



UCD Registry
ClárIann UCD



How to use the Student Web Registration View

Log in as a student using the staff view of online registration in InfoHub

This document provides information for staff who want to “login” via InfoHub as a student in order to view their online module registration screens and assist them during the registration process.

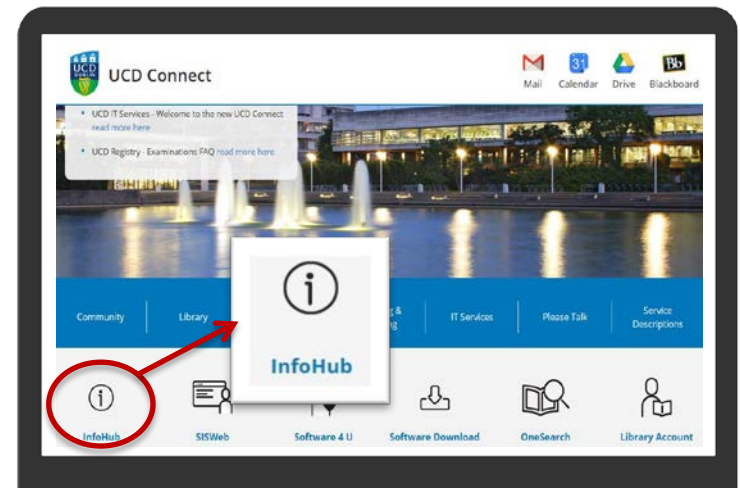
You will see a ‘read-only’ version of the student’s online module registration.

Accessing Student Web Registration – staff view

Log into InfoHub

- Go to www.ucd/connect
- Click on the **InfoHub** icon
- Enter your **UCD Connect** username and password

If you have a query about your UCD Connect login please contact ithelpdesk@ucd.ie or phone x2700



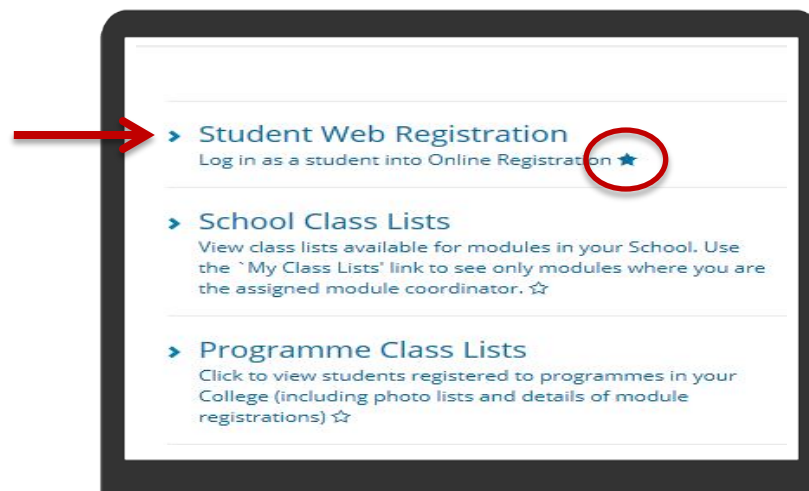
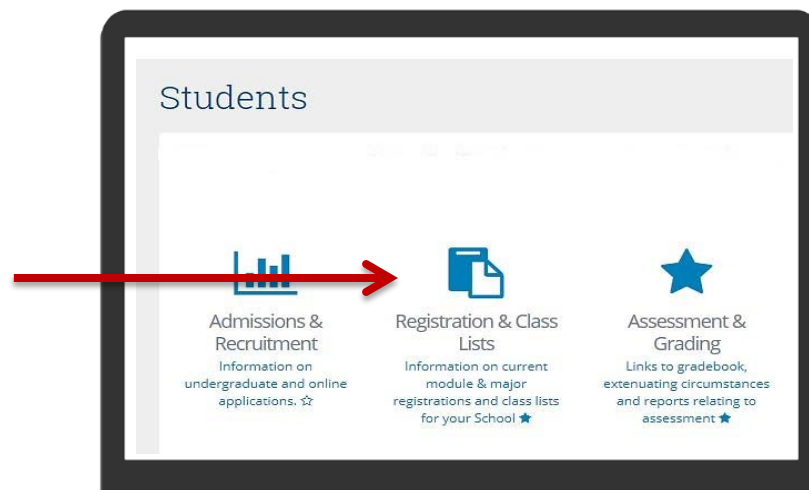
Accessing Student Web Registration – staff view

Find the Student Web Registration menu

- Click on the **Students** tab in InfoHub
- Click on **Registration & Class Lists**
- Click on **Student Web Registration**

If you cannot see these menu items email infohub@ucd.ie to request access.

