

Introduction

This quick reference guide contains step by step instructions on how to:

1. Complete and submit your course registration details online.
2. Make a payment in full or pay by instalment for registration online.


This guide is a tool to be used by students who would like to register for their year of study in the Institute.

Step by Step Instructions – How to Use Online Registration

1. **Online Services (for Students):** Online registration can be accessed via <https://ssb.ancheim.ie/gmit/>
Students will be sent an 'Invitation to Register' via post.

2. Select 'Enter Secure Area'



Enter Secure Area  Click here
Apply for Admission
RELEASE: 8.4

3. Enter Login Details

User Login

Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login.

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

User ID:

PIN:

Enter Login ID
and Pin and then
click 'Login'

4. Select 'Online Registration' in the Student Services & Financial Aid menu.



Student Services & Financial Aid

Admissions

File an application for admissions: Review existing applications, their status, and the status of s

Registration  Click here

Check your registration st..... classes; Select variable credits, grading modes, or l

Student Records

View your holds; Display your grades and transcripts; Review charges and payments.

Final Grades page

Examination Results

View your holds; Display your grades.

Registration

Select Term

Online Registration  Click Here

Student Confirmation page

Registration Summary Details

Pay Outstanding Fees

Facility to pay your outstanding balance

5. Select Programme and Submit.

Programme Selection

A00185195 Will Test
Jul 18, 2011 04:20 pm

Please select the combination of programme and term for which you wish to register from the list below.

When you have selected the item please press the Submit button to continue.

The list below shows your programmes along with the Academic Years for which you are eligible to register.

If no records are shown then you have either completed registration or are not eligible. Please contact student services for more information.

Select Academic Year

Programme

Academic Year 2010-2011 HC in Business St Ad Ed

Select the Programme
and then click 'Submit'

Step by Step Instructions – How to Use Online Registration (Continued)

6. Online Registration Checklist

This screen contains a checklist of the registration details that need to be entered before you confirm your registration. To fill in and confirm details, click on each link to open the corresponding form. Once you have filled in a form, click 'continue' to go to the next form or click 'checklist' to go back to the Registration Checklist. The screenshots below show the various registration detail form sections.

Notes:

- Some details contained in the forms are required fields, these can be identified by a red asterisks * beside them.

Personal Information A00185195 Will Test
Jul 19, 2011 04:24 pm

Please confirm or correct the personal details shown below. If you need to change your name please contact Student Services; you will need to provide official, recognised photo-identification such as a passport or driving licence. Mandatory fields are marked with a red star.

First Name Will
Last Name Test
Student ID A00185195
Birth Day
Gender

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

Mailing Address

Please check your Mailing Address details shown below. If these details are incorrect, Mandatory fields are marked with an asterisk. Click on "Continue" to proceed to the next page or "Checklist" to go back to the Checklist.

Please note that your address as listed below will be used on all official correspondence.

Date Address is valid from: * 06/01/2012
Date (if any) you are planning on moving: 06/01/2012

Address line 1 *
Address Line 2
Address line 3
Town / City *
Country *
Country *

Continue Checklist

Return to Checklist without saving changes

Alternative Address

Please provide Local (term time) Address Details. If you have already provided details in a previous term and wish to update them, please contact the Registration Department at studreg@mit.ie. Mandatory fields are marked with an asterisk. Click on "Continue" to proceed to the next page or "Checklist" to go back to the Checklist.

Date the address is valid from 01/09/2012
Date (if any) you are planning to move 01/09/2012

Address Line 1 test address9
Address Line 2
Address Line 3

Town / City galway
County Galway
Country Ireland

Continue Checklist

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
- Fees Information
- Survey Information

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

Confirm Registration

Emergency Contact Details

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

First Name: *
Last Name: *
Relationship to you: * - select -
Contact Number: *
Address Line 1
Address Line 2
Address Line 3
Town/City
Country - select -

Continue Checklist

Return to Checklist without saving changes

Programme Details

Please check the programme details shown below. Click on "Continue" to proceed to the next page or "Checklist" to go back to the Checklist. If these details are incorrect, please contact the Registration Department at studreg@mit.ie.

