


Online Application Instructions for Add-On Programmes (Add-on Year 3 and Year 4)

Direct Application for add-on programmes

Log onto <https://ssb.ancheim.ie/ittralee/> enter your User ID (T number) and PIN

User Login

 Welcome to IT Tralee's Student Self Service System

To login: In 'User ID' enter your 'TNumber' 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 to go to Online Registration Information](#)

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

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

• Online Application for Add-On Year 3 and Year 4 programmes is open here from 6th March 2013 to 4pm on Monday 8th April 2013.

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

User ID:

PIN:

1. Click on 'Student Main Menu'

 INSTITUTE OF TECHNOLOGY
TRALEE
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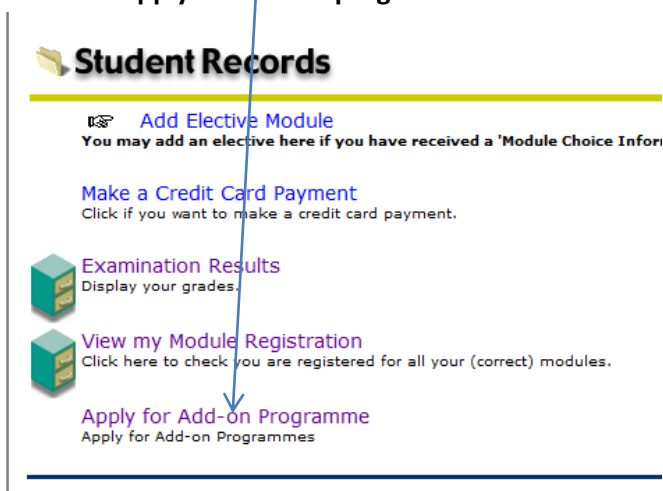
Search

Welcome, John D. Test, to the IT Tralee Student Information System!


 **Personal Information Menu**
View addresses, email addressess, phone numbers.

 **Student Main Menu**
Online Registration, Fee Payment, Examination Results etc


2. Click on 'Apply for Add-on programmes'




Student Records

 **Add Elective Module**
You may add an elective here if you have received a 'Module Choice Information'.

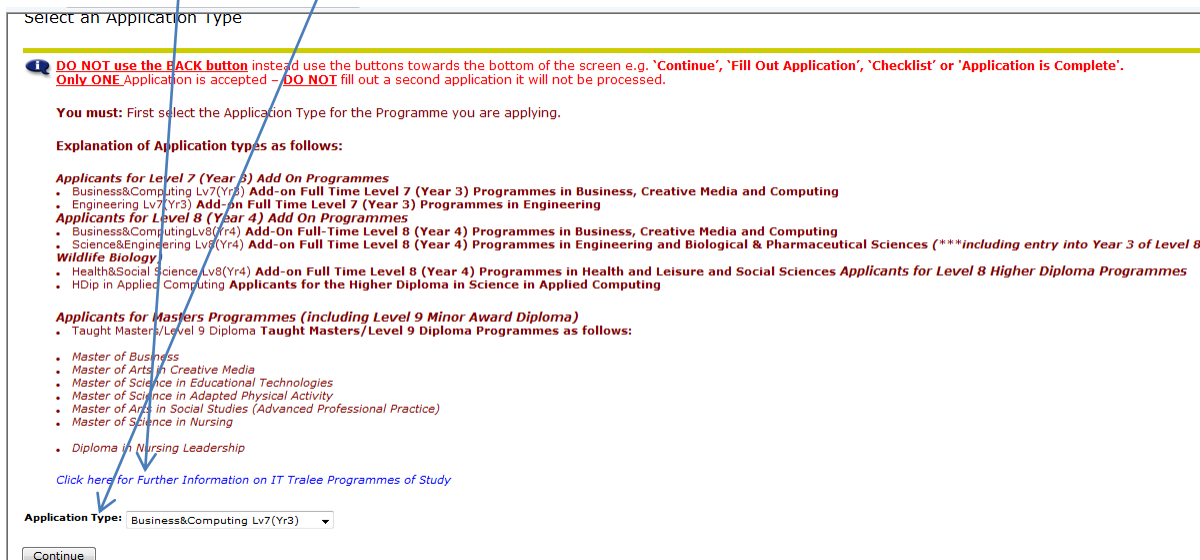
Make a Credit Card Payment
Click if you want to make a credit card payment.

 **Examination Results**
Display your grades.


 **View my Module Registration**
Click here to check you are registered for all your (correct) modules.

Apply for Add-on Programme
Apply for Add-on Programmes

3. Before you select the programme that you are applying for first you need to Select relevant 'Application Type' and hit 'Continue'



Select an Application Type

 **DO NOT use the BACK button** instead use the buttons towards the bottom of the screen e.g. 'Continue', 'Fill Out Application', 'Checklist' or 'Application is Complete'.
Only ONE Application is accepted - **DO NOT** fill out a second application it will not be processed.

