Introduction

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?

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

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

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 accidently 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.
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.
Personal Details

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.
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.
Address Details:

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.
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.
Nationality

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.
Additional Information

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.

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.
PPS Number

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.
SUSI ID

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.
Upload a Photo

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 the check the image size/file type and edit as appropriate. Alternatively please upload a new image.
Click confirm and then select the paperclip icon.

Select ‘Choose File’ to locate your image.

Once located, select ‘Upload’.

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

Close the pop-up screen to return to registration.
HEA Access Survey

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:

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.
Pay Fees

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.’
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.

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’. 
I WANT TO MAKE A PARTIAL PAYMENT

Step 1:

- Select ‘No’
- Select ‘Continue’
- Click the part payment link.

Step 2

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

- Select the current academic year
- Select ‘Pay Now’
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 screen](image)

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’. 

![Payment options](image)
Confirm Enrolment

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’.

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

Next Steps

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.