



# UCD REGISTRY CLÁRLANN UCD

## Complete your Student Record - Add your PPS Number

Dear Student,

We have noticed that you have not entered a [Personal Public Service \(PPS\) number](#) in your SISWeb profile.

We require your PPS number for reporting to the [HEA](#) if you are a permanent resident in Ireland. Please review the My Profile tab within My Registration and ensure your PPS number is provided.

If Ireland is not your permanent residence, you do not need to supply a PPS number but you must amend your Permanent Address accordingly.

### What you need to do

- Log in to **SISWeb**
- Click on **My Registration**
- In the **Personal Information** section on the left-hand side of the page, click on **My Profile**
- To add a PPS Number, click on **Add PPS Number**
- Check that your **Permanent Address** is correct

Further information on why we collect personal data is outlined in the [UCD Privacy Statement for Students](#).

There are guides to using SISWeb and online registration on the [Current Students website](#). If you have any queries, you can contact us via email through the [Student Desk Connector](#).

Kind regards,

Caroline Barrett

Systems & Data Services | Córais agus Seirbhísí Sonraí  
Fees & Data Management | Táillí & Bainistíocht Sonraí  
UCD Registry | Clárlann UCD

## Get in Touch



[UCD Student Desk](#)



[Tierney Building](#)

This is an automated message. Please do not respond to this email. Click on the links above to contact us.

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