You must: First select the Application Type for the Programme you are applying.

Explanation of Application types as follows:

Applicants for Level 7 (Year 3) Add On Programmes

- Business&Computing Lv7(Yr3) Add-on Full Time Level 7 (Year 3) Programmes in Business, Creative Media and Computing
- Engineering Lv7(Yr3) Add-on Full Time Level 7 (Year 3) Programmes in Engineering

Applicants for Level 8 (Year 4) Add On Programmes

- Business&ComputingLv8(Yr4) Add-On Full-Time Level 8 (Year 4) Programmes in Business, Creative Media and Computing
- Science&Engineering Lv8(Yr4) Add-on Full Time Level 8 (Year 4) Programmes in Engineering and Biological & Pharmaceutical Sciences (**including entry into Year 3 of Level 8 Wildlife Biology)
- Health&Social Science Lv8(Yr4) Add-on Full Time Level 8 (Year 4) Programmes in Health and Leisure and Social Sciences Applicants for Level 8 Higher Diploma Programmes
- HDip in Applied Computing Applicants for the Higher Diploma in Science in Applied Computing

Applicants for Masters Programmes (including Level 9 Minor Award Diploma)

- Taught Masters/Level 9 Diploma Taught Masters/Level 9 Diploma Programmes as follows:
- Master of Business
- Master of Arts in Creative Media
- Master of Science in Educational Technologies
- Master of Science in Adapted Physical Activity
- Master of Arts in Social Studies (Advanced Professional Practice)
- Master of Science in Nursing
- Diploma in Nursing Leadership

[Click here for Further Information on IT Tralee Programmes of Study](#)

Application Type: Business&Computing Lv7(Yr3) ▼

The descriptions of the applicant types will help you establish which type to choose above.

4. Next select the default 'Admission Term' i.e. 2015/2016, there is **no** need to change the information in First Name, Middle Name and Last Name. Next click 'Fill out application'.

Apply for Admissions



You must:

- Select the **Admission Term** below
- Verify your name (**no need to make any changes to your Name**)
- When you're finished, click **Fill Out Application** to continue.

* - indicates a required field.

Application Type: Business&Computing Lv7(Yr3)

Admission Term: *

First Name: *


Middle Name:

Last Name Prefix:

Last Name: *

5. Next you need to go through the 3 items on the Application checklist, first click '**Planned Course of Study**'.

Application Checklist

 **DO NOT use the BACK button** instead use the buttons towards the bottom of the screen e.g. '**Continue**', '**Fill Out Application**', '**Checklist**'.
Only ONE Application is accepted – **DO NOT** fill out a second application it will not be processed.


This is a checklist of your application sections. When you enter all required data in a section, a checkmark will appear by that section. When you have provided all the application information, click **Application is Complete** to start the application process. Incomplete application may be updated at a later time.


- Only One application is allowed per person per Academic Year
- When you submit your application it will be submitted to the Admissions Office and processed
- While you may enter another application here it will be saved and visible to you but **will remain unprocessed and will not be a valid application**.

By completing and submitting this application I certify that the information I have provided is accurate to the best of my knowledge. I agree that the Institute has authority to seek information from other Institutions in order to evaluate the information provided on this application.

If admitted to IT Tralee, I agree to abide by such Institute Rights & Responsibilities as are in force from time to time.
[Click here for Current Rights and Responsibilities](#)


IMPORTANT!!! - You must click '**APPLICATION IS COMPLETE**' to submit your application - otherwise it will NOT be processed.

 Planned Course of Study  Personal Information

 Home Address

6. Select the appropriate course that you are applying for from '**Planned Course of Study**' and click '**Continue**'

Planned Course of Study (Checklist item 1 of 3)

 **DO NOT use the BACK button** instead use the buttons towards the bottom of the screen e.g. '**Continue**', '**Fill Out Application**', '**Checklist**'.
Only ONE Application is accepted – **DO NOT** fill out a second application it will not be processed.

You must:

- Select your **Planned Course of Study** from the drop down list below.
- When you're finished, click **Continue** to navigate to the next section.

• PLEASE NOTE: Courses will be offered subject to sufficient demand and College Resources

For Information on Application Closing Dates see homepage when you logout of Self Service Banner, alternatively check emails received from the Admissions Office.

[Click here for Further Information on IT Tralee Programmes of Study](#)

* - indicates a required field.

Planned Course of Study: *

[Return to Checklist without saving changes](#)

7. Next you will be shown the home address that we have recorded for you. There is no need to change the information shown here, just click 'Continue'.

