



University College Dublin
An Coláiste Ollscoile, Baile Átha Cliath

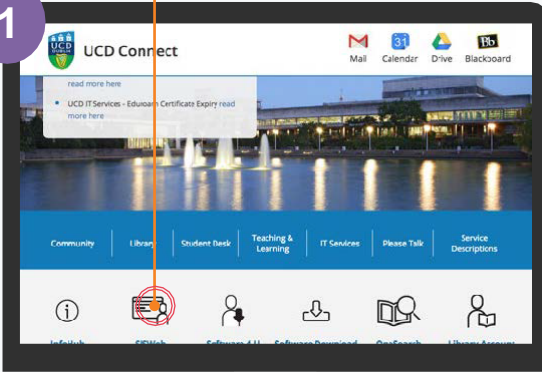
HOW TO REGISTER ONLINE

A STEP-BY-STEP GUIDE TO UCD REGISTRATION



LOGGING IN

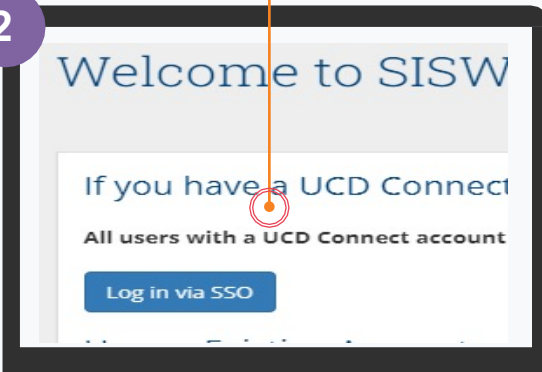
1



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 via SSO** button

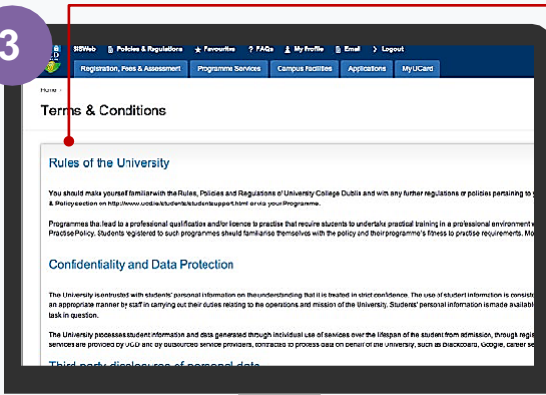
You will be asked to enter your **UCD Connect** username and password.

- 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

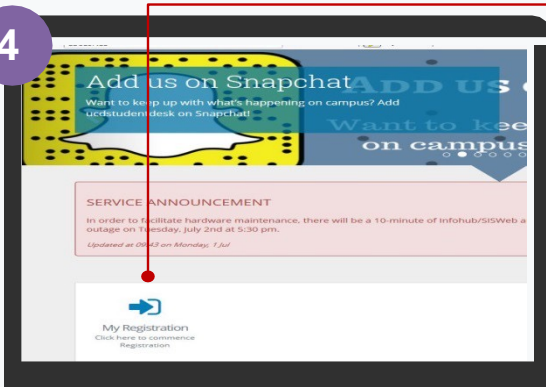


AGREE TO THE UCD TERMS & CONDITIONS

When you enter the registration system for the first time you will be required to agree to the **Terms & Conditions of the University** (including the Student Health Declaration).

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

4



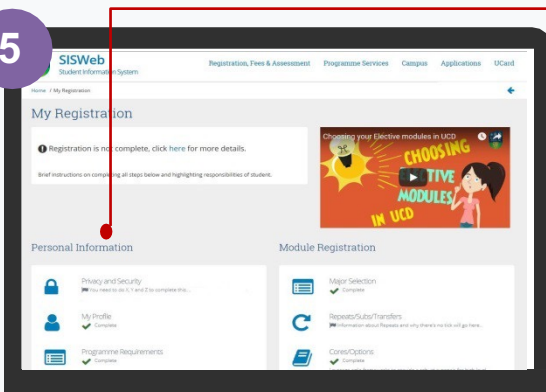
CLICK ON MY REGISTRATION AND CONFIRM YOUR REGISTRATION

When you click on **My Registration** you will be asked to confirm your registration for 2021/22

You need to confirm registration so you can select your modules later on.

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

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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

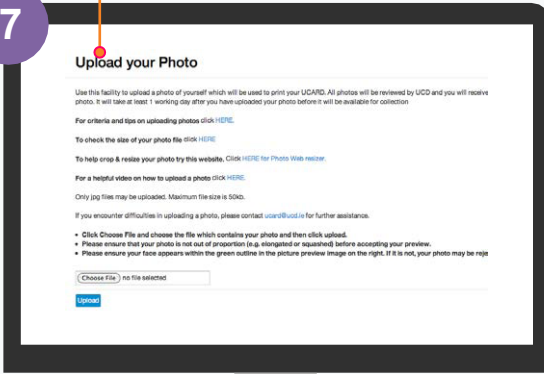
My Emergency Contact Details

Emergency Contact	Emergency Address	Emergency Telephone	Click to
Parent, Mary Smith	Main Street Dublin 1	+44111111 746	Update

- ✓ CONFIRM YOUR PERSONAL DETAILS
- ✓ UPLOAD YOUR UCARD PHOTO

<p>! Some information, such as name and date of birth can be changed by contacting the Student Desk. Make sure to scan/have a copy of your passport or birth certificate.</p>	<p>! 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.</p>
<p>! 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.</p>	<p>! Incoming students: confirm your registration and upload your photo so you can collect your UCD Student Card (UCARD).</p>
<p>! If your term address and/or phone number is different to your home address, make sure to enter it.</p>	<p>! If you are continuing in your Programme, once you confirm registration for 2021/22 your UCARD will remain active.</p>
<p>! Enter your emergency contact details in the fields provided</p>	

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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 UCARD 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

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



www.ucd.ie/students

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