



Ollscoil  
Teicneolaíochta  
an Atlantaigh

Atlantic  
Technological  
University

# ATU Student Guide to Online Registration

V1.1

## Introduction

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This guide contains step-by-step instructions on how to complete your course registration online via Self-Service Banner.

You can follow the instructions from beginning to end or select a specific section from the list below.

Different categories of student will have different activities to complete as part of registration. This guide will cover all activities, but you only need to complete the activities that appear in your Self-Service Banner.

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## What do I need to register?

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1. You must have received your email inviting you to register.
2. You must have set-up your ATU Account and have your ATU login details. Please refer your registration email to for further information.
3. You will need a laptop or computer to complete online registration. We recommend that you do not use a mobile or tablet.
4. During registration you will be required to confirm some personal information including your PPS number (if you have one), SUSI ID (if applicable), your emergency contact details and details of your previous third level qualifications (if applicable). Please have this information ready before completing online registration.
5. If you will be making a full or partial fee payment, you will need a debit or credit card.
6. New students will also be asked to upload a photograph during registration. The photo should meet standard [passport photo requirements](#) (i.e. it should be a clear image of yourself looking directly at the camera. There should be no obstructions or other people in the photo.) The image file must be less than 150KB and saved as JPG/JPEG file type. Please have a suitable photo available before completing online registration.

## How to Login into Self Service Banner

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You will receive an email once you are eligible to register.

This email will contain a link to Self-Service Banner.

Please use your ATU login details to access Self-Service Banner.

If you are a new student, you will need to set-up your ATU account before you can begin registration. Please refer to your registration email for further information.

## Registration Notification

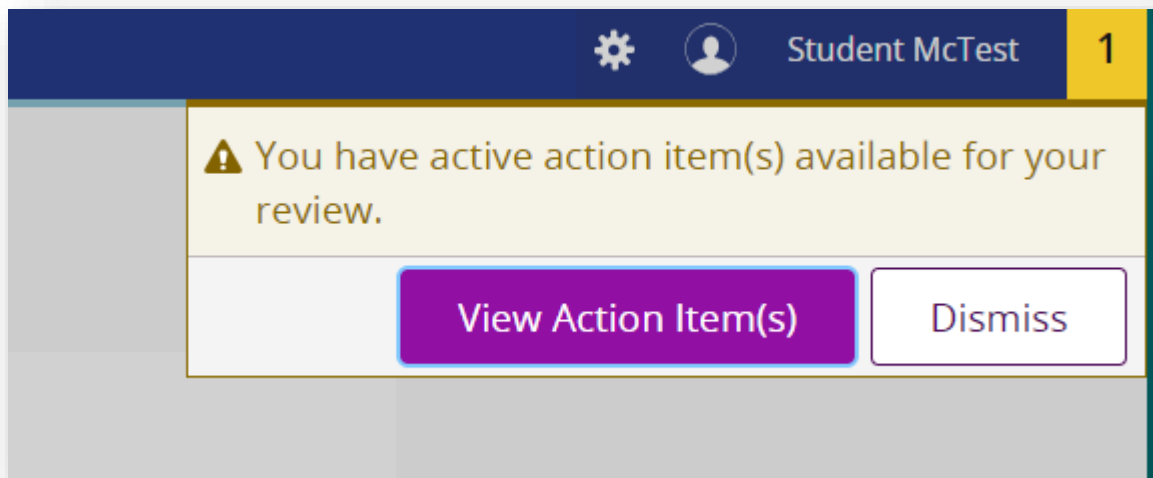
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After logging into Self-Service Banner, a notification will appear in the top right corner.

You should select 'View Action Item(s)' to proceed to online registration.

If you have received an email inviting you to register, but do not have a notification, please contact your Admissions/Registration team for assistance.

If you accidentally select 'Dismiss', you will need to log out of Self-Service Banner and log back in again to see the notification again.



## Understanding the Page Layout

You will be directed to online course registration.

On the right hand side, there will be instructions on how to complete registration.

On the left hand side, you will see a list of registration activities. These are known as 'Action Items'. Each Action Item will have a title, brief instructions about the action item and a status.

The status of 'Pending' means the action item is incomplete.

The status of 'Completed' means that the action item is complete.

