HOW TO REGISTER ONLINE

A STEP-BY-STEP GUIDE TO UCD REGISTRATION

LOGGING IN

1
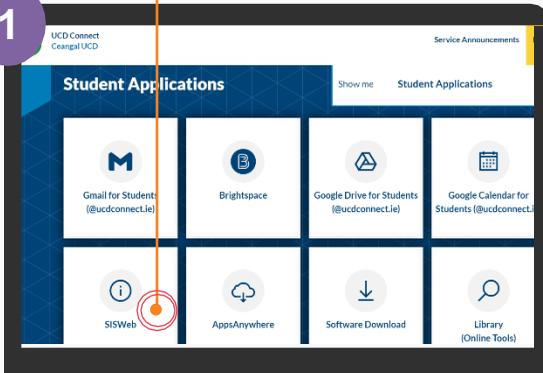
GO TO UCD CONNECT

Go to **www.ucd.ie/connect** and click on the **SISWeb** icon.

2
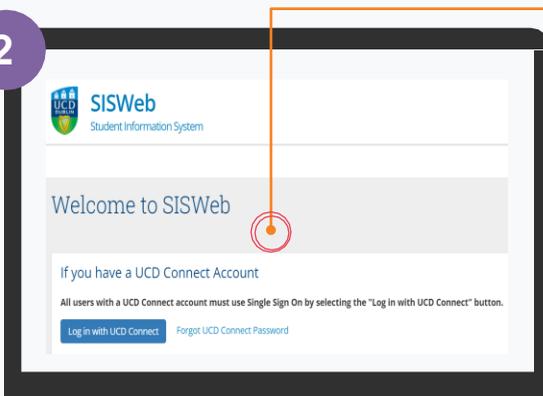
LOG INTO SISWEB

Click on the **Log in with UCD Connect** button

You will be asked to enter your **UCD Connect username and password**.

- Your username is your CAO number or UCD student number if you are a direct applicant or if you were here before.

- If you have already created a SISWeb password, please use that.

- Otherwise, your temporary password is your date of birth (in the format **ddmmyy**).

If your password is your date of birth, you will be asked to change it on first login!

3
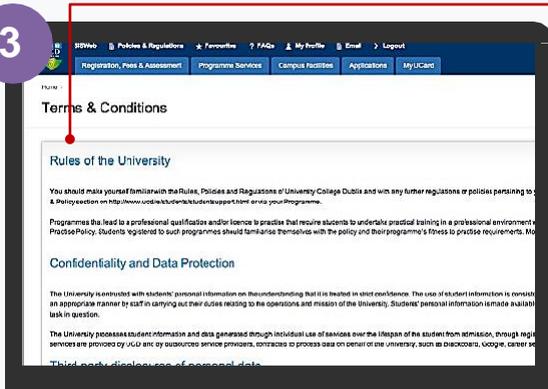
AGREE TO THE UCD TERMS & CONDITIONS

When you enter the registration system for the first time you will be required to agree to the **Terms & Conditions of the University.**

This is the start of becoming a registered student so make sure you read them carefully.

4
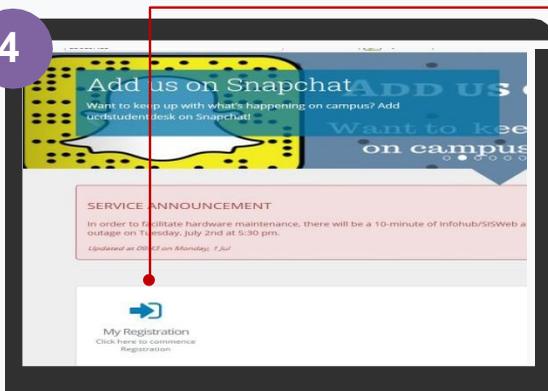
CLICK ON MY REGISTRATION AND CONFIRM YOUR REGISTRATION

When you click on **My Registration** you will be asked to confirm your registration for 2023/24

