

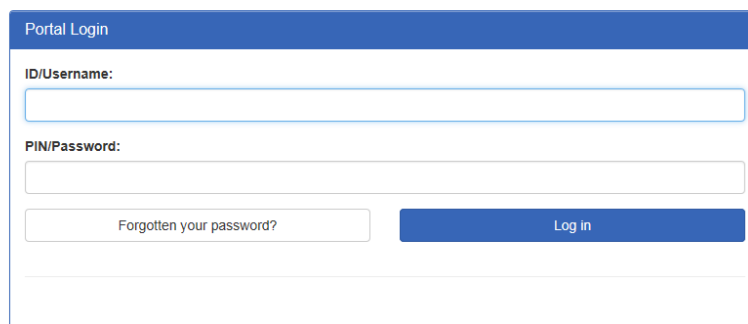
Online Module Registration – Courses with Elective Modules

Go to the **Student Administration Portal** website: www.si.ul.ie

You will be prompted for your **Student ID** and **PIN**:

Log-in to the Student Administration Portal

This page is the Student Administration Portal log-in screen. Please use the form below to supply your log-in details and click the 'log-in' button to access the system.



The screenshot shows a 'Portal Login' form with a blue header. It contains two input fields: 'ID/Username:' and 'PIN/Password:'. Below the 'PIN/Password:' field are two buttons: 'Forgotten your password?' and 'Log in'.

Enter your ID number in the **ID/User-name** field

Enter your Student Administration Portal account PIN/Password in the **Pin/Password** field*

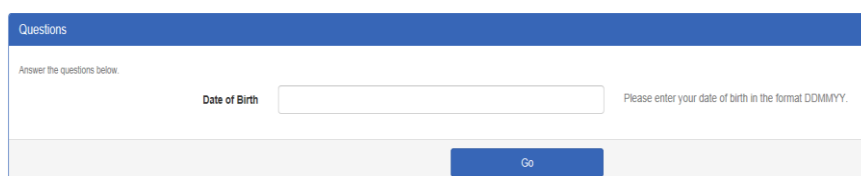
* If you cannot remember your PIN/Password you can request a new PIN/Password by sending an email containing your ID number to pinreset@mic.ul.ie

Click on the **Log-in** button

You will be prompted to enter your Date of Birth in the format DDMMYY:

Security Questions

Answer the Questions displayed and then click on the 'Go' button.

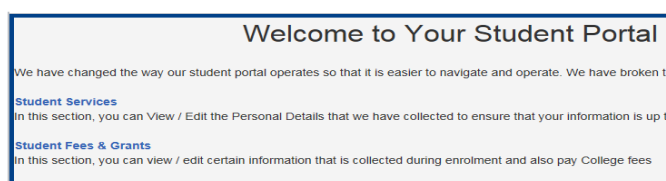


The screenshot shows a 'Questions' form with a blue header. It contains a text input field labeled 'Date of Birth' with a placeholder text 'Please enter your date of birth in the format DDMMYY.'. Below the input field is a 'Go' button.

Enter your Date of birth, then click **Go>>**, the Student Administration Portal Home page will appear:



Home



The screenshot shows the main content area of the Student Administration Portal Home page. It features a heading 'Welcome to Your Student Portal' and a paragraph of text: 'We have changed the way our student portal operates so that it is easier to navigate and operate. We have broken t'. Below this are two sections: 'Student Services' and 'Student Fees & Grants', each with a brief description of the services offered.

Click on the **My Course Information** page, the following screen will appear:



My Course Information

My Course Information

Complete Online Module Registration:
All students on Taught Programmes must complete Online Module Registration during Week 1 of the Autumn **and** Spring Semesters

View Modules that you are Registered for in the Current Semester

Access Class and Exam Timetables

Download Student Status Forms: Leave of Absence, Exit, Link-in etc.

Access to transcripts on the Student Administration Portal will be re-enabled at 2.00pm on Monday, June 20th, 2016.

Module Registration

[Click here to complete your module registration](#) **new!**

My Course Information

[View Class Timetables](#)

[View Exam Timetables](#)

[View Current Modules](#)

Student Status Forms

[I Grade Form](#)

[Internal Transfer Form](#)

Click on the link in the **Module Registration** panel that says **Click here to complete your module registration**.