The screenshot displays the 'Action Item Processing' interface. On the left, a card titled 'ATU Registration' shows a progress bar at 13%. Below it, a 'Personal Details' action item is highlighted with a yellow box. The item's status is 'Completed', and it has an end date of 18/08/2023. The current response is 'I confirm my details are correct.' A text box below the response contains the instruction: 'Please review your personal details and confirm the details are correct.' On the right, a sidebar provides further information, including a welcome message, contact details for the registration office, and links to 'User Guides and videos', a 'Registration Video Guide', and a 'Step by step guide to online registration'.

## Completing Action Items

To complete an action item, please click on the action item. The action will then appear in the right hand side.

Some action items will require you to review or provide information. Alternatively, you may be asked to complete a survey, upload a photo or take other action.

At the end of every action item, you will need to check the box 'I confirm my details are correct' and then click the blue 'Confirm' button.

Once you complete an action item, the status will change to 'Completed'. You will need to complete every action item to register.

To complete the next action item, click on the action item box and repeat the process.

### Action Item Processing

**Welcome**  
You have the following items that require your attention.

ATU Registration 13

[Instructions](#)

**Personal Details**

End Date: 18/08/2023 Completed

Response saved on: 15/08/2023  
Current Response: I confirm my details are correct.

Please review your personal details and confirm the details are correct

End Date: 18/08/2023 Pending

**Contact Details**

Preferred first name

Date of birth

Gender identification

Gender

Preferred pronoun

I confirm my details are correct.

## Personal Details

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Please review your personal details and update as appropriate.

The information in the greyed-out boxes cannot be edited. If this information is incorrect, please contact your Admissions/Registration team for assistance.

All sections marked with an asterisk\* are mandatory and must be completed.

Once you have reviewed the information, please select 'I confirm my details are correct' and click confirm.

### 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.



## Contact Details

Please review the information and update as appropriate.

**Email Address:** You should have one email address selected as 'preferred'. To make an email address preferred, select the preferred box beside the chosen email address. A blue tick will appear beside the email.

**Phone Number:** You should have one phone number selected as primary. To make a phone number primary, select the primary box beside the chosen phone number. A blue tick will appear beside the primary phone number.

Please delete any incomplete or empty lines for email addresses or phone numbers. To delete an email or phone number, select the delete box.

Once you have reviewed the information, please select 'I confirm my details are correct' and click confirm.

### 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 via Web ▼	Mctestystu@gmail.com	<input checked="" type="checkbox"/>

[Add Email Address](#)

#### Phone Numbers

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

Delete	Phone Type	Phone Number	Primary
<input type="checkbox"/>	Mailing/Correspondence ▼	1235648952	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Mobile ▼	087123456	<input type="checkbox"/>

[Add Phone Number](#)

I confirm my details are correct.

[Confirm](#)

## Address Details:

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This page details your primary and secondary (term time) addresses.

Only your secondary address can be updated. If you need to make changes to your primary address, please contact your Admissions/Registration team for assistance.

All sections marked with an asterisk\* are mandatory and must be completed.

Once you have reviewed the information, please select 'I confirm my details are correct' and click confirm.

**Your Address Details**

**Primary Address**

Address Line 1 \*

Address Line 2

Address Line 3

Town/City\*

Eircode/Postcode \*

County

Country \*

**Secondary Address**

Address Line 1 \*\*

Address Line 2

Address Line 3

Town/City\* \*

Eircode/Postcode\* \*

County

Country \*\*

I confirm my details are correct

## Emergency Contact Details:

---

Please review the information and update as appropriate.

All sections marked with an asterisk\* are mandatory and must be completed.

Once you have reviewed the information, please select 'I confirm my details are correct' and click confirm.

### Secondary 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

I confirm my details are correct.

## Nationality

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Please review the information and update as appropriate.

The information in the greyed-out boxes cannot be edited. If this information is incorrect, please contact your Admissions/Registration team for assistance.

Once complete, please select 'I confirm my details are correct' and click confirm.

### Nationality Details

Your Nationality

Citizenship

Country of Birth

Nationality

Residency

I confirm my details are correct.

## Additional Information

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Please review the information and update as appropriate.

How you should complete this page will depend on the highest level of qualification that you have already completed.

If you have completed a third level qualification (e.g. Higher Certificate, Bachelor, Masters etc) you should complete all questions.

If you have only completed a secondary level qualification (e.g. Leaving Certificate, High School Diploma, A-Levels) you do not need to provide the name of your institution that you attended, the dates of attendance or your date of graduation.

