

Open your internet browser and go to the **Student Administration Portal**
<http://www.si.ul.ie>

Enter your Student ID number in the **ID/Username** field.

Enter your password (as indicated in your offer e-mail from Admissions) in the **PIN/Password** field

Click **Log in**

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 is a 'Log in' button.

NOTE: If you have previously logged in to the Student Administration Portal to pay a course acceptance fee you will already have created your own password. If you have forgotten your password please e-mail pinreset@mic.ul.ie indicating your Student ID number in order to get your password reset.

You will be prompted to enter your Date of Birth in the format DDMMYYYY.

Click **Go**

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 'Date of Birth' input field with a placeholder text 'Please enter your date of birth in the format DDMMYYYY'. Below the input field is a 'Go' button.

You will be prompted to create a new password. The new password must contain a minimum of 8 characters and must include uppercase and lowercase letters, a number, and a symbol, e.g. ! &, *

Password Change

Use this screen to input and confirm your new password.

The screenshot shows a 'Password Change' form with a blue header. It contains two input fields: 'New Password' and 'Confirm Password'. Below the 'Confirm Password' field is a 'Go' button.

Once you have created a new password and entered your Date of Birth click **Go** to proceed.

Home

Welcome to Your Student Portal

Unfortunately, due to the current circumstances with the Covid-19 virus, the College is closed by Government direction. We regret any inconvenience this may cause. The Student Academic Administration nature of your query, SAA may not be able to assist given the current working restrictions that are in place.

Student Academic Administration

In this section, you can View / Edit the Personal Details that we have collected to ensure that your information is up to date.

Student Fees & Grants

In this section, you can view / edit certain information that is collected during enrolment and also pay College fees

My Course Information

In this section, you can see information about your course, modules, and exams.

Access Office

In this section, you can see information about Access and Disability related matters and the Student Assistant Fund.

If you have problems in accessing any of the features, please contact: Student Academic Administration

MIC Student Enrolment New

[Click here to Enrol](#)

New



UNIVERSITY of LIMERICK
OLLSCOIL LUIMNIGH

[Home \(MIC\)](#)

[Student Academic Administration\(MIC\)](#)

[My Course Information \(MIC\)](#)

[Student Fees Office \(MI](#)

As you successfully complete each task you will see a green indicator complete . Tasks that are incomplete will be highlighted by a red indicator incomplete . All mand
Once you have successfully completed all tasks, you will be presented with confirmation of your registered status.

Registration Status: incomplete **Not yet registered**

Personal Details

Correspondence Details

Previous Qualifications

HEA Survey

Alumni & MIC Declaration

Financial Information

[REGISTER HERE!](#)

Welcome to Mary Immaculate College On-line Enrolment for AY 2020/21

Payment of Course Fees:

You must have paid your fees prior to the commencement of your studies at the College. Fees are checked as part of the Orientation process. Further details on the amount of fees and methods of payment are outlined [here](#). On-line enrolment records will be audited to determine whether a student has paid the correct amount of fees due.

In circumstances where the correct amount of fees has not been paid for the enrolled programme of study, the College reserves the right to cancel a student's enrolment record without notice.

The next page that is displayed informs you of the data that the College is required to collect on behalf of the Higher Education Authority.

Click **Next>>** to proceed

HEA Student Data Collection Notice 2020

Please read the below information carefully and then click "Next" in order to proceed with Online Enrolment.

[HEA Student Data Collection Notice 2020](#)

The HEA Student Data Collection notice sets out the basis on which any personal data collected from you, or from others, will be processed by the Higher Education Authority.

Data are collected by each higher education institution, including at registration, and are shared with the HEA via annual returns to the student records system in the HEA pursuant to a data s1

The HEA Data Protection Officer ("DPO") may be contacted at dataprotection@hea.ie

You can view the HEA Student Data Collection notice [HERE](#) on the College website.

Next >>

Check that the information on the personal details screen is correct.

If there are any errors please notify the Admissions Office via e-mail to mary.r.collins@mic.u.ie

Click **Next >>** to proceed

We currently hold the following personal details for you. If any of this information is incorrect you must contact the Admissions Office indicated on the a note of this email address, please use the browser back button to go back.

Student ID:	20204442
• CAO Number:	
• Title:	MS
• Forename 1:	EMMA
• Forename 2:	
• Forename 3:	layout only
• Surname:	
• Gender:	Female
• Date of Birth:	23 Dec 1998
• Nationality:	
• Country of Birth:	
• PPS Number:	12345678N

Next >>

The next screen that appears lists the contact information that we are required to record.

