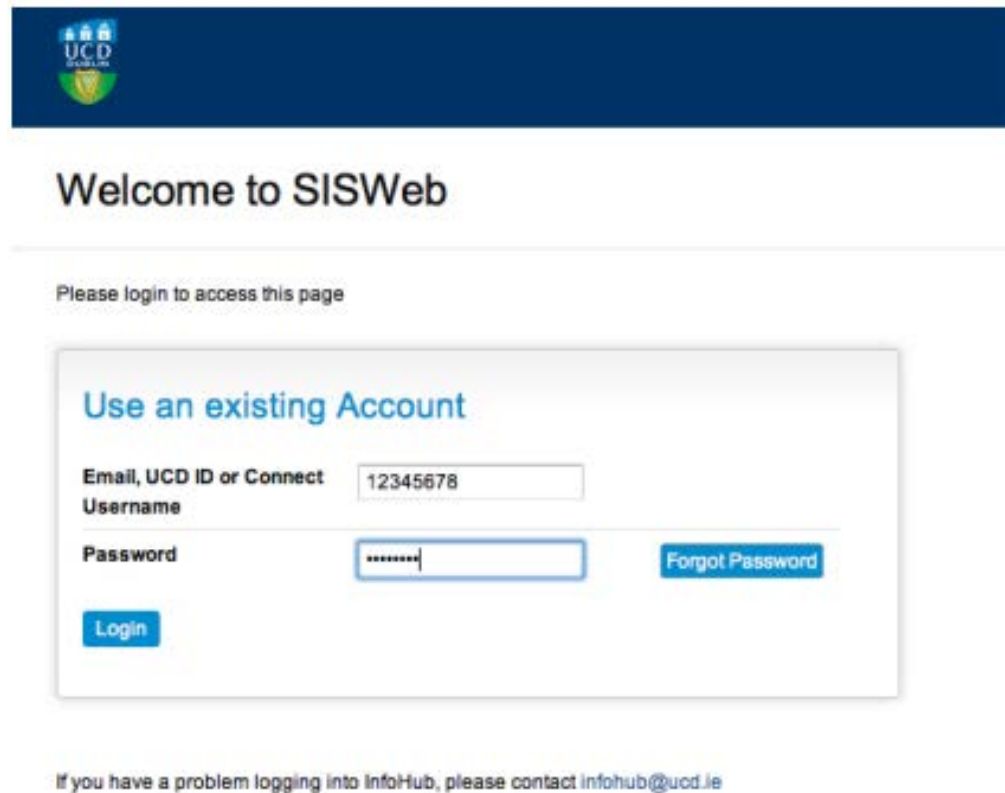




To nominate your bank account

A screenshot of the SISWeb login page. At the top left is the UCD logo. Below it, the text 'Welcome to SISWeb' is displayed. A horizontal line separates this from the login instructions: 'Please login to access this page'. The main login area is a white box with a blue border. It contains the heading 'Use an existing Account' in blue. Below this are two input fields: 'Email, UCD ID or Connect Username' with the value '12345678' and 'Password' with a masked password '*****'. To the right of the password field is a blue button labeled 'Forgot Password'. At the bottom left of the login box is a blue button labeled 'Login'. Below the login box, there is a line of text: 'If you have a problem logging into InfoHub, please contact infohub@ucd.ie'.

1. Log into your SISweb Portal account using your UCD ID (Student Number) and your Password/PIN which is by default your Date of Birth in the form DDMMYY.
2. Click “Login”

STEP 2:



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Welcome to SISWeb

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Document Verification

Students who accepted a place through the UCD Applications System must complete document verification procedures. Semester 2 examination results will not be released to students who have not done so.

SERVICE ANNOUNCEMENT at 16:46 on Thursday, 19 May
Please note that InfoHub, SISWeb, and Banner will be unavailable on Sunday 5th June from 6am until 5pm. This outage is required to carry out essential maintenance on the system. During the outage, staff and students will be unable to access the above systems and associated services, including Gradebook. Please ensure that you are not logged into Gradebook on or just before 6am on the 5th June as any changes made may be lost. If you have any queries about this outage, please contact itsupport@ucd.ie



Enter Registration Process

[Click here to commence Registration](#)

[Terms & Conditions](#) [UCD Privacy Statement](#)

- Please click on “Campus”.