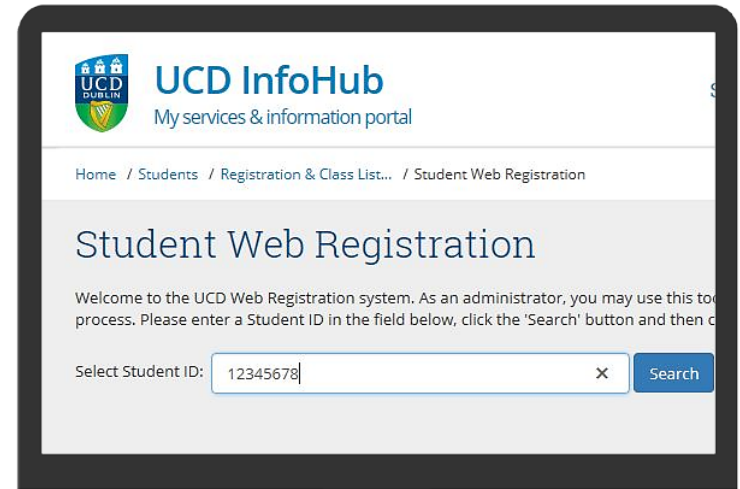
Top Tip! Click on the star beside the menu item to add it to your Favourites in InfoHub!



Accessing Student Web Registration – staff view

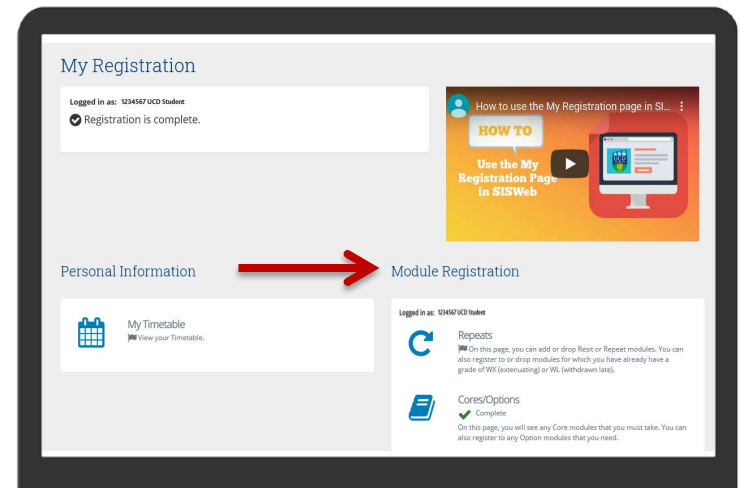
Enter the Student ID

- Enter the student number of the student whose registration you want to view
- Click on **Search**
- Then click on **Login As**
- This will bring you into a read-only view of the student's **My Registration** page



Read-only view of the student's module registration

- Go to the **Module Registration** column
- Use the links (Core/Options, Main Labs/Tut etc.) to view the student's module registration details



Accessing Student Web Registration – staff view

View the student’s current module registration

- On the **Cores/Options** tab you will see the **Core modules** that the student must do – usually says **Preselected** beside them
- You will also see the **Option modules** available to the student and what they have selected (**Status** column)
- You can also use the **Labs/Tuts** tabs to see if they are registered to any labs, practicals, tutorials that they need
- Any **Elective modules** that have been selected will also be visible when you go to the **Electives** page
- If they have **Repeats or Resits**, they will be on the **Repeats** page

While online registration is open you will be able to see any changes that the student makes!

