

Online Module Registration – 2nd year BA Programme

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

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



Log-in to 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.

Portal Log-in	
Please enter your username and password here: Students Please Note: You can use your computer account to log in	
ID/Username:	<input type="text" value="1234567"/>
PIN/Password:	<input type="password" value="****"/>
<input type="button" value="Log in >>"/>	
The forgotten password link is only available for students.	
Forgot your password?	

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

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

* If you cannot remember your **Student Administration Portal Password** you can request a new one 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.

Questions	
Answer the questions below.	
Date of Birth	<input type="text" value="*****"/> Please enter your date of birth in the format DDMMYY.
<input type="button" value="Go >>"/>	

Click **Go>>**

Once you have successfully logged in to the portal, 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.

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

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

The following **Valid Route Switch** screen will appear asking to make to select a “Route” i.e. the two subjects that you wish to take for your degree:

Valid Route Switch

Allows the user to switch from one programme/route to another.

Student Details

Student 12345678/1

Name JANE SMITH

Current Programme BA Arts

Current Route Arts Core

Route Switch

Programme	Route	Select
BA Arts	English Major W French Major W Arts Core	Select
BA Arts	English Major W Gaelige Major W Arts Core	Select
BA Arts	English Major W German Major W Arts Core	Select
BA Arts	English Major W Geography Major W Arts Core	Select
BA Arts	English Major W History Major W Arts Core	Select

Read the full list of route options carefully, then click on the **Select** button beside the route that you wish to take.

E.g. if you are taking English and History, click the **Select** button beside ***English Major W History Major W Arts Core***

The next screen that appears will display:

1. The modules that you are required to take for the subject route that you selected
2. The list of Arts electives on offer, from which, you must select one module

Details for the current student including which year and period the selections are for	
Student Name	
Programme	BA Arts
Route	English Major W History Major W Arts Core
Mode of Attendance	Undergraduate full-time
Registration Year	2017/8
Registration Period	SEM1
Selections	You have currently selected 4 Module(s) with a total of 24 Credit(s)

Selected Modules						
Module	Occ	Period	Level	Credits	Status	Module Name
EH4713	A	SEM1	2	6.00	Compulsory	THE DEVELOPMENT OF MODERN DRAMA
EH4734	A	SEM1	2	6.00	Compulsory	THE NOVEL IN THE TWENTIETH CENTURY
HI4733	A	SEM1	2	6.00	Compulsory	IRELAND IN THE 'THREE KINGDOMS', 1500-1660
HI4774	A	SEM1	2	6.00	Compulsory	POLITICS AND SOCIETY: EUROPE, 1815-1914

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 1 module from GS4713, TL4713, IT4733, IS4723, DT4731, DT4733, DT4713, DT4721 in Semester 1		-				<input type="button" value="Clear"/>

Click on the **Select** button to pick your elective module

Make Selection

Choose the required number of modules from the list below.

You can select 1 module in total.

Select	Module	Level	Credits	Module Name
<input type="checkbox"/>	EDE201	2	6.00	Education in Contemporary Irish Society
<input type="checkbox"/>	GS4713	2	6.00	WOMEN AND HISTORY
<input type="checkbox"/>	IT4743	2	6.00	INFORMATION TECHNOLOGY FOR SCHOOLS
<input type="checkbox"/>	MI4713	2	0.00	OTHER ELECTIVE
<input type="checkbox"/>	PA4001	1	6.00	INTRODUCTION TO PUBLIC ADMINISTRATION 1
<input type="checkbox"/>	PO4051	1	6.00	INTRODUCTION TO POLITICS AND INTERNATIONAL RELATIONS I
<input type="checkbox"/>	TL4713	2	6.00	TEACHING ENGLISH AS A FOREIGN LANGUAGE 1

Click on the relevant box in the **Select** column, then click **Submit Selections** to confirm your choice of elective. **NOTE: If you have received approval to take another module other than the standard elective modules that are listed, then please select MI4713 OTHER ELECTIVE**

Selected Modules

Module	Occ	Period	Level	Credits	Status	Module Name
EH4713	A	SEM1	2	6.00	Compulsory	THE DEVELOPMENT OF MODERN DRAMA
EH4734	A	SEM1	2	6.00	Compulsory	THE NOVEL IN THE TWENTIETH CENTURY
HI4733	A	SEM1	2	6.00	Compulsory	IRELAND IN THE 'THREE KINGDOMS', 1500-1660
HI4774	A	SEM1	2	6.00	Compulsory	POLITICS AND SOCIETY: EUROPE, 1815-1914

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.

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<input type="button" value="Select"/>	Take 1 module from GS4713, TL4713, IT4733, IS4723, DT4731, DT4733, DT4713, DT4721 in Semester 1		-	<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>DT4721</td> <td>MOVEMENT, VOICE AND BODY IN THEATRE</td> <td>SEM1</td> <td>A</td> </tr> </tbody> </table>	Selected Modules				Module	Name	Period	Occ	DT4721	MOVEMENT, VOICE AND BODY IN THEATRE	SEM1	A	1.00		<input type="button" value="Clear"/>
Selected Modules																			
Module	Name	Period	Occ																
DT4721	MOVEMENT, VOICE AND BODY IN THEATRE	SEM1	A																

Click on the **Submit Selections** button to proceed, or if you have made an error, use the **Clear** button to change your elective module.

Module Selections

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

Year	Period	Status	Rank	Module	Occ	Level	Credits	Name
2017/8	SEM1	O		DT4721	A	1	6.00	MOVEMENT, VOICE AND BODY IN THEATRE
2017/8	SEM1	C	00	EH4713	A	2	6.00	THE DEVELOPMENT OF MODERN DRAMA
2017/8	SEM1	C	01	EH4734	A	2	6.00	THE NOVEL IN THE TWENTIETH CENTURY
2017/8	SEM1	C	00	HI4733	A	2	6.00	IRELAND IN THE 'THREE KINGDOMS', 1500-1660
2017/8	SEM1	C	01	HI4774	A	2	6.00	POLITICS AND SOCIETY: EUROPE, 1815-1914

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

The next screen will ask you to confirm your module selections:

Confirm Selections: Your registration is incomplete if you do not Confirm Selections.

Confirm 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
2017/8	SEM1	O		DT4721	A	1	6.00	MOVEMENT, VOICE AND BODY IN THEATRE
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2017/8	SEM1	C	00	HI4733	A	2	6.00	IRELAND IN THE 'THREE KINGDOMS', 1500-1660
2017/8	SEM1	C	01	HI4774	A	2	6.00	POLITICS AND SOCIETY: EUROPE, 1815-1914

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

The final screen that appears will indicate your confirmed modules:

Confirmed Modules - thank you for successfully completing module registration.

Confirmed Module Selections								
Selected a total of 5 module(s) which total 30 credit(s)								
Year	Period	Status	Rank	Module	Occ	Level	Credits	Name
2017/8	SEM1	O		DT4721	A	1	6.00	MOVEMENT, VOICE AND BODY IN THEATRE
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2017/8	SEM1	C	01	EH4734	A	2	6.00	THE NOVEL IN THE TWENTIETH CENTURY
2017/8	SEM1	C	00	HI4733	A	2	6.00	IRELAND IN THE 'THREE KINGDOMS', 1500-1660
2017/8	SEM1	C	01	HI4774	A	2	6.00	POLITICS AND SOCIETY: EUROPE, 1815-1914

“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 saa@mic.ul.ie stating your name and ID number, and a brief description of the problem.