Once complete, please select 'I confirm my details are correct' and click confirm.

The screenshot shows a form titled 'Additional Information' with three distinct sections highlighted by colored boxes:

- Yellow box (top):** Contains the question 'I have spent 3 of the last 5 years in an EU country and can produce documentation to verify this if required.' with a 'YES' dropdown. Below it are two more questions: '\* What is your highest qualification?' (dropdown: 'Leaving Certificate (NFQ Level 4/5)') and '\* Last institution attended:' (dropdown: 'Secondary School including (Voca)'). To the right of this section is the text: 'All students to complete these questions'.
- Red box (middle):** Contains three questions: 'Name of institution attended?' (dropdown), 'From date \*' (text input), 'To date \*' (text input), and 'Year of graduation? \*' (dropdown: 'None'). To the right of this section is the text: 'Only complete if you have a third level qualification.'
- Yellow box (bottom):** Contains two questions: 'Are you entering through a Government initiative?' (dropdown: 'No') and 'Are you entering through one of the following schemes?' (dropdown: 'No'). Below these is a radio button labeled 'I confirm my details are correct.' and a blue 'Confirm' button. To the right of this section is the text: 'All students to complete these questions'.

### Government initiatives and schemes:

If you are entering via one of the initiatives or schemes listed in the drop down menu, please select the appropriate choice.

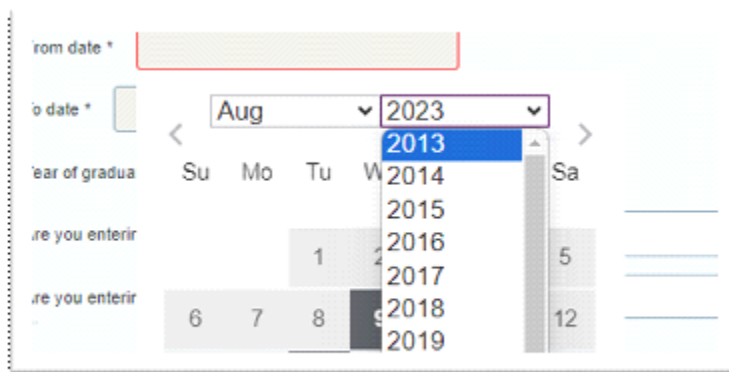
If you are not entering via one of these schemes, please select 'No'.

### From Date/To Date:

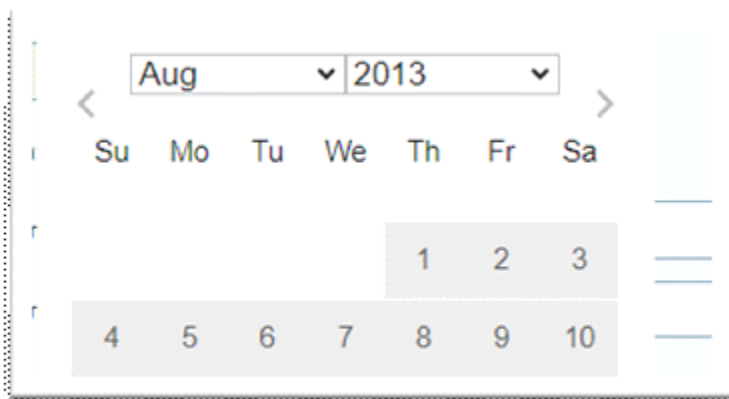
When you enter a date, you will be directed to a calendar format. Only the previous 10 years will display in the drop down menu.

If you require an earlier date, please select the earliest year available. When you click on the year menu again, it will now display another 10 years.

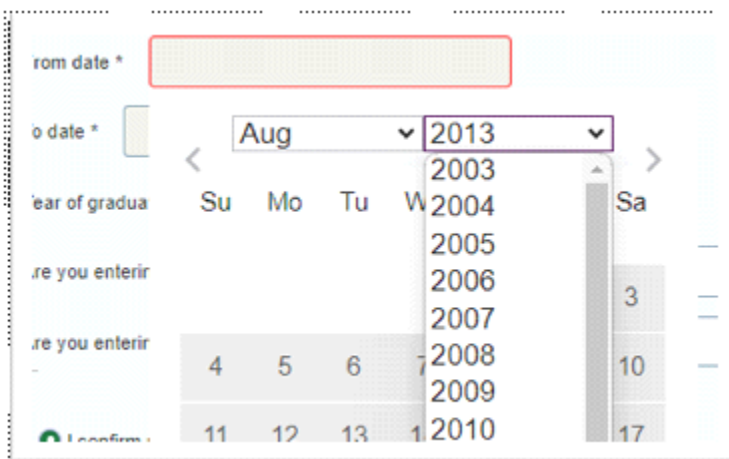
Repeat this process until you locate the year you require.