Course title Non-Accredited Programme GY (GA_HCOED_XGA)
Course year Full Academic Year 2010/11
Level of study Continuing Education/Adult Ed (CE)
Stage / Year First Year Student
Student type New First Time
Full/Part time indicator Part time

Continue Checklist

Return to the Checklist without saving changes

Module Information

Please see below the Module Information for your chosen programme.

Module Reference	Module	Module Title	Credits
32132	XX08 00000	Elective - Level 08 - Year 4 1	

Continue Checklist

Return to checklist without saving changes

Previous third level institutions attended A00185420 Aoife Test
Jul 20, 2011 10:09 am

Information text configurable through Web Tator

Question 1: Have you previously attended any Third Level Institution?
Previous Institution Attended -- No Previous College
Highest Qualification on entry -- select -
Year of graduation (e.g. 2004)
From date
To date
Last Institution Attended * -- Please select -

Question 2: Did you enter this program through a government initiative?
Please select No

Continue Checklist

Return to checklist without saving changes

Fee questionnaire

Please answer the questions shown below. Click on "Continue" to proceed to the next page or "Checklist" to go back to the Checklist.

Question	Response
Question 1: My Guardian and I (where I am under 23 on January 1st of this year), have spent 3 of last 5 years in an EU country, and can produce documentation to verify this.	No
Question 2: Grant Applicant - I can produce a letter from the VEC / Local Authority confirming my grant award.	No
Question 3: Back to Education Allowance - I can produce a letter from my Social Welfare Office confirming my entitlement to this allowance.	No

Continue Checklist

Return to checklist without saving changes

Survey Information A00185195 Will Test
Jul 18, 2011 04:30 pm

If you choose not to respond to the HEA survey please click 'Checklist' or 'Continue' to advance or click HEA Survey to complete. If there are any surveys pending for you they will be displayed in the table below. If there are no surveys displayed click 'Continue' or 'Checklist' to proceed.

Surveys Assigned to Will Test

SRN	Description	Status
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Continue Checklist

Return to checklist without saving changes

How to Use Online Registration – Student Quick Reference Guide

Step by Step Instructions – How to Use Online Registration (Continued)

7. Registration Checklist Complete

Once you enter data in a section. e.g. Alternative Address, a checkmark will appear beside it in the Registration Checklist. Once data has been entered in all sections, click 'Confirm Registration' to continue with payment.

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 Enrolment'.

<input checked="" type="checkbox"/> Personal Information	<input checked="" type="checkbox"/> Mailing Address	Once all sections are checked as complete, you can confirm your registration and make payment
<input checked="" type="checkbox"/> Alternative Address	<input checked="" type="checkbox"/> Emergency Contacts	
<input checked="" type="checkbox"/> Program details	<input checked="" type="checkbox"/> Module Information	
<input checked="" type="checkbox"/> Additional Information	<input checked="" type="checkbox"/> Survey Information	
<input checked="" type="checkbox"/> Fees Information		

Click here to confirm registration and to proceed with payment

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

[Confirm Registration](#)

8. Registration Confirmation

You must agree to the terms and Conditions before the 'Confirm registration' button can be selected.

I declare that the information I have submitted is true and accurate. I agree Website. I understand that Galway-Mayo Institute of Technology will treat all

Please confirm that you agree to these term and conditions by ticking the ch

I agree to the terms and conditions above

[Confirm registration](#)

[Return without confirmation](#)

Click 'Confirm Registration' in Step 8, for payment for your registration fees, you will need to complete one of the following three options:

- A. Make the Full Payment for your registration – **PAY NOW 9A**
- B. **PAY LATER** if paying by instalment. Pay fees through 2 instalments through **PAY OUTSTANDING FEES - Section 4**
- C. **PAY LATER** and confirm that you have received a grant.

