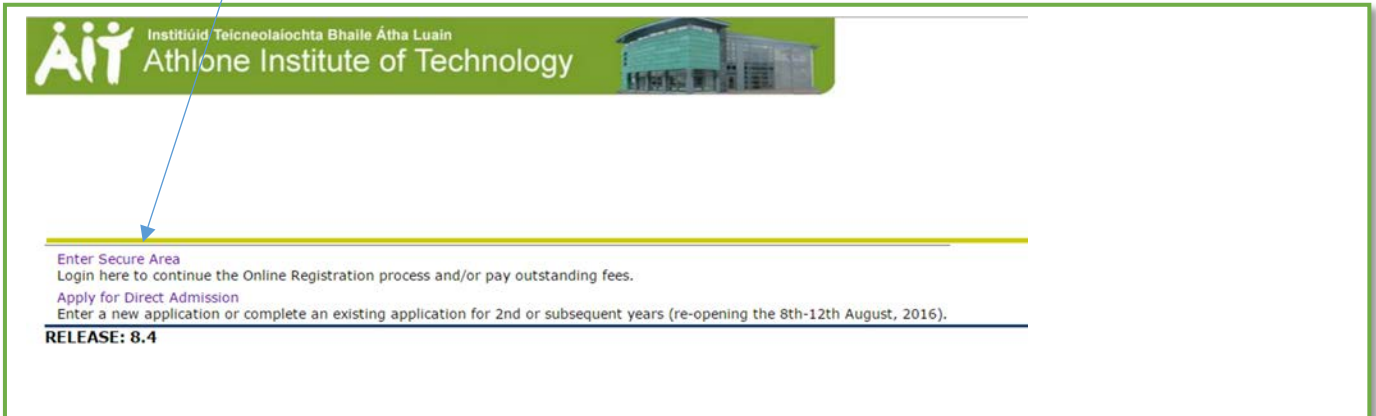


Instructions for Registering Online at AIT

URL: <http://www.ait.ie/currentstudents/online/registration/>

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

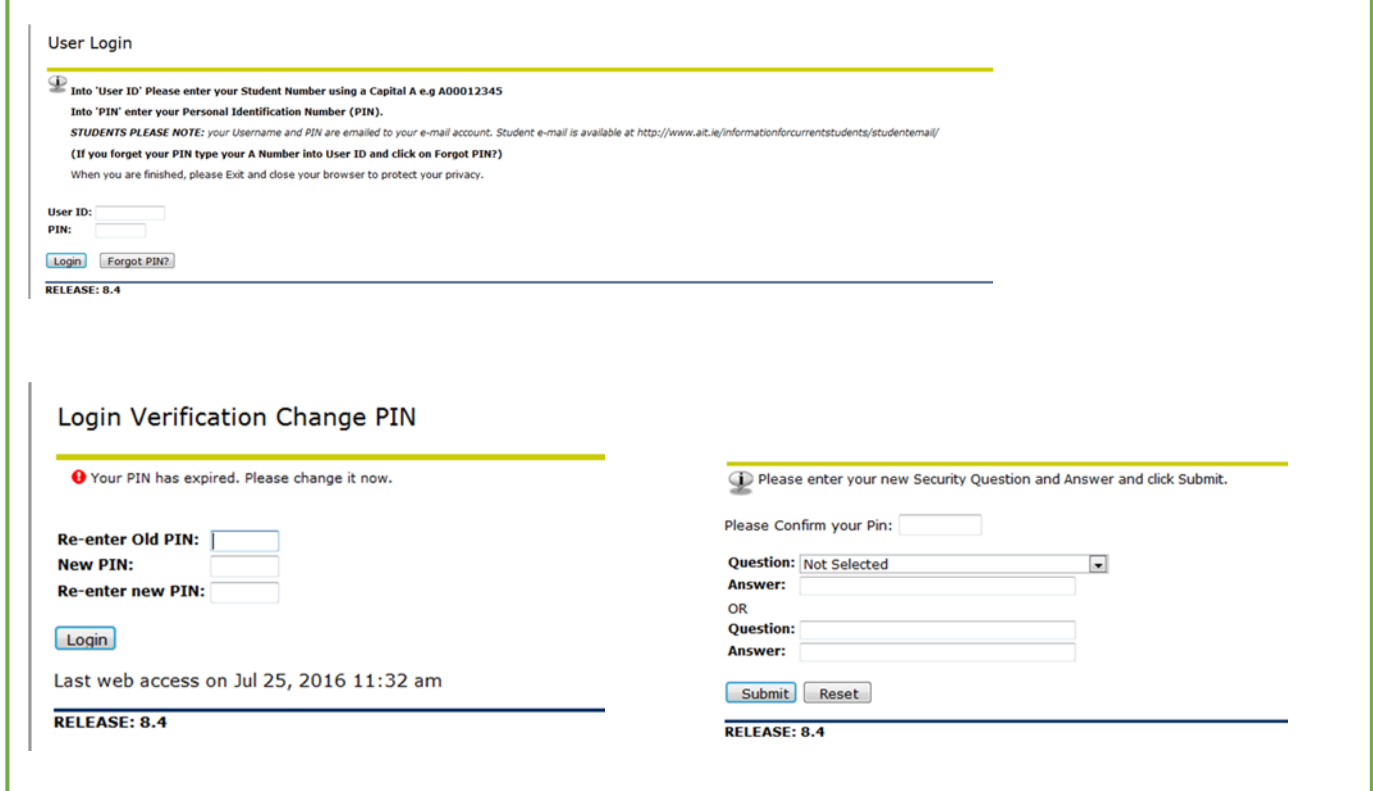
Click on **Enter Secure Area**



The screenshot shows the AIT logo and name at the top. Below the navigation menu, the 'Enter Secure Area' link is highlighted with a blue arrow. The text below the menu reads: 'Enter Secure Area Login here to continue the Online Registration process and/or pay outstanding fees. Apply for Direct Admission Enter a new application or complete an existing application for 2nd or subsequent years (re-opening the 8th-12th August, 2016). RELEASE: 8.4'

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



The screenshot shows two screens. The first screen is 'User Login' with fields for 'User ID' and 'PIN', and buttons for 'Login' and 'Forgot PIN?'. The second screen is 'Login Verification Change PIN' with a message 'Your PIN has expired. Please change it now.' and fields for 'Re-enter Old PIN', 'New PIN', and 'Re-enter new PIN'. It also has a 'Login' button. To the right, there is a section for 'Please enter your new Security Question and Answer and click Submit.' with a 'Please Confirm your Pin:' field, a 'Question:' dropdown menu, and 'Answer:' fields. There are 'Submit' and 'Reset' buttons. Both screens have a 'RELEASE: 8.4' footer.

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

- Student Records
- **Registration and Fee Payment**
- Online Registration

Select the Term and Programme

Click **Submit**



The screenshot shows a form with two dropdown menus: 'Select Academic Year' and 'Programme'. The 'Select Academic Year' dropdown is currently set to 'Academic Year 2016-2017 HC in Business Studies'. Below the dropdowns is a 'Submit' button. Blue arrows point from the text 'Select the Term and Programme' and 'Click Submit' to the respective dropdown and button.