The following screen will appear, indicating:

1. **Selected Modules:** The compulsory modules you are required to take
2. **Pick Modules:** The list of elective modules where you have choices to make

Selected Modules						
Module	Occ	Period	Level	Credits	Status	Module Name
EPS360		SEM2	3	6.00	Compulsory	DESIGN AND ETHICAL EVALUATION IN PSYCHOLOGICAL RESEARCH
PS4005	A	SEM2	3	6.00	Compulsory	RESEARCH, DESIGN & METHODOLOGY 2
PS4025	A	SEM2	3	6.00	Compulsory	BIOLOGICAL BASIS OF BEHAVIOUR

Pick Modules							
Shown below are a list of selections that the student can make. Use the Select button on each row to open the module selection screen. Clear can be used to clear the current rows selections. When all selections are complete, use the Submit Selections button to continue the process.							
Select	Rule	Group	Overarching	Selections	Total	State	Clear
<input type="button" value="Select"/>	Take 2 modules from PS4178, PS4058, PS4016, EPS450, PS4088 in Semester 2		-				<input type="button" value="Clear"/>
<input type="button" value="Submit Later"/> <input type="button" value="Clear All Selections"/> <input type="button" value="Submit Selections"/>							

To choose from a list of electives, click on the **Select** button.

Make Selection

Choose the required number of modules from the list below.

You can select 2 modules in total.

Select	Module	Level	Credits	Module Name
<input type="checkbox"/>	EPS450	4	6.00	THE PSYCHOLOGY OF MOTIVATION
<input type="checkbox"/>	PS4016	4	6.00	ADVANCED ISSUES IN EDUCATIONAL PSYCHOLOGY
<input type="checkbox"/>	PS4058	4	6.00	DEVELOPMENTAL PSYCHOLOGY 2
<input type="checkbox"/>	PS4088	4	6.00	CONTROVERSIES IN PSYCHOLOGY
<input type="checkbox"/>	PS4178	4	6.00	HEALTH PSYCHOLOGY

Cancel Selection Submit Selections

e\Vision Portal © Tribal G

Submit Later Clear All Selections Submit Selections

Read the list of elective modules carefully, then select the module(s) by clicking on the relevant box in the **Select** column, then click **Submit Selections** to confirm your elective module.

If you have more than one elective module to pick, click on the second **Select** button, and repeat the steps as outlined above until you have selected all your elective modules.

Once you have selected all your elective modules, the **Pick Modules** panel will indicate the modules you selected under the **Selections** column:

Selected Modules

Module	Occ	Period	Level	Credits	Status	Module Name
EPS360		SEM2	3	6.00	Compulsory	DESIGN AND ETHICAL EVALUATION IN PSYCHOLOGICAL RESEARCH
PS4005	A	SEM2	3	6.00	Compulsory	RESEARCH, DESIGN & METHODOLOGY 2
PS4025	A	SEM2	3	6.00	Compulsory	BIOLOGICAL BASIS OF BEHAVIOUR

Pick Modules

Shown below are a list of selections that the student can make. Use the Select button on each row to open the module selection screen. Clear can be used to clear the current rows selections. When all selections are complete, use the Submit Selections button to continue the process.

Select	Rule	Group	Overarching	Selections	Total	State	Clear																
Select	Take 2 modules from PS4178, PS4058, PS4016, EPS450, PS4088 in Semester 2		-	<table border="1"> <thead> <tr> <th colspan="4">Selected Modules</th> </tr> <tr> <th>Module</th> <th>Name</th> <th>Period</th> <th>Occ</th> </tr> </thead> <tbody> <tr> <td>PS4016</td> <td>ADVANCED ISSUES IN EDUCATIONAL PSYCHOLOGY</td> <td>SEM2</td> <td>A</td> </tr> <tr> <td>PS4058</td> <td>DEVELOPMENTAL PSYCHOLOGY 2</td> <td>SEM2</td> <td>A</td> </tr> </tbody> </table>	Selected Modules				Module	Name	Period	Occ	PS4016	ADVANCED ISSUES IN EDUCATIONAL PSYCHOLOGY	SEM2	A	PS4058	DEVELOPMENTAL PSYCHOLOGY 2	SEM2	A	2.00		Clear
Selected Modules																							
Module	Name	Period	Occ																				
PS4016	ADVANCED ISSUES IN EDUCATIONAL PSYCHOLOGY	SEM2	A																				
PS4058	DEVELOPMENTAL PSYCHOLOGY 2	SEM2	A																				

Submit Later Clear All Selections Submit Selections

Click **Submit Selections** to proceed or if you have made an incorrect selection, click on the **Clear** button to re-select your elective(s).

