Instructions for Registering Online at AIT

URL: http://www.ait.ie/currentstudents/onlineregistration/

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**
  - Enter your Student ID and PIN.
  - If you forget your User ID or PIN, contact the AIT Helpdesk.

- **Login Verification Change PIN**
  - Enter your new PIN and answer the security question.

**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 and click Submit.
Step 3 Fill in information in Online Registration checklist

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”.

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.

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