

# Instructions for Registering Online at TUS

Follow the Quicklinks to Register Online steps on the TUS Website until you get to the page below.

Your **User ID** and **PIN** to login to the Student Record System (SSB Banner) will be included on your Welcome letter. Click on **Enter Secure Area**



On the next screen enter your User ID and PIN (if this is the first time to login you will be required to change your PIN and create a security question/answer) - Your PIN **must** be a 6 digit number. Follow the next steps to do this.

## Step 1 Login and change your PIN

### User Login

Into 'User ID' Please enter your Student Number using a Capital A e.g A00012345  
Into 'PIN' enter your Personal Identification Number (PIN).  
**STUDENTS PLEASE NOTE:** your Username and PIN are emailed to your e-mail account. Student e-mail is available at <http://www.ait.ie/informationforcurrentstudents/studentemail/>  
(If you forget your PIN type your A Number into User ID and click on Forgot PIN?)  
When you are finished, please Exit and close your browser to protect your privacy.

User ID:   
PIN:

RELEASE: 8.4

### Login Verification Change PIN

Your PIN has expired. Please change it now.

Re-enter Old PIN:   
New PIN:   
Re-enter new PIN:

Last web access on Jul 25, 2016 11:32 am

RELEASE: 8.4

Please enter your new Security Question and Answer and click Submit.

Please Confirm your Pin:

Question:

Answer:

OR

Question:

Answer:

RELEASE: 8.4

## Step 2 Click on the following links to navigate to the start of the Registration process

- Click on - **Student Records**
- then click on - **Registration and Fee Payment**
- then click on - **Online Registration**

Select the Term and Programme

Select Academic Year      Programme  
 Academic Year 2017-2018      HC in Business Studies

Click **Submit**

### Step 3 Fill in information in Online Registration checklist

#### Online Registration

The menu below contains links to a number of pages; these allow you to confirm or update data that we need to have in order to confirm your registration.

After you complete each page you may return to this menu or continue to the next page.

Once all the pages are shown as complete, you can confirm your registration by clicking on the link 'Confirm Registration'.

- 1 Personal Information
- 1 Mailing Address
- 1 Alternative Address
- 1 Emergency Contacts
- 1 Program details
- 1 Module Information
- 1 Additional Information
- 1 Fees Information
- 1 Survey Information

When you have provided all the possible information you need please confirm your registration by clicking on the link below.

[Confirm Registration](#)

RELEASE: 8.0

**Note:** Fields marked with a red asterisk \* are mandatory and must be completed.

Once each section is completed it will appear on the checklist with a ✓ beside it. Click on Continue at the bottom of each page to save your information and go to the next section.

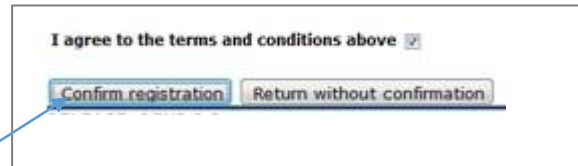
Once you have completed all Surveys in the Survey Information click on [[Return to Online Registration](#)] and Continue to return to this screen.

### Step 4 Confirm Registration and Pay Fees

Click on [Confirm Registration](#)

On the next screen:

Read the Terms and Conditions and tick that you agree to them, then select **confirm registration** again.



You will now be shown the Fees due for the current academic term.

#### Note:

- 1<sup>st</sup> Instalment (50%) due by 30<sup>th</sup> September 2017.
- 2<sup>nd</sup> Instalment (balance) due by 20<sup>th</sup> January 2018.

**(Please be aware that sanctions apply for non-compliance with payment dates.)**

#### Registration Fees

See below for a summary of your current term balance for this academic year.

#### Academic Year 2017-2018

**Term Balance:** €3919.00

By selecting Pay Now you will be redirected to a secure Third Party Payment site.

Athlone Institute of Technology do not store your card details on their database. Cards accepted at this time are:



I agree to the terms and conditions above

[Pay Full Amount Now](#) [Part Payment or Pay Later](#)

When you click to make payment you will be re-directed to a third party 3D secure website. Once fees have been paid you will see an on-screen notification of your transaction. You will also receive an email confirmation (this will be sent to the email supplied in the Personal Information). Keep this email for your records.

If your transaction is unsuccessful please note the error code, date & time and contact [studentfinance@ait.ie](mailto:studentfinance@ait.ie). Do not disclose your credit/debit card details on any email.

**Note:** TUS do not at any time have access to your credit/debit card details and they are not stored on the TUS database.

All payments are made via a third party payment provider Realex.



### FOR INFORMATION when Paying Later

Log back in and navigate to the Registration menu.

Select "Pay Outstanding Fees"

#### Registration

- [Select Term](#)
- [Online Registration](#)
- [Registration Confirmation](#)
- [Pay Outstanding Fees](#)
- Applies only to Course Fees - [REPEAT EXAMINATION FEES PAY](#)