

How To Use Online Registration

Student Quick Reference



Ollscoil
Teicneolaíochta
an Atlantaigh

Atlantic
Technological
University

Introduction

This quick guide contains step by step instructions on how to:

1. Complete & submit your course registration details online.
2. Make payment in full or pay by instalment for registration online

This guide is a tool to be used by students who would like to register for their year of study in ATU Galway-Mayo

Registration step by step guide

1. Online registration can be accessed via <http://studentselfservice.atugalwaymayo.ie>

2. The following is how the registration page will appear in full. It is important to ensure the box circled in green below has changed colour to green and reads complete before moving on to the next step.

**** ENSURE YOU HAVE TICKED THE RADIO BUTTON CIRCLED IN RED BELOW BEFORE PRESSING CONFIRM IN ORDER TO COMPLETE REGISTRATION****

A screenshot of the ATU online registration system interface. The page is titled 'Action Item Processing' and 'Welcome'. It shows a list of items that require attention, including 'ATU Galway-Mayo Registration' (14 items), 'Personal Details' (Completed), 'Your Contact Details' (Pending), and 'Address Details' (Pending). The 'Your Contact Details' section is expanded, showing 'Email Addresses' and 'Phone Numbers'. A green circle highlights a 'Completed' status in the 'Personal Details' section. A red circle highlights a radio button in the 'Phone Numbers' section, which is currently unchecked. The interface includes a 'Return' button in the top right corner and a 'Confirm' button at the bottom of the 'Phone Numbers' section.

3. Your Personal Details

Your Personal Details

First name

Middle name

Last name

Preferred first name

Date of birth

Gender identification

Gender

Preferred pronoun

Click on the radio button and then click confirm

4. Your Contact Details

Your Contact Details

Email Addresses

Please enter at least one email address that we can contact you on.

Delete	Email Type	Email Address	Preferred
<input type="checkbox"/>	Personal E-mail via Web	g01234567@atu.ie	<input checked="" type="checkbox"/>

Phone Numbers

Please enter at least one phone number that we can contact you on.

Delete	Phone Type	Phone Number	Primary
<input type="checkbox"/>	Mailing/Correspondence	1235648952	<input checked="" type="checkbox"/>

Click on the radio button and then click confirm

5. Your Address Details

Your Address Details

Primary Address

Address Line 1*

Address Line 2

Address Line 3

Town/City*

Eircode/Postcode*

County

Country*

Secondary Address

Address Line 1**

Address Line 2

Address Line 3

Town/City**

Eircode/Postcode**

County

Country**

Click on the radio button and then click confirm

6. Emergency Contact

Emergency Contacts

Primary Emergency Contact

First Name**

Last Name**

Relationship**

Area Code*

Phone Number**

Address Line 1

Address Line 2

Address Line 3

Town/City

Eircode/Postcode

Country

7. Nationality Details

Nationality Details

Your Nationality

Citizenship

Country of Birth

Nationality

Residency

Click on the radio button and then click confirm

8. Additional Information

Additional Information

I have spent 3 of the last 5 years in an EU country and can produce documentation to verify this if required.

* What is your highest qualification?

* Last institution attended:

Name of institution attended?

From date *

To date *

Year of graduation? *

Are you entering through a Government initiative?

Are you entering through one of the following schemes?

Click on the radio button and then click confirm

9. PPS Number

PPS Number

Do you have a PPS Number

YES
 NO

PPS number is mandatory for Irish Citizens, please select YES and enter the number
Non-Irish Citizens that hold a valid PPS number, please select YES and enter the number
If you do not hold a valid PPS number, please click No

PPS Number *

Click on the radio button and then click confirm

10. SUSI ID

SUSI ID

Do you have a SUSI ID

YES
 NO

Please note it is compulsory to answer Yes/No

If your answer is yes then please enter your SUSI Grant Application Number

SUSI ID

Click on the radio button and then click confirm


11. Upload a Photo

Upload a Photo

Please click the radio button and paperclip icon to upload a picture of yourself for use on your Student Identification Card.