Please indicate your current residence in the **Term-time Type of Residence** drop-down list.

Enter your **Next of Kin** name and contact number in the fields provided. This information will only be used in case of an emergency.

Click **Next>>** to proceed

Home Address 3:		
Home Address 4:		
Home Address Postcode:		
Country of Domicile:		layout only
Contact Address 1:*	RAHEEN	
Contact 2:*	LIMERICK	
Contact Address 3:		
Contact Address 4:		
Contact Address Postcode:		
Term-time Type of Residence:*	Parental Home	
Home Telephone Number:*	12345678	
Mobile Telephone Number: (please re-input if you have entered your mobile as your home telephone)	87654321	Please enter your mobile number in full international format e.g. 0871234567 in Ireland will be entered as +353871234567
Personal E-mail:		
MIC E-mail:	20204442@studentmail.t	
Next of Kin Name:*	Lilian	
Next of Kin relationship:*	Mother	
Next of Kin Phone Number:*	0861234567	

Next >>

The next screen displays your

- PPS Number
- County of Domicile
- Last institution attended
- Year of Graduation
- Highest Qualification on entry

If any of the fields are empty, please enter the data required.

We currently hold the following details for your PPS number, County and Last Qualifications. If any of this information is incorrect, you can make changes in the appropriate space below.

PPS Number:*	12345678N
County of Domicile/Dublin Postal Code:	Laois
Last institution attended (Please Enter SS for Secondary School) If this is not shown click on the "List" button and select "Retrieve first 1000" and enter your institution in the filter. If the institution is not in the list then please select OTHER: *	<input type="text"/> <input type="button" value="List"/>
Year of Graduation:	2019
Highest qualification on entry:*	Honours Degree (formerly Bachelors, NFQ Lev 8)

Note: If Ireland is not your country of domicile and you do not have a PPS number enter **N/A** in the **PPS Number** field.

Note: If the **Last Institution Attended** field is empty click on the **List** button to display a list of Institution Codes, then click the **Retrieve first 1000** button

Process error

Maximum number of records exceeded

Browse through the list of institutions and click the **Select** button to pick the last institution you attended.

If the institution you attended is not listed click **Cancel** to close out of the Institution list, and enter **OT** for "Other" in the **Last Institution Attended** field.

03	National University of Ireland Galway	<input type="button" value="Select"/>
04	University of Limerick	<input type="button" value="Select"/>
05	Maynooth University	<input type="button" value="Select"/>
06	Trinity College Dublin	<input type="button" value="Select"/>
07	Pontifical University St Patrick's College	<input type="button" value="Select"/>
08	Dublin City University	<input type="button" value="Select"/>
10	National College of Art and Design	<input type="button" value="Select"/>
14	Royal College of Surgeons in Ireland	<input type="button" value="Select"/>

Showing 1 to 10 of 1,000 entries (Set 1 of 2 - 1317 records in total)

SAA will contact you after enrolment to get the details of your last attended institution.

On the **MIC Friends and Alumni**, screen tick the **Unsubscribe** box if you do not want to be included in communications sent from MIC Alumni.

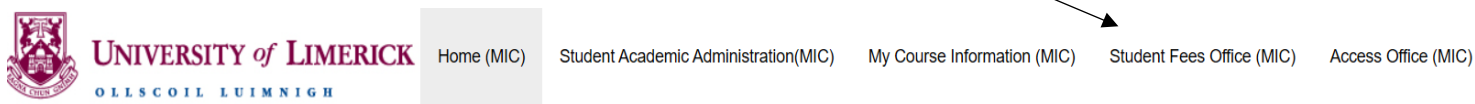
Click **Next** to proceed.

The final screen of Online Enrolment indicates your course details and prompts you to accept the declaration indicating your agreement to comply with the Academic Regulations of the University of Limerick, and the MIC Code of Conduct.

Click **ACCEPT THE DECLARATION**, then click **Finish>>**

You will receive an e-mail to your personal e-mail address confirming your successful enrolment.

The next step is to complete Fee Payment, to do this, click on the **Student Fees Office (MIC)** link which appears along the top of the Student Administration Portal page:



Click on the **View My Balance & Make a Payment** option on the **Fees Options** menu:



The fees that you are liable to pay will appear on screen; select the pay button beside the fee to proceed to the online payment facility.

If you encounter any difficulty with Fee Payment please e-mail studentfees@mic.ul.ie

