modules will be done *retrospectively* by the Graduate Studies Office. Should you complete a postgraduate module successfully, the module coordinator will advise the Graduate Studies Office and you will then be registered for the module so that it will appear on your student transcript.

Fees - Payment (Mandatory Step 10 of 14)

- Click on **‘Payment of Fees’** and read the Fee Debtor Policy https://www.ucc.ie/en/media/support/financeoffice/fees/StudentDebtorPolicy2018_2019.pdf

Once the information has been read click on **Proceed”**.

Payment Options (Mandatory Step 10 of 14)

You will now see '**Amount Now Due**' and Payment Options.

- Click on one of the payment options **On Line Payment** (E-Payment) or **Funded Postgraduate** (see note below for funded postgraduates)

'Online Payment' - E Payment – you are now in the payment screen.

- Amount to Pay - If you need to change the Amount (EUR), highlight the box and type in the amount you are paying. Please note the maximum amount you can pay with a *Laser card is €1500 in any one transaction. Therefore if you are paying more than €1500 you need to repeat this process and you can change the amount to the outstanding balance as appropriate.

- Enter Card Holder name

Click "**Pay Now**"

Enter all the mandatory fields as follows -- you need to have your Laser, Visa Card or Mastercard at hand.

- Select card type.
 - Card Number
 - Security Code
 - Expiry date
 - Cardholder name
 - When you are satisfied that all are correct, click on the '**Pay Now**' Button. When your payment has been successfully processed you will receive a '*Successful E Payment notice*'. Please click on the '**Print**' button and retain for your records. You will also receive an email to your UCC student email account (umail) with the receipt attached.
- **Funded Postgraduate**
If you are funded by a research grant or by your Department/School your supervisor needs to send an [F1 form](#) on your behalf to the Fees Office. If you have been funded by a Local Authority Grant for last year the Fees Office will have this information already. If you are a **new awardee** you need to bring in your Letter of Award to the Fees Office. **If you have a query in relation to Fees, you should contact the Fees Office at fees@ucc.ie or tel. 021 490 2365.**

EPayment History (Step 11 of 14)

- Click "**next step**" on right hand side at the bottom of your screen.

Highest Qualification on Entry (Step 12 of 14)

- Please select Highest Qualification on Entry by clicking on button on right and then click on your selection and click on **“Save”**

Accommodation Type (Step 13 of 14)

- Click on **“Accommodation Type”** and choose the type of accommodation where you will be living during the current academic year and click on **“Save”**

Confirmation of Registration (Step 14 of 14)

- When you have completed registration, an email confirming the details of your registration will be generated to your student UCC email account (...@uemail.ucc.ie)

Check Registered Programme and registered subject -- if registered programme / subject is incorrect, please email thesissubmission@ucc.ie.

Logout of “My Student Administration” – Please ensure you logout by clicking “Logout” in red on the bottom left hand side.

To check you registration, you can go back into your student portal and go to **Confirmation**

of Registration (Optional Step 14 of 14)

- It should read you are registered for 2019/20

Helpdesk Details

Email address for registration queries: sreo@ucc.ie

Email address for Fee Queries: fees@ucc.ie

Email for IT Helpdesk (student portal): sit@ucc.ie Tel: 021 4901886