A. Payment Required

9A . View and Confirm Registration Fees

Registration Fees

Please see below your registration fees for this Academic Year. Please select the "Pay N Please note a student will only be considered a registered student at Galway-Mayo Insti college facilities.

you have a query with your term balance please contact the Fees Office on **studentfee**

Full Academic Year 2011/12

Term Balance: €0.00

By selecting Pay Now you will be redirected to a secure Third Party Payment site. Galway-Mayo Institute of Technology do not store your card details on their database.

Visa  Laser  Master Card 

Galway-Mayo Institute of Technology Refund Policy can be found at [Fee Refunds Policy](#)

I agree to the terms and conditions above

[Pay Now](#) [Pay Later](#)

You must agree to the terms and Conditions before the 'Pay Now' button can be selected.

10A. Enter Payment Details

Card Type:

Card Number:

Security Code: [\(About security code\)](#)

Expiration Date:

Cardholder's Name:

[Pay Now](#)

Enter the card details and click 'Pay Now'



11A. Payment Status

Payment Status

A00185195 Will Test
Jul 18, 2011 04:36 pm

Your request has been approved and a payment credited to your account. [View your current registration status.](#)

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

Step by Step Instructions – How to Use Online Registration (Continued)

12A. Confirmation e-mail

Once fees have been paid via the third party 3D secure website you will see an on screen notification of your transaction. You will also receive an e mail confirmation, this will be sent to the e mail address supplied in the Personal Information section of Step 6.

We would advise that you keep a copy of the confirmation e mail for your own records.

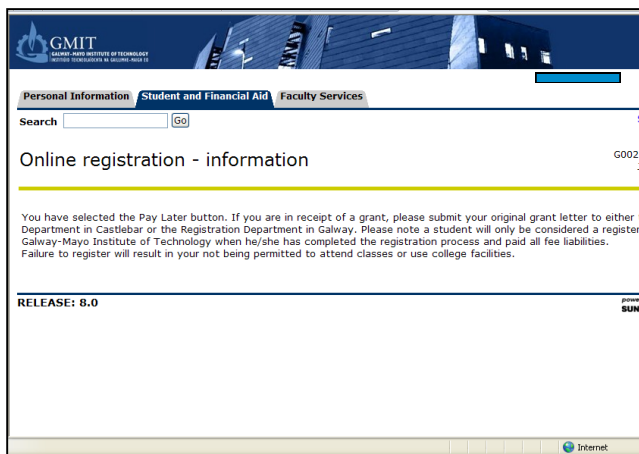
If your transaction is unsuccessful please note the error code, date & time and contact studentfees@gmit.ie if advised to contact the merchant. Please DO NOT disclose your credit/debit card details on any e-mail correspondence.

Please note: GMIT do not at any time have access to your credit card details & they are not stored on the GMIT database. All Payments are made via the third party payment provider Realex.



13A. Pay Later Option Selected at 9A

If Pay later is selected at step 9A above you will be able to return to this step and pay fees due at a later point. If you are in receipt of a Grant please follow the on-screen instructions at this point.



The screenshot shows the GMIT online registration interface. The navigation tabs include 'Personal Information', 'Student and Financial Aid', and 'Faculty Services'. A search bar is present. The main heading is 'Online registration - information'. Below this, there is a message: 'You have selected the Pay Later button. If you are in receipt of a grant, please submit your original grant letter to either the Department in Castlebar or the Registration Department in Galway. Please note a student will only be considered a registered student of Galway-Mayo Institute of Technology when he/she has completed the registration process and paid all fee liabilities. Failure to register will result in your not being permitted to attend classes or use college facilities.' At the bottom, it says 'RELEASE: 8.0'.

