



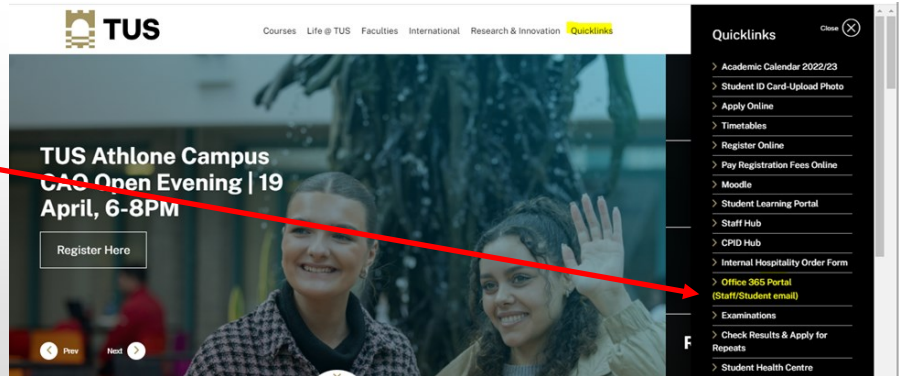
Welcome to TUS (Midlands). This guide is provided to assist new students to complete the registration process in TUS (Midlands)

Your Student IT account is used for logging into computers on campus and also gives you access to a Microsoft Office 365 account which is accessible from any internet connection. This account includes facilities such as: online registration, student email and a facility for students to download a free version of Microsoft Office to personally owned computers or laptops.

You will receive an email inviting you to register your place on your chosen programme. Please follow the steps below to complete your registration at your earliest convenience:

### Log onto Website: [www.ait.ie](http://www.ait.ie)

Under "Quicklinks",  
select "Office 365 Portal (Staff/Student email)"



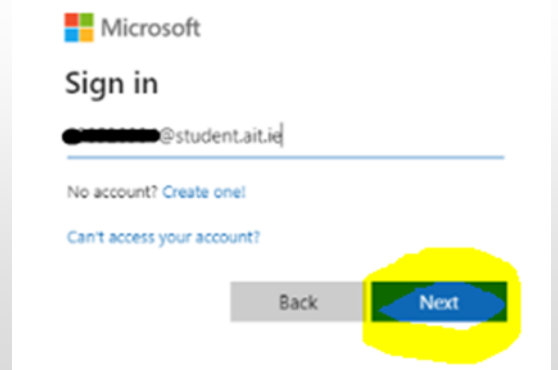
### Log into Office 365

Under "Quicklinks", select "Office 365 Portal (Staff/Student email)"

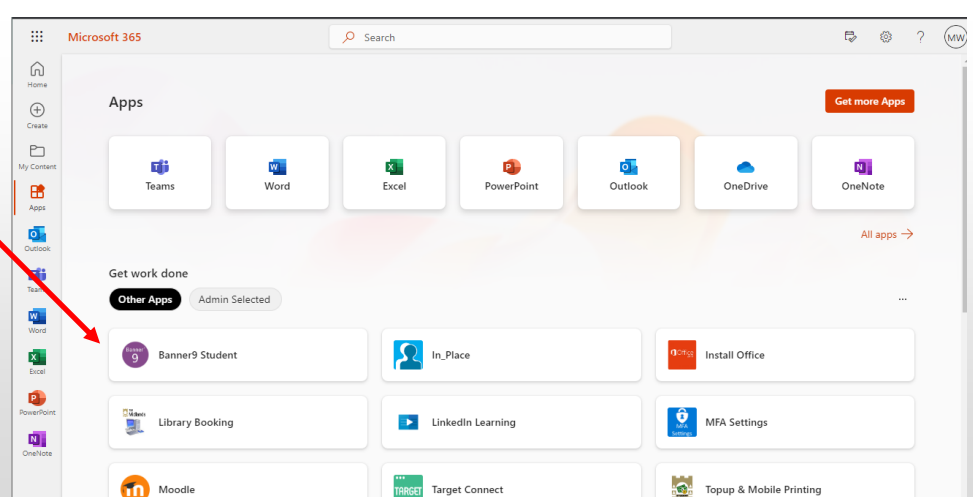
Enter YOUR Student [number A00xxxxxx@student.ait.ie](mailto:A00xxxxxx@student.ait.ie)

Enter Your Password: This is your DOB DDMMYYYY followed by the initials of your name Xx (Capital first initial, lower case surname initial)

E.g. Joe Bloggs date of birth 01/01/2002 is **01012002Jb**



### Log into Banner 9 Student



## Banner 9 Student

When you click on that link you should get a popup notification - please click on "View Action Item(s)"

If the popup doesn't appear, you can still click on View Action Items under Student Services.

Student Services

Hello M [REDACTED]

Welcome to the landing page for Banner Student. From here, you can navigate to other pages using the Banner menu on the header or the links below.

- Student Profile
- Apply for Advanced Entry to Add-on Programmes
- View Grades
- Account Detail for Term
- Confirmation of Enrolment
- Online Receipt
- Consent to Contact
- Graduate Survey
- **View Action Items**

Click here to check if there are Enrolment Action Items that need your attention

You have active action item(s) available for your review.

[View Action Item\(s\)](#) [Dismiss](#)

## Complete any Action Items

There will be a number of Action Items/Pages with information to complete and confirm.

When you click on the item on the left hand side it will open a window to the right with the information

You must click **Submit** on each page/action item **Pending** will change to **Complete**

Action Item Processing

### Action Item Processing

Welcome

You have the following items that require your attention.

[Return](#)

New Students 11

[Instructions](#)

End Date: 05/04/2023

[Personal Details](#) [Pending](#)

The Personal Details page contains a learner's personal details.  
Please review these and update where appropriate.

End Date: 05/04/2023

[Address Details](#) [Pending](#)

Please review the address information we have on record for you.

End Date: 05/04/2023

[Contact Details](#) [Pending](#)

Please review and/or update contact information.

End Date: 05/04/2023

[Emergency Contact](#) [Pending](#)

New Students

Dear Student

These are a number of Action Item Pages that we would like you to review and update.  
All of these must be completed in order for you to be fully registered as a student of TUS Midlands Campus.

[Return](#)