Home Address (Checklist item 2 of 3)



DO NOT use the BACK button instead use the buttons towards the bottom of the screen e.g. 'Continue', 'Fill Out Application', 'Checklist'. **Only ONE** Application is accepted – **DO NOT** fill out a second application it will not be processed.

You must:

- Confirm your Permanent Home Address Information below
- If the information is already recorded and correct there's no need to make any change
- When you're finished, click **Continue** to navigate to the next section.

This is the permanent Address that the Institute will use to communicate with you.

'Address Line 1' and 'Last Line of Address' must be filled.

So e.g. if you address is 3 lines long then skip 'Address Line 3' and put the last line into 'Last Line of Address'.

* - indicates a required field.

Mailing/Correspondence

Address Line 1, must be filled. E.g. No 7 Main St: *	Home Address Line 1
Address Line 2:	Home Address Line 2
Address Line 3:	
Last Line of Address e.g. Co Kerry - must be filled: *	Co Kerry
County, choose from drop down list:	Kerry
Country, choose from drop down list:	Ireland
Home Phone Number. Only numbers, NO spaces or dashes:	
<input type="button" value="Checklist"/> <input type="button" value="Continue"/> <input type="button" value="Finish Later"/>	

[Return to Checklist without saving changes](#)

8. The next screen asks you to verify the personal information that we have recorded for you. If this information is correct then there's **no** need to change anything. All fields shown with an asterisk * are mandatory so you will need to answer the question 'Are you an EU resident for 3 of the last 5 years'. Then click 'Continue'.

Personal Information (Checklist item 3 of 3)



DO NOT use the BACK button instead use the buttons towards the bottom of the screen e.g. 'Continue', 'Fill Out Application', 'Checklist'. **Only ONE** Application is accepted – **DO NOT** fill out a second application it will not be processed.

You must:

- Insert any missing information below
- If the information is already on record and correct there's no need to make any change
- When you're finished, click **Continue** to navigate to the next section.


* - indicates a required field.

Email: *	John.D.Test@students.ittralee.ie
Verify e-mail address: *	John.D.Test@students.ittralee.ie
PPSN Personal Public Service Number (XXXXXXXX):	
Gender: *	<input checked="" type="radio"/> Male <input type="radio"/> Female
Birth Date: *	Month January Day 27 Year (YYYY) 1970
Are you an EU Resident for 3 of the Last 5 Years: *	<input type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Checklist"/> <input type="button" value="Continue"/> <input type="button" value="Finish Later"/>	

[Return to Checklist without saving changes](#)

9. Your application is fully filled when a checkmark has appeared by each section, click 'Application is Complete' to submit your application. You can choose to finish later by clicking the 'Finish Later' button – **if you choose this option your application will not be submitted.**

Application Checklist

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[Click here for Current Rights and Responsibilities](#)

IMPORTANT!!! - You must click 'APPLICATION IS COMPLETE' to submit your application - otherwise it will NOT be processed.

✓ Planned Course of Study ✓ Personal Information
✓ Home Address

[Click to email the Admissions Office](#)

10. The following will now appear and you are required to tick to box to indicate that you have read the text in relation to the Rules and Regulations:

    Fax: 066-7125711
info@staff.ittralee.ie

Faculty Services New WebTailor Administration

Search [SITE MAP](#)

Admissions Agreement

You must agree to the terms below before your application is accepted.
If you choose the 'I do not agree' option you will be directed back to the Application Menu page and your application will NOT be submitted.

I certify that the information I have provided below is accurate to the best of my knowledge.
I agree that the Institute has authority to seek information from other Institutions in order to evaluate the information provided by me.
If admitted to IT Tralee, I agree to abide by such Institute Rights & Responsibilities as are in force from time to time.

☐ I agree to the terms
☐ I do not agree

[I agree to the terms | I do not agree]

11. A confirmation page similar to the following will be displayed which should be printed and kept safely.

Confirmation Page

I certify that the information I have provided below is accurate to the best of my knowledge.

I agree that the Institute has authority to seek information from other Institutions in order to evaluate the information provided by me.

If admitted to IT Tralee, I agree to abide by such Institute Rights & Responsibilities as are in force from time to time.

[Click here to view a copy of current Rights and Responsibilities](#)

YOU MAY WISH TO PRINT THIS PAGE AS YOUR CONFIRMATION OF SUBMITTED APPLICATION.

Applicant/Student ID:

T00036652

Date: 06-MAR-13

Applicant Name: John D Test

Thank you for your application for a NFQ Level 7 Programme for
AY 2013/2014
7B - Business&Computing Lv7(Yr3)

The contact number you have verified is:

Your email address which will be used to contact you is: John.D.Test@students.ittralee.ie