Select the earliest year available



The year will refresh



Select the drop down menu again. 10 more years will be available.

Repeat as required

## PPS Number

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A personal public service (PPS) number is a unique reference number that is used by the Government of Ireland. Learn more about PPS numbers [here](#).

If you have a PPS Number, select 'Yes' and enter your PPS Number.

If you don't have a PPS Number, select 'No'.

Please note that all Irish Citizens are required to provide their PPS number. If you are not an Irish Citizen but have a PPS number, please also provide it.

Once complete, please select 'I confirm my details are correct' and click confirm.

The screenshot shows a form titled "PPS Number" with the question "Do you have a PPS Number". There are two radio button options: "YES" (selected) and "NO". Below the options, there is explanatory text: "PPS number is mandatory for Irish Citizens, please select YES and enter the number", "Non-Irish Citizens that hold a valid PPS number, please select YES and enter the number", and "If you do not hold a valid PPS number, please click No". A text input field labeled "PPS Number \*" contains "XXXXXXXX". At the bottom, there is a radio button option "I confirm my details are correct" (selected) and a blue "Confirm" button. Yellow and dashed orange boxes highlight the "YES" radio button, the "PPS Number" input field, and the "I confirm my details are correct" radio button and "Confirm" button respectively.

PPS Number

Do you have a PPS Number

YES

NO

PPS number is mandatory for Irish Citizens, please select YES and enter the number

Non-Irish Citizens that hold a valid PPS number, please select YES and enter the number

If you do not hold a valid PPS number, please click No

PPS Number \* XXXXXXXXXX

I confirm my details are correct

Confirm

## SUSI ID

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Universal Support Ireland (SUSI) is Ireland's national awarding authority for further and higher education grants for approved full time third level courses. Learn more about SUSI [here](#).

If you have applied for a SUSI Grant, select 'Yes' and enter your SUSI Grant Application Number.

If you don't have a SUSI Grant Application Number, select 'No'.

Once complete, please select 'I confirm my details are correct' and click confirm.

The screenshot shows a light blue form titled "SUSI ID". The first section asks "Do you have a SUSI ID" with two radio button options: "YES" (which is selected and highlighted with a yellow box) and "NO". Below this is a note: "Please note it is compulsory to answer Yes/No" and "If your answer is yes then please enter your SUSI Grant Application Number". The second section is a text input field labeled "SUSI ID" containing "XXXXXXXX", also highlighted with a yellow box. The third section contains a checkbox labeled "I confirm my details are correct." which is selected and highlighted with a dashed yellow box. At the bottom left of this section is a blue "Confirm" button.



## Upload a Photo

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You are required to upload a photo of yourself for your ID Card.

The photo should meet standard [passport photo requirements](#) i.e. it should be a clear image of yourself looking directly at the camera. There should be no obstructions or other people in the photo.

The image file must be less than 150KB and saved as JPG/JPEG file type.

If your image is over 150KB please resize the image or use a different image.

Once you have a suitable image, please follow the steps below to upload your photo:

- Check the confirm box and then click on the paperclip. (If you do not check/tick the confirm box first, the paperclip will not work).
- A new screen will appear.
- Select 'Choose file' to locate your image.
- Select 'Upload'.
- Your chosen file will appear under 'Document Name'. You can view image or delete your image using the action icons.
- Exit the smaller pop-up screen
- Select the blue 'Confirm' button.

After you click 'Confirm', the action item status should change from 'Pending' to 'Completed'. If this does not happen, your image size or file type may not be supported.

Please check the image size/file type and edit as appropriate. Alternatively please upload a new image.

### Upload a Photo

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

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

Confirm

Cancel

Click confirm and then select the paperclip icon

### Attachments ×

Maximum Attachments: 1

Test Image.jpg

Document Name	Date of Attachment	Actions
No Results Found		

Select ' Choose File' to locate your image.