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You will then be brought to the **My Registration Page.**

5
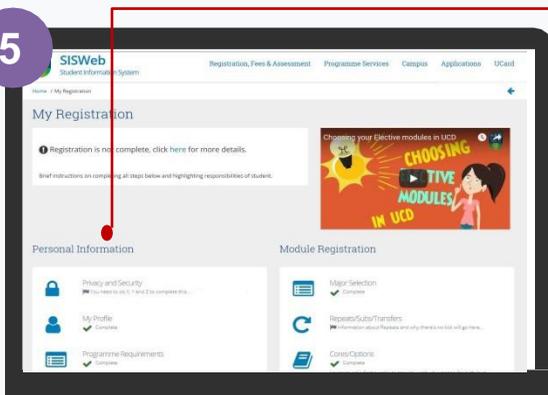
MY REGISTRATION PAGE

On this page you can access and complete your **Personal Information**.

You will also be able to access and complete your **Module Registration** once it opens for you.

STEP 1
PERSONAL
INFORMATION

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My Profile

My Personal Details

Name:	UCD Student
My Photo:	
	Upload a new Photo
Gender:	Male
Phone Number:	111111
Mobile Number:	111111
PPS Number:	Add PPS Number
SUSI Application Number:	Add SUSI Application Number

My Address Details

Address Type	Address	Accommodation Type	Click to
Permanent Address	Main Street Co Down	N/A	Update
Term Address	Main Street Co Down	Rented Accommodation	Update

My Emergency Contact Details

Emergency Contact	Emergency Address	Emergency Telephone	Click to
Parent: Mary Smith	Main Street Dublin 1	+44 111111 746	Update

✓ CONFIRM YOUR PERSONAL DETAILS

✓ UPLOAD YOUR UCARD PHOTO

! Some information, such as name and date of birth can be changed **by contacting the Student Desk.** Make sure to scan/have a copy your passport or birth certificate.	**!** In Email Preferences, you can confirm if you want official UCD emails copied to your personal email address as well as your UCD Connect email.
! If the name on your passport/birth certificate does not match the one used on your application then you may not be able to collect your UCARD until after your name has been updated on your student record.	**!** Incoming students: confirm your registration and upload your photo so you can collect your UCD Student Card (UCARD).
! If your term address and/or phone number is different to your home address, make sure to enter it.	**!** If you are continuing in your Programme, once you confirm registration for 2023/24 your UCARD will remain active.
! Enter your emergency contact details in the fields provided	

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Upload your Photo

Use this facility to upload a photo of yourself which will be used to print your UCARD. All photos will be reviewed by UCD and you will receive photo. It will take at least 1 working day after you have uploaded your photo before it will be available for collection.

For criteria and tips on uploading photos click HERE.

To check the size of your photo file click HERE

To help crop & resize your photo try this website, Click HERE for Photo Web-resizer.

For a helpful video on how to upload a photo click HERE.

Only jpg files may be uploaded. Maximum file size is 50Kb.

If you encounter difficulties in uploading a photo, please contact ucard@ucd.ie for further assistance.

- Click Choose File and choose the file which contains your photo and then click upload.
- Please ensure that your photo is not out of proportion (e.g. elongated or squashed) before accepting your preview.
- Please ensure your face appears within the green outline in the picture preview image on the right. If it is not, your photo may be reje

[Choose File] no file selected

[Upload]

! You must show your Passport or Birth Certificate with photo ID before you can collect your UCARD.

UPLOAD YOUR UCARD PHOTO

On the **My Profile page** click on **Upload your Photo**.

Click **Browse** to find your photo on your PC and then click **Upload**.

Preview the photo and if you are happy click **Accept** to upload it.

You need to upload a photo before your UCD Student Card (UCARD) can be printed.

It must be a jpg file, 50KB or less. If you need to resize your photo go to **www.webresizer. com/resizer**

If you need help uploading your photo, contact ucard@ucd.ie

www.ucd.ie/students
Tel: +353 1 716 1555