Only image files can be uploaded.
Only 1 image file can be uploaded per user.
The image must be less than 150 KB in size.
The image must be a usable photo of yourself.

If you need to replace the image that has been upload you can delete the uploaded image by clicking the delete icon and then upload a new image.

Click the radio button and then click the paper clip 

12. HEA Access Survey

Survey: HEA Access Survey

* - Required Question, it must be answered to complete the survey.

Responses to the Equal Access questions are used by the Higher Education Authority (HEA) to allocate additional resources for equality of access to higher education. All students are encouraged to answer these questions, however they are not mandatory and non-response will not prevent your registration at college or affect your eligibility for financial support. Non-response may, however, have implications for the amount of State funding that is allocated to your college, and to the supports available for students. For more information, see www.heai.ie/access

Survey Complete

Click on the radio button and then click confirm

13. Programme Details

Programme Details

Below are details of the programme that you are registering on. Check your programme details below.

Any incorrect details please contact

The Registration department - onlinestudentreg.galwaymayo@atu.ie

Part-time, CPD or taught postgraduate students please email gspdreg.galwaymayo@atu.ie

In all correspondence, please include your name, Student ID in the subject title of your emails. Please include REF: Programme Details

Course title
BACHELOR OF SCIENCE IN BUSINESS INFORMATION SYSTEMS (GA_BBISG_B07)

Course year
Full Academic Year 2022/23

Level of study
NFQ Level 7 (07)

Stage / Year
First Year Student

Student type
New First Time

Full/Part time indicator
None

Click on the radio button and then click confirm

14. Sponsor Details

Sponsor Details

Name:
McTest, Student

ID:
G01234567

Sponsor Details relates only to sponsorship given by 3rd party

Excluding **SUSI** (SUSI grants should click No Sponsor/Company paying fees)

Excluding **ERASMUS** students (Erasmus Students should click No Sponsor/Company paying fees)

Excluding students that have applied via the **International Office** (students should click No Sponsor/Company paying fees)

Please indicate if you are sponsored for full or part fees. **Note** that if a sponsor/company defaults on the fee payment, the student is personally liable for the unpaid fee.

Sponsor/Company paying full fees
 Sponsor/Company paying part fees
 No Sponsor/Company paying fees

*Company/Sponsor Name

15. Payment Options

Payment Options

PAYMENT OPTIONS

OPTION 1: Full payment by October 31

OPTION 2: PPA Payment Plan: 50% by October 31 and 50% by January 31

OPTION 3: PPB Payment Plan: 10 instalments by standing order from September 20 to June 20. Please email Fee Collection if you wish to avail of the PPB payment plan. feecollection.galwaymayo@atu.ie

YES
 NO

Click on the radio button and then click confirm

16. Confirm Enrolment

Student Declaration

STUDENT DECLARATION

I declare that the information I have submitted is true and accurate. I agree to abide by the Rules, Regulations, Policies and Procedures of Atlantic Technological University as set out in the code of Student Conduct (https://www.atu.ie/sites/default/files/2022-08/Student%20Code_Final_August_2022.pdf) and the relevant sections of the ATU Website.

I have read the student privacy statement and understand how my personal data will be processed.

Data Protection

As a student of ATU, some of your personal information will be processed by the university. To find out more about how ATU uses your personal data, please read our student privacy statement <https://www.atu.ie/sites/default/files/2022-08/Atlantic%20TU%20Privacy%20Notice%20for%20Students%20Rev2022.pdf>

If you have any queries in relation to the processing of your personal data please contact dataprotection@atu.ie

Please note that your data will be shared with the Higher Education Authority (HEA) for funding allocation, statistical analysis and policy formulation purposes. The data shared includes personal data such as name, address, Eircode, PPSN, Grant status and CAO data. By continuing with your registration, you are agreeing to your data being shared with the HEA. Full details of what data is shared and how this data is used are contained in the Student Privacy Statement referenced above. If you wish to object to the processing of your personal data in this manner, or if you have any queries in relation to the processing of your personal data by the HEA generally, please contact HEA Data Protection Officer at dataprotection@hea.ie

Click on the radio button and then click confirm

Confirm Enrolment