

Step by Step Guide to Completing Phase 1 Registration

1. Log in to SIS web at www.ucd.ie/sisweb
2. Your student number is the eight digit number (15xxxxxx) that you received when you accepted your place at UCD. Your PIN is the password you selected on your on-line application **or** your date of birth in the format DDMMYY (for example if your date of birth is 26 March 1984 you PIN is 260384).
3. The first time you log in, you will be asked to create a **Security Question** that will enable you to re-set your PIN in the future if you forget it.
4. Once you have successfully logged in, the UCD Privacy page opens.
Study Abroad students do not need to book a registration start time so please ignore this option.
At the bottom of this page, click on **Enter Registration Process**.
5. The first page of Student Web Registration is now open. **You should complete only Step 1 – Personal Information.** Scroll down to the bottom of the screen and click Continue.
6. There are four sections in the registration process, and a summary at the end. Please use the information icon (a white letter 'i' in a blue circle) for explanations of some of the terms.
7. **Section 1 – Your Details:**

Check the details already entered and make any corrections that are necessary. Any fields marked with a red asterisk (*) must be completed. Currently, your term address is the same as your permanent home address. If you already know your address in Dublin, you should change this section. Otherwise, please change it at a later stage when you have your accommodation arranged. If you will be living on-campus at UCD, your room and apartment number can be found under your Accommodation Account on your SIS web account. Sample UCD Residence address: *Room 4, Apartment 10, Merville Residence, University College Dublin, Belfield, Dublin 4, Ireland.* As a non-Irish student, you do not have to give a PPS number, so ignore this field. When you are finished, click the **Continue** button.
8. **Section 2 – Survey Screen:** This section is aimed primarily at Irish students and its purpose is to gather information for statistical purposes. Although these questions are not compulsory, you are requested to complete as many as possible.
9. **Section 3 – Programme Requirements:** Ignore this section completely as it does not apply to study abroad students.
10. **Section 4 – Upload your photo ID:** This is where you upload your photo for your UCD student card. The maximum file size for your photo is 50kb and it should be a jpg file.
11. **Section 5 – Fees:** Further instruction will be sent by the UCD Centre for Study Abroad to those students who are paying their accommodation and tuition fees directly to UCD.

If your home University is being invoiced for your housing and/or tuition fees, please ignore the Fees section altogether.

12. Section 6 – Your Summary:

This section will show the status of the sections that you have completed. Please check that the following sections are showing as complete:

- Your Personal Details
- UCD ID Photo

13. You are now finished the registration process. Please sign out (top right of page). If you wish to change any of the information at a later stage, just log back in as above, and use the Personal Information tab at the top of the page.

UCD Student Card (UCard) Collection:

Your student card will be available only after you have completed online registration, as outlined above.

You must bring your UCD student number and your passport.

If staying in UCD Residences you can collect your UCD Student Card at the Merville Residence, Muckross Residence or Proby Residence, Blackrock when checking in.

Study Abroad Students living off campus can collect their UCD Student Card (UCard) in the Global Lounge (Building 25 on the campus map) from Tuesday, 19th January 2016

http://www.ucd.ie/maps/UCD_Map_2014.pdf