Core Modules

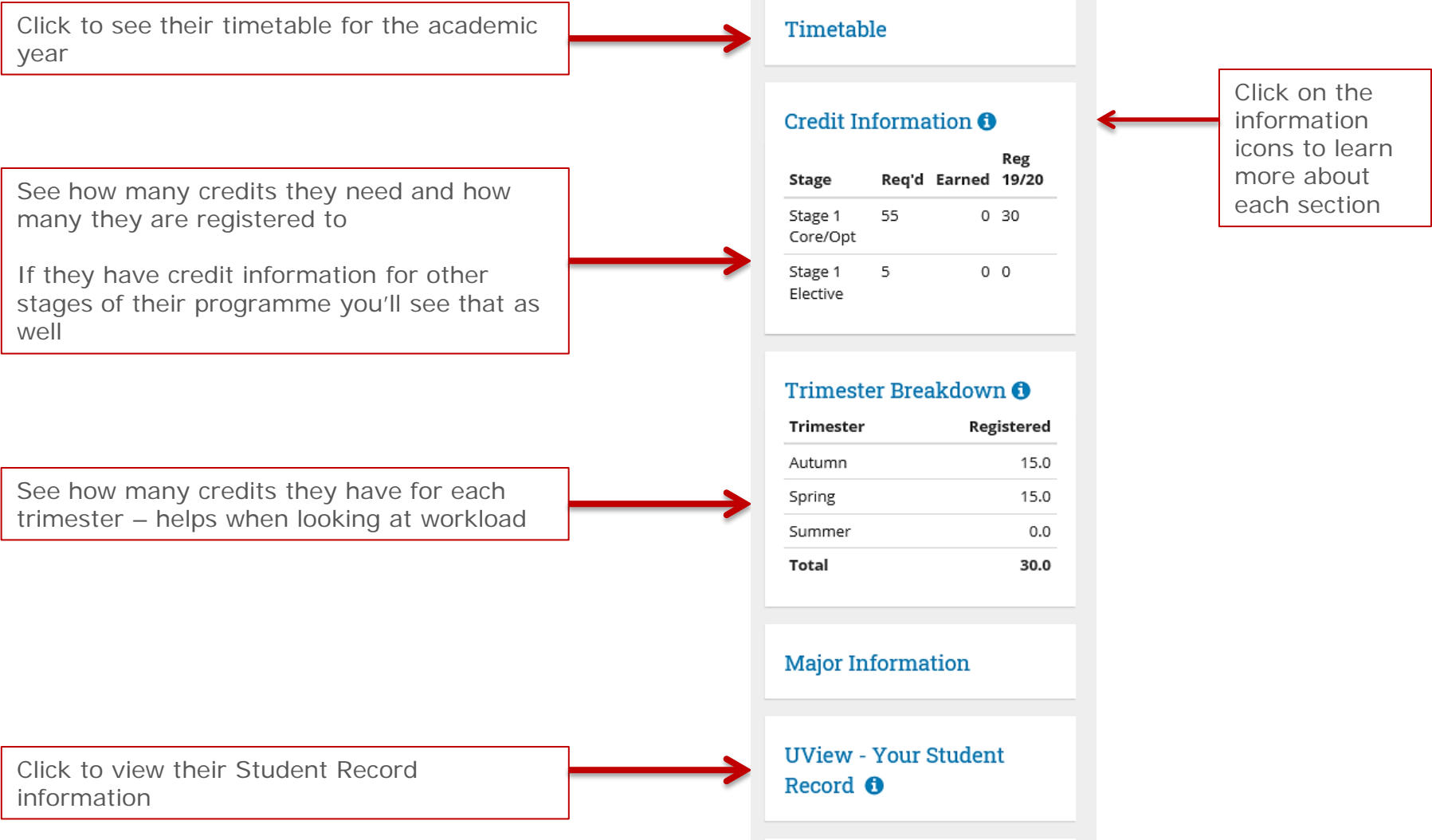
Trimester	CRN	Module	Credits	Class Type	Status
Autumn	12160	STAT20110 Probability Theory	5	Lectures	Preselected
Autumn	10379	STAT30240 Predictive Analytics I	5	Lectures	Preselected
Spring	39697	STAT20100 Inferential Statistics	5	Lectures	Preselected
Spring	54464	STAT20180 Bayesian Analysis	5	Lectures	Preselected

Option Modules

Select Options

Trimester	CRN	Module	Credits	Class Type	Status
Autumn	25026	ENG10130 Contemporary Irish Writing	5	Lectures	Selected
Spring		ENG10030 Literary Genre	5	Lectures	Not Selected

On the right hand side of the screen you can see more information about the student

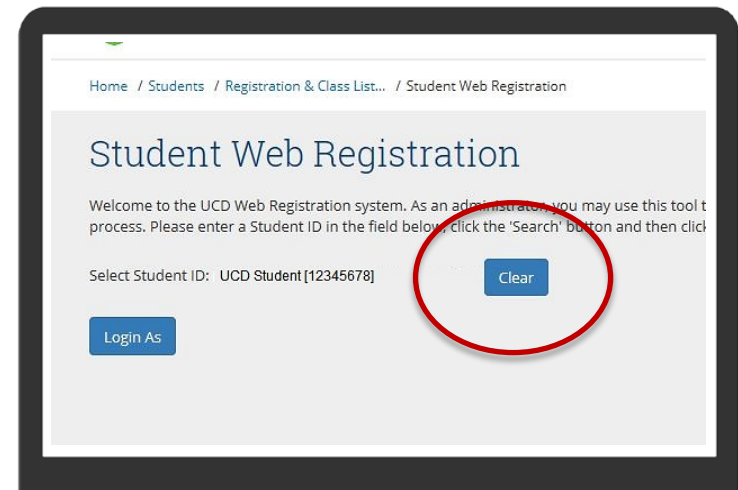


To log in as another student

- Click on the **Student Web Registration** link in the navigation menu



- Click on **Clear**
- Enter a new Student ID and click **Search**
- Then click on **Login As**





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