

Online Module Registration – Course with all Compulsory Modules

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

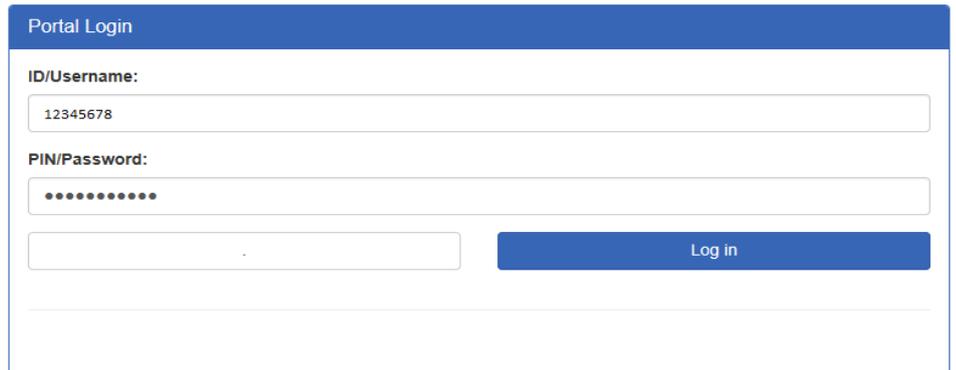
You will be prompted for your **Student ID** and **Student Administration Portal Password**:

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



Portal Login

ID/Username:
12345678

PIN/Password:
.....

Log in

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

Enter your Date of Birth, then click **Go>>**



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Security Questions

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



Questions

Answer the questions below.

Date of Birth Please enter your date o

Go >>

Home

Once you have successfully logged in to the portal, the Home page will appear

Welcome to Your Student Portal

We have changed the way our student portal operates so that it is easier to navigate and operate. We have broken the portal into sections to make it easier to find what you need.

Student Services
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 and Disability
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 Services](#)

Click on the **My Course Information** link to proceed

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

My Course Information

My Course Information

Use the My Course Information Page to:

Complete Online Module Registration:
All students on Taught Programmes must complete Online Module Registration

[Click here to complete your module registration.](#)

Your name and course details will appear in the **Student Details** panel.

Enter Module Selections

You **must** click **Enter Selections** (below) to successfully complete module pre-registration.

NOTE: There are **2 steps** to module registration:

- 1. Enter Module Selections** (pre-registration of modules) **Current Screen** available prior to week 1 where elective choice available
- 2. Confirm Module Registration** (occurs in Week 1 of Semester only) **Next Screen**

Both steps must be complete by the end of Week 1 to ensure you have successfully registered your modules

The modules that you are required to take for the current semester are listed in the **Module Selections** panel

Student Details

Student	12345678
Name	Jane Smith
Programme	Bachelor of Arts
Route	Bachelor of Arts in Education
Mode of Attendance	Undergraduate full-time

Click the **Enter Selections** button to proceed to the next step.

Module Selections

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

Year	Period	Status	Rank	Module	Occ	Level	Credits	Name
2019/0	SEM1	C	09	AC4713	A	2	6.00	MANAGEMENT ACCOUNTING PRINCIPLES
2019/0	SEM1	C	10	AC4723	A	2	6.00	FINANCIAL ACCOUNTING 1
2019/0	SEM1	C		BS4733	A	2	6.00	ECONOMICS
2019/0	SEM1	C	07	EDS200	A	2	6.00	TEACHING AND LEARNING 2: PLANNING FOR DIFF
2019/0	SEM1	C	12	EDS252	A	2	6.00	TEACHING BUSINESS STUDIES AND ACCOUNTING

[Enter Selections](#)

Confirm Module Registration

Please note all students must **complete this step in Week 1 of the Semester ONLY**. The "Confirm" button will ONLY be made available in week 1 of the Semester. A confirmation email on successful completion of this step will be issued to you.

Note for Pre-registration prior to week 1: Confirm Module Registration will not be available to you until week 1 of the Semester.

NOTE: There are **2 steps** to module registration:

- 1. Enter Module Selections** (pre-registration of modules) **Previous Screen**
- 2. Confirm Module Registration** (occurs in Week 1 of Semester only) **Current Screen**

Both steps must be complete by the end of Week 1 to ensure you have successfully registered your modules

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

You will receive a confirmation e-mail to your **Student E-mail** account confirming your registration.

Note: If you encounter any error messages or if any of the modules listed are incorrect please e-mail saa@mic.ul.ie with your Student ID number and the code of the modules that need to be added/removed.

Student Details

Student	12345678
Name	Jane Smith
Programme	Bachelor of Arts
Route	Bachelor of Arts in Education
Mode of Attendance	Undergraduate full-time

Module Selections

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

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2019/0	SEM1	C	07	EDS200	A	2	6.00	TEACHING AND LEARNING 2: PLANNING FOR DIFFERENTIATION
2019/0	SEM1	C	12	EDS252	A	2	6.00	TEACHING BUSINESS STUDIES AND ACCOUNTING 1

[Confirm Selections](#)