STEP 3:



SISWeb Policies & Regulations Favourites FAQs My Profile Email Logout

Registration, Fees & Assessment Programme Services Campus Applications Quick Links

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UCD Residences

Book campus accommodation and pay residential fees ☆



My Student Health Account

View transactions on your Student Health Account, make payments and download receipts ☆



My Electronic Payments

View details of electronic payments from UCD to you and update your bank account information ☆



UCD Sport & Fitness Membership

Sign up for access to UCD Sport & Fitness ☆



My Email Archive

View emails sent to you via UCD's Targeted Communications System in the past 12 months ☆



What's On at the UCD Cinema

View listing of upcoming films in UCD Cinema and book tickets online ☆



My Clubs and Societies

See what clubs and societies have recorded you as a member ☆



Apply for a UCD Parking Permit

View how to apply for a UCD parking permit along and access your unique Parking PIN ☆



UCD Notice Board

The UCD Notice Board is a central location to post information for all students and staff ☆



UCD Events Calendar

An online calendar of events coming up in UCD ☆



Book Student IT Training

Book free IT training with IT Services ☆

- Please click on “My Electronic Payments”.



STEP 4:

Home > Campus >

My Electronic Payments

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Past & Pending Payments

Payment From	Details	Amount (€)	Payee Bank Account	Last Update	Status
You have no past or pending payments					

Nominate a Bank Account

To receive any pending or future payments from UCD, please enter the details of a bank account to which payments can be made by electronic fund transfer.

[Enter Bank Account Details](#)

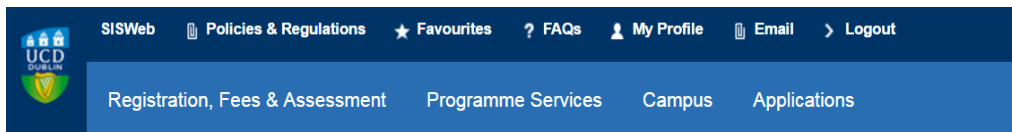
You will need the name of the bank, the name of the account holder and the identity number/codes of the bank branch and account.

SEPA (Single Euro Payment Area) countries including Ireland: You must enter valid BIC and IBAN codes for bank accounts in any in these countries:

Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Gibraltar, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Kingdom.

- In the My Electronic Payments page, click on “Enter Bank Account Details” if you have not already provided your bank information.

STEP 5:



Home > Campus > My Electronic Payments >

My Nominated Bank Account

Country *	<input type="text" value="Canada"/>
Name of Bank/Branch *	<input type="text"/>
Account Holder Name *	<input type="text"/>
BIC/SWIFT/RTN *	<input type="text"/>
IBAN *	<input type="text"/>

1. Enter the BIC of your Bank Branch
2. If the BIC is unavailable, please use 9 digit RTN number leading with a zero
1. Alternatively use ABA number

Routing Transit Number (RTN) is strongly recommended

Enter your Bank Account number in the IBAN field

- Please enter your bank details in the relevant fields
- **IMPORTANT:** Please contact your bank representative in the “wire department” if Intermediary/Correspondent bank information is required and forward to residencefinance@ucd.ie

STEP 6:

Please complete if an Intermediary bank account will be used when refunding your deposit.

To: UCD Residence Finance
Bursar's Office - Tierney Building - Belfield

UCD Student Bank Account Information Form (to be completed by Student)

Student Name	
Student Number	
Address	
Phone No	
Email Address for remits	

Bank Account Information for (Electronic Fund Transfer) EFT

Bank Name	
Bank Account No	
Routing No / ABA	
Intermediary Bank Name	
Intermediary Bank Account Number	
Routing No / ABA	

Student signature

Date:/...../.....

PLEASE COMPLETE THE FORM AND FORWARD TO residencefinance@ucd.ie