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**:





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

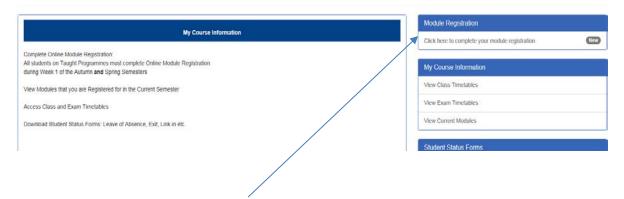
You will be prompted to enter your Date of Birth in the format DDMMYY:



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

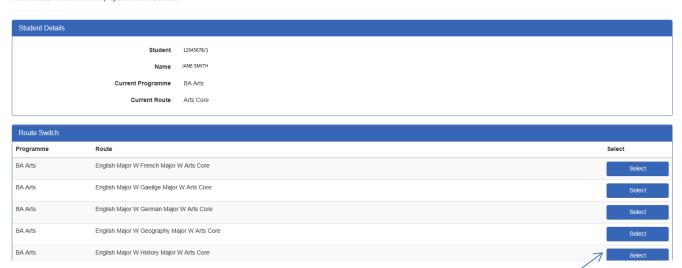


Click on the link in the **Module Registration** panel that says *Click here to complete your module registration*.

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

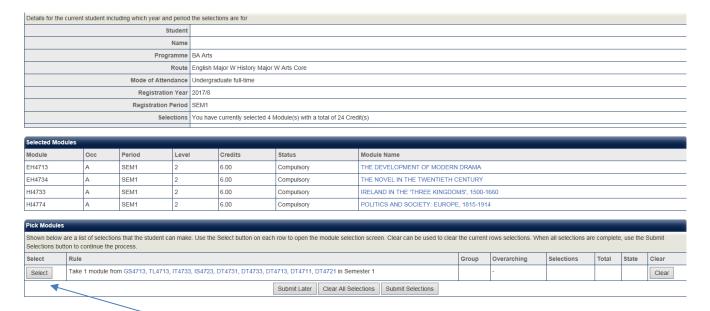


Read the full list of route options carefully, then click on the **Select** button beside the route that you wish to take.

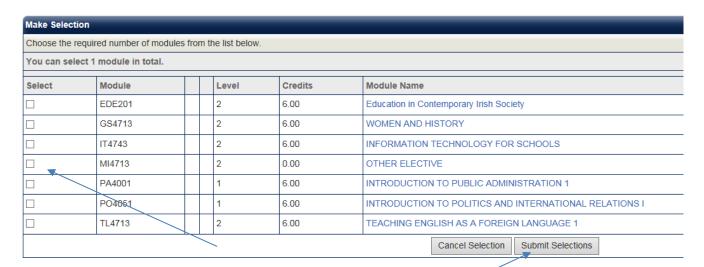
E.g. if you are taking English and History, click the **Select** button beside **English Major W History Major W Arts Core**

The next screen that appears will display:

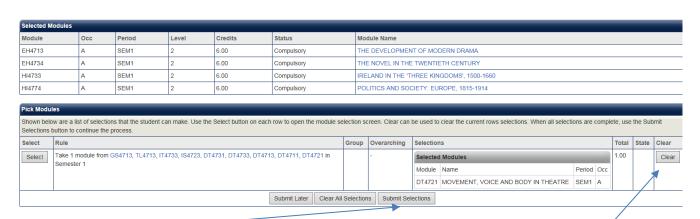
- 1. The modules that you are required to take for the subject route that you selected
- 2. The list of Arts electives on offer, from which, you must select one module



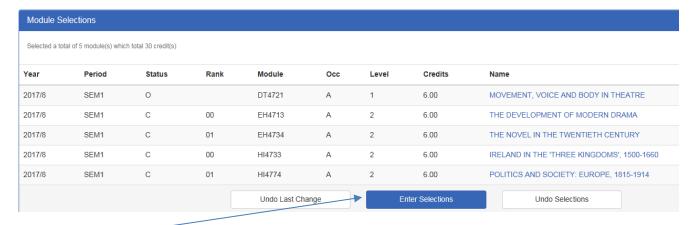
Click on the **Select** button to pick your elective module



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



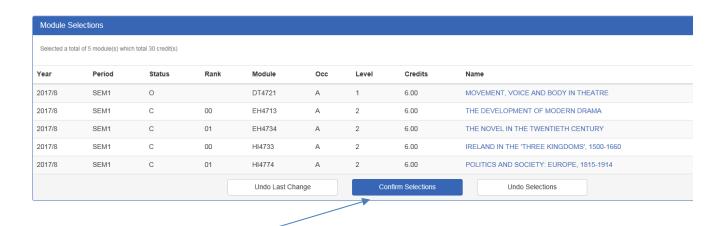
Click on the *Submit Selections* button to proceed, or if you have made an error, use the *Clear* button to change your elective module.



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.



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	0		DT4721	Α	1	6.00	MOVEMENT, VOICE AND BODY IN THEATRE
2017/8	SEM1	С	00	EH4713	А	2	6.00	THE DEVELOPMENT OF MODERN DRAMA
2017/8	SEM1	С	01	EH4734	Α	2	6.00	THE NOVEL IN THE TWENTIETH CENTURY
2017/8	SEM1	С	00	HI4733	Α	2	6.00	IRELAND IN THE 'THREE KINGDOMS', 1500-1660
2017/8	SEM1	С	01	HI4774	Α	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.