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'.

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

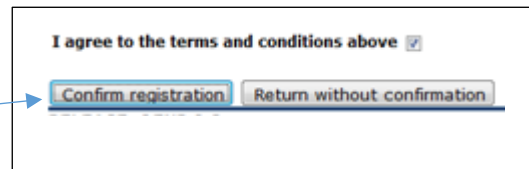
Once each section is completed it will appear on the checklist with a  beside it. Click on Continue at the bottom of each page to save your information and go to the next section.

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

Step 4 Confirm Registration and Pay Fees

Click on [Confirm Registration](#)

On the next screen - tick that you agree to the terms and conditions and confirm registration.



You will now be shown the Fees due for the current academic term. If you click on **Pay Now** you must be prepared to pay the full amount due.

If you are not paying the full amount due at the time of registration tick "**Pay Later**".

Registration Fees

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

Academic Year 2016-2017

Term Balance: €3000.00

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:

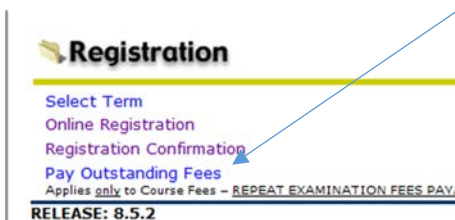


I agree to the terms and conditions above

[Pay Now](#) [Pay Later](#)

Pay Later Option

You can pay fees in 2 instalments through "Pay Outstanding Fees" on the Registration Menu



Note:

1st Instalment due by 30th September 2016.

2nd Instalment due by 20th January 2017.

When you click **Pay Now** 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. Do not disclose your credit/debit card details on any email.

Note: AIT do not at any time have access to your credit/debit card details and they are not stored on the AIT database. All payments are made via a third party payment provider Realex. 