Module Selections

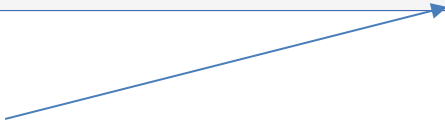
Selected a total of 5 module(s) which total 30 credit(s)

Year	Period	Status	Rank	Module	Occ	Level	Credits	Name
2016/7	SEM2	C	6	EPS360		3	6.00	DESIGN AND ETHICAL EVALUATION IN PSYCHOLOGICAL RESEARCH
2016/7	SEM2	C	05	PS4005	A	3	6.00	RESEARCH, DESIGN & METHODOLOGY 2
2016/7	SEM2	O		PS4016	A	4	6.00	ADVANCED ISSUES IN EDUCATIONAL PSYCHOLOGY
2016/7	SEM2	C	03	PS4025	A	3	6.00	BIOLOGICAL BASIS OF BEHAVIOUR
2016/7	SEM2	O		PS4058	A	4	6.00	DEVELOPMENTAL PSYCHOLOGY 2

Undo Last Change Enter Selections Undo Selections

Click the **Enter Selections** button to proceed, or the **Undo Selections** if you wish to go back and change your module selections.

Module Selections								
Selected a total of 5 module(s) which total 30 credit(s)								
Year	Period	Status	Rank	Module	Occ	Level	Credits	Name
2016/7	SEM2	C	6	EPS360		3	6.00	DESIGN AND ETHICAL EVALUATION IN PSYCHOLOGICAL RESEARCH
2016/7	SEM2	C	05	PS4005	A	3	6.00	RESEARCH, DESIGN & METHODOLOGY 2
2016/7	SEM2	O		PS4016	A	4	6.00	ADVANCED ISSUES IN EDUCATIONAL PSYCHOLOGY
2016/7	SEM2	C	03	PS4025	A	3	6.00	BIOLOGICAL BASIS OF BEHAVIOUR
2016/7	SEM2	O		PS4058	A	4	6.00	DEVELOPMENTAL PSYCHOLOGY 2
				Undo Last Change	Confirm Selections	Undo Selections		



Click the **Confirm Selections** button to complete your module registration.

Please note, Student Academic Administration do not send confirmation e-mails, once you have clicked Confirm Selections, you are not required to do anything further.

The final screen that appears will indicate your confirmed modules:

Confirmed Modules - thank you for successfully completing module registration. You have been sent a confirmation email (This does not apply to students of Mary Immaculate College).

The screen shows the list of modules confirmed by the student.

Confirmed Module Selections								
Selected a total of 5 module(s) which total 30 credit(s)								
Year	Period	Status	Rank	Module	Occ	Level	Credits	Name
2016/7	SEM2	C	6	EPS360		3	6.00	DESIGN AND ETHICAL EVALUATION IN PSYCHOLOGICAL RESEARCH
2016/7	SEM2	C	05	PS4005	A	3	6.00	RESEARCH, DESIGN & METHODOLOGY 2
2016/7	SEM2	O		PS4016	A	4	6.00	ADVANCED ISSUES IN EDUCATIONAL PSYCHOLOGY
2016/7	SEM2	C	03	PS4025	A	3	6.00	BIOLOGICAL BASIS OF BEHAVIOUR
2016/7	SEM2	O		PS4058	A	4	6.00	DEVELOPMENTAL PSYCHOLOGY 2

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“Confirmed modules” indicates that you have completed online module registration.

You can now log out of the portal by clicking on the **“Logout”** link on the top right hand corner of the screen.

If you encounter an error or problem while completing online registration please email pinreset@mic.ul.ie stating your name and ID number, and a brief description of the problem