Once located, select 'Upload'

### Attachments ×

Maximum Attachments: 1

No file chosen

Document Name	Date of Attachment	Actions
Test Image.jpg	15/08/2023	<input type="button" value="View"/> <input style="margin-left: 10px;" type="button" value="Delete"/>

You can view or delete your image using the action icons.

Close the pop-up screen to return to registration.

## HEA Access Survey

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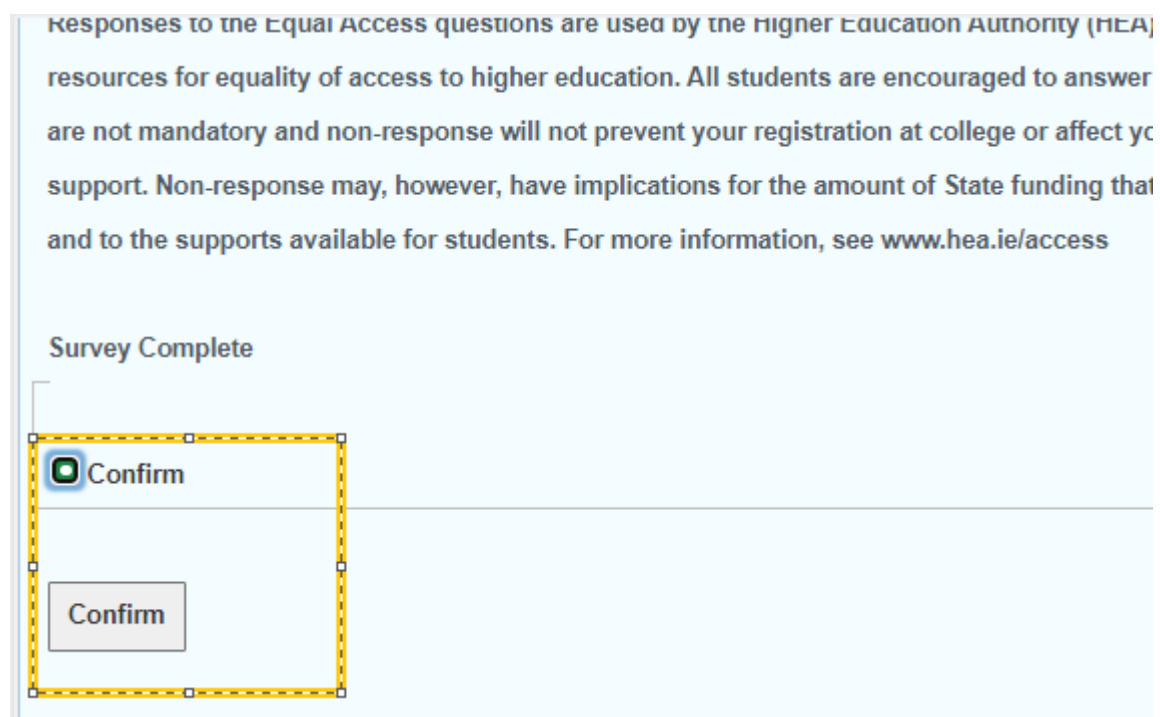
The Equal Access Survey is an annual, voluntary set of questions asked of first year full-time and part-time undergraduate students to Higher Education Authority (HEA)-funded institutions. Further information is available [here](#).

We encourage all students to complete the survey, but it is not mandatory.

If you want to complete the survey, click 'Yes' and the survey will appear.

If you do not want to complete the survey, click 'No'

All students must select 'confirm' and click the confirm button. This is required even if you do not complete the survey.



## Confirm Programme Details:

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Please review the information and check that it is correct.

You will not be able to edit this page. If this information is incorrect, please contact your Admissions/Registration team for assistance.

Once complete, please select 'I confirm my details are correct' and click confirm.

**Stage / Year**

First Year Student

**Student type**

New First Time

**Full/Part time indicator**

Full Time

I confirm my details are correct

## Pay Fees

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Please refer to your registration email for further information about your tuition fees and payment methods.

All students will be asked if they want to make a payment at registration.

The actions you should take will depend on how much of a payment you want to make. Please see the links below for detailed instructions.

- [I do not want to make a payment](#)
- [I want to make a full payment](#)
- [I want to make a partial payment](#)

### **Important Notes**

In the final stages of making a payment (full or partial) you will be directed to a 'Billing Information' page. You should input the details of the debit/credit card holder in this page.

Some banks/ cards will have transaction limits. For example, you may only be able to pay a certain amount per transaction or spend a certain amount per day. If there is a transaction limit on the card, you may need to make multiple smaller transactions instead of one full payment.

