Instructions on How to Book a 14 Night Only UCD Residences on Campus Residences Stay – Trimester 2

Step 1. Click on the following link :

https://sisweb.ucd.ie/usis/W HU MENU.P PUBLISH?p tag=CONFCOVID

On the 'Accommodation Booking Winter 2021' screen you will see the product: 'Accommodation 14 Night Only UCD Residences January 2021' (with a fee of €574).

Click on 'View Basket' to select the product

Home / Accommodation Booking Winter 2021								0
Accommodation Booking	Winte	er 202	1					
There are 1 items in your basket View Basket								
Event Title	Dates	Start Time	Location	Fee €	Status			
Accommodation Booking Winter 2021								
Accommodation 14 night only UCD Residences January 2021	4 Jan 2021	06:00		574.00				

VERY IMPORTANT – You can currently only book for the 4th January 2021 (04/01/21). If you need to arrive on a later date, please contact <u>residenceroombooking@ucd.ie</u>

Step2.

2.1 On the 'My Basket' screen, you will see a summary of your product.

2.2 Click on '**Update Personal Information'** to enter important information regarding contact numbers and home address etc.

2.3. When you are satisfied with your choices click on the 'Proceed to Check-Out' button.

Home /	Accommo	dation Booking Win / My Basket						₽	÷
My	Bas	ket							
Pleas	e review th	ne items in your basket below:							
Cod	le	Title		€	_	Add Additional Items or	Proceed to Checkout		
EVA	CCCOVID	Accommodation 14 night only UCD Residences January 2021	Remove	574.00	Edit Booking	Please ensure your personal proceeding.	details are correct befo	re	
		Total Charge		574.00		Update Personal Information	on		

Step 4. You will now be given an outline of charges.

4.1 Please input an email address that you wish the receipt to be sent to.

4.2 As per Screen Prompts

: DO NOT CLICK PAYMENTS MORE THAN ONCE AS THIS WILL RESULT IN DUPLICATE PAYMENTS.

: POPUP BLOCKERS MUST BE TURNED OFF FOR THE PAYMENT SCREEN TO APPEAR.

4.3 Click on the '**Pay Now**' button to finalize payment.

Please check the details o	f the payment	below and click 'Pay Now' to continue.
our payment service prov	/idens secure \	veopage will open in a new tab to allow you to complete the transaction.
Payment on behalf of:		
Amount:	€ 574.00	
Payment Reference:	1750740	
Your receipt will be ema	iled to:	
Your receipt will be ema To receive a copy of the	iled to: receipt, enter a	a second email address:
Your receipt will be ema To receive a copy of the Yo not click 'Pay Now' mo	iled to: receipt, enter a re than once a	a second email address:

Step 5.

Enter Payment Details and click on '**Pay Now'**. A receipt will be emailed to the address provided in step 4.

Card Number		V/SA 🌒 🎫
Card Number		
Expiry	Security Code	
MM/YY	Security Code	?
Cardholder Name		
Cardholder Name		
	[®] PAY NOW	
		Securely processed by