

How to Register and Pay for the Autumn Examination Session

Introduction

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

1. Select the modules that students need to register for in the Autumn Examination session.
2. Make payment and complete registration online.

If you require further information, please contact the Examinations Office, email exams@ittralee.ie or phone 066 7145640.

Step by Step Instructions – How to Use Online Registration

1. In your Web Browser type in the link to IT Tralee's Online Registration System (Self Service Banner) at <https://ssb.ancheim.ie/ittralee/> check your student email for User ID and PIN to login.

2. Enter Login Details – Your User ID and PIN are sent to you by IT Tralee's Examinations Office

User Login

Welcome to IT Tralee's Student Self Service System

To login: In 'User ID' enter your 'Number' e.g. T00012345 and into 'PIN' enter your Personal Identification Number (PIN). Your user ID and PIN will sent to you via email prior to events such as Online Registration, and release of Examination Results.

[Click here if you would like to login to Blackboard](#)

[Click here to login to your Student Mail](#)

When you are finished using Self Service Banner, please Exit and close your browser to protect your privacy.

User ID: T00123456

PIN: *****

Login

Forgot PIN?

Enter Login ID and Pin and then click 'Login'

3. Select 'Student Main Menu'



Student Main Menu

Online Registration, Fee Payment, Examination Results etc

Click Here

Then Select 'Exam Results'



Examination Results

Display your Final grades.

Then Click Here

Then Select 'View Grades'

Student Exam Results

View Grades

View Grades

Then Here

Then Select the current term (top of the list)

Select a Term: AY 2016/2017

Then Here

Submit

Then press Submit

4. Your Results Page will show, at the end of your results listing click on the link 'Click Here to Register for Autumn Sitting'

| CRN | Subject | Course | Section | Sitting | Course Title | Final Grade | Attempted Credits | Earned Credits | Status |
|-------|---------|--------|---------|---------|--------------------------------|-------------|-------------------|----------------|--------|
| 44315 | TRAN | 61001 | L14 | June | Credits Previously Gained | 22 | 5.000 | 0.000 | Fail |
| 45458 | HRMG | 61000 | L05 | June | Human Resource Management | 20 | 5.000 | 0.000 | Fail |
| 44314 | TRAN | 61000 | L00 | January | Credits Previously Gained | 18 | 5.000 | 0.000 | Fail |
| 47020 | DDYY | 71000 | L01 | January | Sample Test Module | 81 | 5.000 | 5.000 | Pass |
| 47917 | DDYY | 72000 | L00 | January | Study Abroad (30 Credits) Sem1 | 78 | 30.000 | 30.000 | Pass |

Click on the Following link to register for repeat Exams: [Click Here to Register for Autumn Sitting](#)

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5. Available resits page displays showing the autumn resit version of each module that you need to register for:

Date CRN Message

Select All De-select All

1. Press 'Select All' to select all of your modules below, they will become ticked

Resits available

| Term | Session | CRN | Course Code | Course Title | Sequence | Select |
|--------------|----------------------|-------|-------------|---------------------------|----------|--------------------------|
| AY 2016/2017 | Autumn/Winter Repeat | 49529 | TRAN61000 | Credits Previously Gained | A00 | <input type="checkbox"/> |
| AY 2016/2017 | Spring/Summer Repeat | 45459 | HRMG61000 | Human Resource Management | A05 | <input type="checkbox"/> |
| AY 2016/2017 | Spring/Summer Repeat | 49533 | TRAN61001 | Credits Previously Gained | A14 | <input type="checkbox"/> |

2. Press 'Add Modules' to add the selected modules to your record.

Courses currently assigned

| Term | Session | CRN | Course Code | Course Title | Sequence | Status |
|------|---------|-----|-------------|--------------|----------|--------|
|------|---------|-----|-------------|--------------|----------|--------|

Pay and Register

6. Once modules are added they move down under 'Courses currently assigned' and messages display to say they've been added:

Recent Resit Registration Messages

| Date | CRN | Message |
|----------------------|-------|--|
| 09-JUN-2017 15:32:10 | 49529 | Registration request successfully processed. |
| 09-JUN-2017 15:32:10 | 49533 | Registration request successfully processed. |
| 09-JUN-2017 15:32:10 | 45459 | Registration request successfully processed. |

Select All De-select All

Resits available

| Term | Session | CRN | Course Code | Course Title | Sequence | Select |
|------|---------|-----|-------------|--------------|----------|--------|
|------|---------|-----|-------------|--------------|----------|--------|

Add Modules

Courses currently assigned

| Term | Session | CRN | Course Code | Course Title | Sequence | Status |
|--------------|----------------------|-------|-------------|---------------------------|----------|----------------------|
| AY 2016/2017 | Autumn/Winter Repeat | 49529 | TRAN61000 | Credits Previously Gained | A00 | Eligible to Register |
| AY 2016/2017 | Spring/Summer Repeat | 45459 | HRMG61000 | Human Resource Management | A05 | Eligible to Register |
| AY 2016/2017 | Spring/Summer Repeat | 49533 | TRAN61001 | Credits Previously Gained | A14 | Eligible to Register |

Pay and Register

7. Once courses are assigned as above, click 'Pay and Register', the resit fees page appears

Terms and Conditions: You will be charged the amount shown in 'Repeat Exam Fee'.
You will not be registered for the Autumn exam session unless your payment is processed.

Only visiting Erasmus Students and Students who have a deferral in one or more modules (and who have not failed any modules) are exempt from the Autumn fee.
For Students in these categories a zero balance will show above.
Once modules have been added on the previous screen the process is complete for zero balance students.
For all other students the autumn charge of €120 must be paid, otherwise exams will not be timetabled and results will not be processed.

The Autumn fee is non-refundable.

| | |
|---------------------|-------------------------------|
| AY 2016/2017 | |
| Description | Charge Payment Balance |
| Repeat Exam Fees: | €120.00 |

Please note that the amount being charged in this transaction is a repeat exam registration fee only

I agree to the terms and conditions above ☐

Pay Now

Tick 'I agree to the terms and conditions above', then press 'Pay Now'

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8. You will be taken to the secure payments page:

https://hpp.reallexpayments.com/card.html?guid=2f050ba2-03cf-4ffe...Global Payments - Reallex Pay...hpp.reallexpayments.com

resiPreviousNextOptions

Payment DetailsSecured By 256bit SSL Cert

Card Number

Card Number

VISA

MasterCard

Expiry(mm/yy)

MM/YY

Security Code


Security Code

Cardholder Name

Cardholder Name

Pay Now

Securely Processed by



Enter you Credit or Debit card details

10. When your payment has been processed you will receive an email to your student email account. Once you have received this you are fully registered for the autumn sitting.