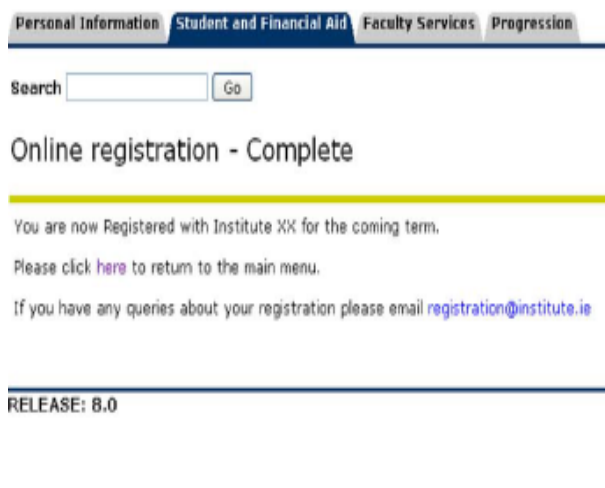
B. Confirm Grant

9B . View and Confirm Registration Fees



The screenshot shows the 'Online Registration - Information' page. The navigation tabs include 'Personal Information', 'Student and Financial Aid', and 'Faculty Services'. A search bar is present. The main heading is 'Online Registration - Information'. Below this, there is a message: 'Please confirm if you are still in receipt of a Maintenance Grant you must also submit a copy of your grant award letter to the Institute. The student service/registration fee is refunded into students nominated bank account where they are awarded a third level maintenance grant and who have paid this fee.' At the bottom, there are two buttons: 'Confirm' and 'Decline'. A red arrow points to the 'Confirm' button with the text 'Click here to confirm'. At the bottom, it says 'RELEASE: 8.0'.

10B. Online Registration Complete



The screenshot shows the 'Online registration - Complete' page. The navigation tabs include 'Personal Information', 'Student and Financial Aid', 'Faculty Services', and 'Progression'. A search bar is present. The main heading is 'Online registration - Complete'. Below this, there is a message: 'You are now Registered with Institute XX for the coming term. Please click [here](#) to return to the main menu. If you have any queries about your registration please email registration@institute.ie' At the bottom, it says 'RELEASE: 8.0'.

12A/11B. Student Confirmation Page

Student Confirmation page

Biographical Information

Student ID: A00185195
Last Name: Test
First Name: Will
PPSN:
Date of Birth:
Address: 123 Fake St
City: Blackrock
County: DN21
Nation: IRL

Program Information

Programme HC in Business St Ad Ed (AL_BSTDA_6CE)
Award Higher Certificate
Major Business Studies (BSA6)
Department Adult and Continuing Educ (ADED)
Term Academic Year 2010-2011
Student Level NFQ Level 6 (06)
Student type New First Time
F/T or P/T: Full time

Registration Details

Term Code: Academic Year 2010-2011
Status: Registered

Additional Information:

ID CARDS

Students must produce ID cards when requesting letters, forms for stamping etc.
Cost of replacement ID card is €10.

CHANGE OF ADDRESS AND/OR BANK DETAILS

If you have changed your permanent or home address during the term, please ensure that you notify the Office of Academic Affairs, using [Student Change of Details Form](#) (PDF, 19 KB).

Please see our website <http://www.gmit.ie/register-at-gmit/> for important information regarding student registration, grants, fees, timetables etc....

PLEASE NOTE:

A student will only be considered a registered student at Galway-Mayo Institute of Technology when he/she has completed the registration process and paid all fee liabilities. Failure to register by the 26th September will result in the loss of IT access.

Failure to pay fees by the 31st October will result in students being denied access to use all college facilities.

ONLINE REGISTRATION – queries / problems when registering

Castlebar students with queries / problems please email RegCBar@gmit.ie. For all other students, please email onlinestudentreg@gmit.ie

Ensure that your email includes the following information:

Student ID

Full Name

A brief outline of the problem you encountered

A contact telephone number.