## I DO NOT WANT TO MAKE A PAYMENT

- Select 'No'
- Select 'Continue'
- Check 'Continue'
- Select 'Confirm'
- The action item status should change from 'Pending' to 'Completed'.

The screenshot shows a registration form with four main sections, each with an 'End Date: 24/08/2023' and a 'Pending' status button. The sections are:

- SUSI ID:** A text input field with the instruction: "If you have a SUSI ID number, please select Yes, otherwise select No." The status button is 'Pending'.
- Programme Details:** A text input field with the instruction: "Please check your programme details. Any incorrect details please contact: registration office at onlinestudentreg.galwaymayo@atu.ie or gspdreg.galwaymayo@atu.ie if you are a Part-time, CPD or taught postgraduate student." The status button is 'Pending'.
- Payment Options:** A text input field with the instruction: "Payment Options". The status button is 'Completed'.
- Confirm Enrolment:** A text input field with the instruction: "Student declaration and final registration step." The status button is 'Pending'.

On the right side, there is a sidebar with the following content:

- Text: "Please select YES to make a full payment now"
- Radio buttons:  YES,  NO (highlighted with a yellow box)
- Button: "Continue" (highlighted with a yellow box)
- Text: "You can make a part payment now by clic"
- Text: "If you are not making a payment at this point"
- Text: "IMPORTANT: if you select to make a payme"
- Radio buttons:  Continue (highlighted with a yellow box)
- Button: "Confirm" (highlighted with a yellow box)

## I WANT TO MAKE A FULL PAYMENT

### Step 1:

- Select 'Yes
- Select 'Continue'
- Select 'Pay Now'
- You will be directed to a 'Billing Information' screen where you will be asked to input the details of the debit/credit card holder.
- Select 'Continue to Payment'. You will then be asked for the card details.

Payment Options

PAYMENT OPTIONS

Fees can either be paid in full during the online registration process, or

Please select YES to make a full payment now. Please select NO to m

YES

NO

Continue

Press the 'Pay Now' button below to continue with your payment

Pay Now

### Step 2:

- After you have made a payment, you will need to return to the payment action item in Self-Service Banner.
- Select 'Continue' and 'Confirm' to complete the action item.
- The action item status should change from 'Pending' to 'Completed'.

Payment Options

Response saved on: 17/08/2023

Current Response: Continue

Payment Options

End Date: 24/08/2023

Completed

Confirm Enrolment

Student declaration and final registration step.

Pending

Continue

Confirm

## I WANT TO MAKE A PARTIAL PAYMENT

### Step 1:

- Select 'No'
- Select 'Continue'
- Click the part payment link.

**PAYMENT OPTIONS**

Fees can either be paid in full during the online registration process.

Please select **YES** to make a full payment now. Please select **NO** to continue to student self-service.

YES  
 NO

[Continue](#)

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

If you are not making a payment at this point select continue to

### Step 2

You will be directed to a new page - 'Account Detail for Term'.

- Select the current academic year
- Select 'Pay Now'

Account Detail for Term

Full Academic Year 2023/24

Print Holds [Pay Now](#)

*Review detail transactions on your account, including current and future balance totals for the selected term and other terms.*

Full Academic Year 2023/24

Show/Hide Column search



### Step 3:

A pop-up screen will appear.

- Select the current academic year
- The amount under 'Net Term Balance' can now be edited
- Input the amount that you want to pay
- Select 'Pay Now'
- You will be directed to a 'Billing Information' screen where you will be asked to input the details of the debit/credit card holder.
- Select 'Continue to Payment'. You can then enter the card details.

Payment >

**i** Select the checkbox against the term to make the payment. Upon selection, Net term balance amount can be edited.

Terms	Net term balance
<input checked="" type="radio"/> Full Academic Year 2023/24	24
<input type="radio"/> Full Academic Year 2022/23	€0.00
<input type="radio"/> Full Academic Year 2021/22	€0.00
<input type="radio"/> Full Academic Year 2020/21	€0.00
<input type="radio"/> Full Academic Year 2019/20	€0.00
<input type="radio"/> Full Academic Year 2018/19	€0.00
<input type="radio"/> Full Academic Year 2017/18	€0.00
<input type="radio"/> Full Academic Year 2016/17	€0.00

Amount payable: €20.00

**Pay Now**

### Step 4:

- After you have made a payment, you will need to return to the payment action item in Self-Service Banner.
- Select 'Continue' and 'Confirm' to complete the action item. The status should change from 'Pending' to 'Completed'.

