


**UCD Registry**
**Clárann UCD**
**WELCOME TO YOUR GRADUATE STUDIES AT UCD**

<b>Sent to</b>	Incoming Graduate Taught and Graduate Research students (201600)
<b>From</b>	UCD Registry
<b>Type of email</b>	Scheduled email from Targeted Communications System
<b>First sent</b>	08 August 2016

Text of email:

**UCD Student Number**  
**Graduate School**  
**School**

Dear Student,

We are delighted that you have chosen to study at UCD. We are confident that you will find your studies with us rewarding and the academic community here enriching and supportive. UCD Registry is here to help you with information and supports on the broader services you will find in UCD.

This email is intended to help you with what you need to do between now and the start of term.

Please click on the links below for information about:

- [Online Registration](#)
- [Fees/Grants](#)
- [Obtaining your UCD Student Card \(UCARD\)](#)
- [Information for International Students](#)
- [IT Services](#) - (Click on Support Services)
- [Orientation](#)
- [Library Services](#)
- [Student Support Services](#) - (Click on Support Services)
- [UCD Online Students](#)
- [Graduate Taught/Graduate Research Checklist](#)
- [UCD Student Email Protocol](#)
- [UCD Jargon Buster](#)
- [UCD Office of Research Ethics](#)

The information below will explain how to access online services such as email and online registration through UCD Connect.

### What is UCD Connect?

[UCD Connect](#) provides access to online services such as your official UCD student email account and Google calendar. You can also access online registration, via the SISWeb icon, where you must confirm your registration for the academic year.

You will need to use your student **UCD Connect username and password** to access these services.

If you have any queries about your UCD Connect email account please contact [ithelpdesk@ucd.ie](mailto:ithelpdesk@ucd.ie) for assistance.

### What is my student UCD Connect username and password?

- **Your username** is your UCD student number (see above)
- **Your password:**
  - If you created an Online Applications password during the application process, please use that
  - If you have not logged into SISWeb (or Online Applications) before, your password is your date of birth (in the format ddmmyy). For your own security, make sure you change that password by using the [Change Password tool](#) in UCD Connect
  - If you already have a student UCD Connect account, please use those login details

### How do I access my UCD Connect student email account

Your personalised UCD Connect email address will be used for official UCD correspondence so please make sure that you check it regularly.

- To access your **UCD Connect email account**, go to [www.ucd.ie/connect](http://www.ucd.ie/connect)
- Click on the **Mail** icon and choose **Student(@[ucdconnect.ie](mailto:ucdconnect.ie))**.
- Enter your **UCD Connect username and password**.

### How do I confirm my Registration?

- Check the [Key Dates web page](#) to see when online registration opens for your programme.
- To access **online registration**, go to [www.ucd.ie/connect](http://www.ucd.ie/connect) and click on the **SISWeb** icon.
- Enter your **UCD Connect username and password**.
- Click on the **Enter Registration Process** button to **confirm your registration** for 2016/17 and begin online registration
- A step by step guide to online registration is available on the [Current Students website](#).

### Help and assistance

The [UCD Student Desk](#) can help you with queries about registration, fees, official documents

and many other UCD services and supports.

If you need academic advice, your [Graduate School](#) will be able to help.

Yours sincerely,

Andrew Myler  
Director of Administrative Services  
UCD Registry

[www.ucd.ie/registry](http://www.ucd.ie/registry)