End Date: 24/08/2023

**Completed**

[Payment Options](#)

Response saved on: 17/08/2023  
Current Response: Continue

Payment Options

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End Date: 24/08/2023

**Pending**

[Confirm Enrolment](#)

Student declaration and final registration step.

**Continue**

**Confirm**

## Confirm Enrolment

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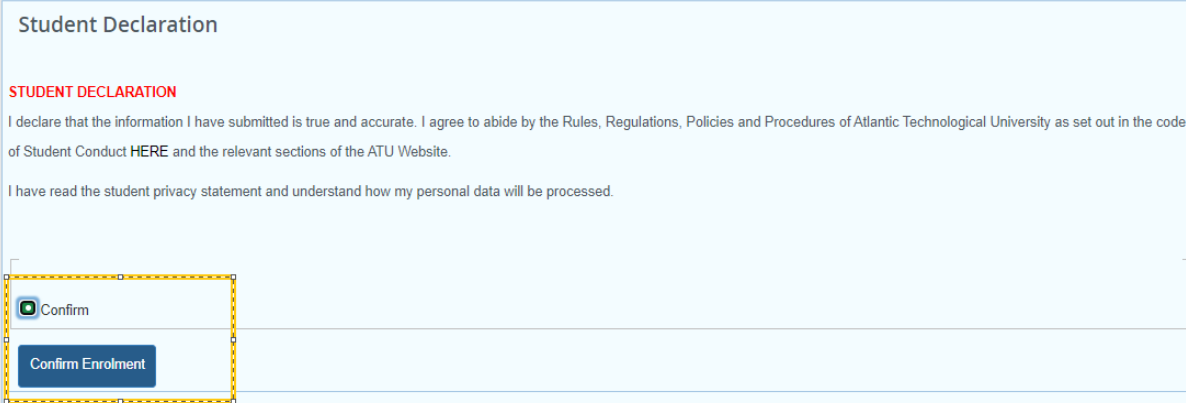
This should be the final action item that you complete.

All your other action items should have the status of 'Completed'

If you have any action items that still have a status of 'Pending', please return to that action item and take appropriate action. (Note: you may have forgotten to confirm that your details are correct and click on the confirm button)

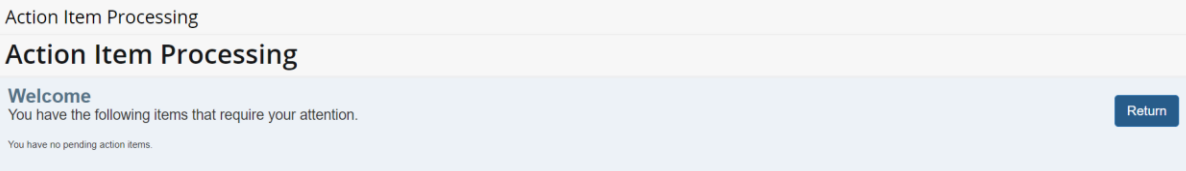
All students are required to read and accept the student declaration.

Check 'Confirm' and then select 'Confirm Enrolment'.



The screenshot shows a 'Student Declaration' form. At the top, it says 'STUDENT DECLARATION' in red. Below that, there is a paragraph of text: 'I declare that the information I have submitted is true and accurate. I agree to abide by the Rules, Regulations, Policies and Procedures of Atlantic Technological University as set out in the code of Student Conduct HERE and the relevant sections of the ATU Website.' This is followed by another line: 'I have read the student privacy statement and understand how my personal data will be processed.' At the bottom of the form, there are two buttons: a 'Confirm' button with a checkmark icon and a 'Confirm Enrolment' button. A yellow dashed box highlights both buttons.

After you confirm your enrolment, you will receive a message confirming that there are no pending action items remaining.



The screenshot shows the 'Action Item Processing' page. The title is 'Action Item Processing'. Below the title, it says 'Welcome' and 'You have the following items that require your attention.' There is a 'Return' button in the top right corner. At the bottom, it says 'You have no pending action items.'

## Next Steps

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24 hours after registering, you will be able to access your course material via Moodle.

Please refer to the Induction and Student Hub for further support and guidance for beginning or continuing your studies.