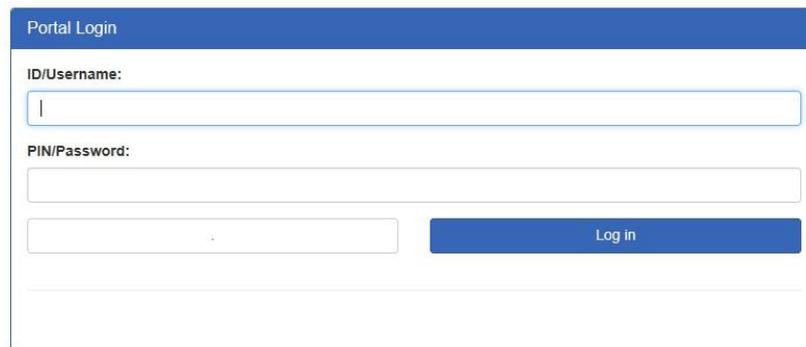


Open your internet browser and go to the **Student Administration Portal** <http://www.si.ul.ie>

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 the 'Portal Login' form. It has a blue header with the text 'Portal Login'. Below the header, there are two input fields: 'ID/Username:' and 'PIN/Password:'. The 'ID/Username:' field contains a vertical cursor. Below the 'PIN/Password:' field, there is a 'Log in' button. The form is set against a light gray background.

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 the 'Security Questions' form. It has a blue header with the text 'Questions'. Below the header, there is a text prompt: 'Answer the questions below:'. There is a single input field labeled 'Date of Birth' with a placeholder text: 'Please enter your date of birth in the format DDMMYYYY'. Below the input field, there is a 'Go' button. The form is set against a light gray background.

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 the 'Password Change' form. It has a blue header with the text 'Password Change'. Below the header, there is a text prompt: 'Use the fields below to change/confirm your password.'. There are two input fields: 'New Password' and 'Confirm Password'. Below the input fields, there is a 'Go' button. The form is set against a light gray background.

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
OILESCOIL 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 admissions@mic.ul.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:		layout only
Home Address 4:		
Home Address Postcode:		
Country of Domicile:		
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.i	
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.

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

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.

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

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, NQF Lev 8)

Process error

Maximum number of records exceeded

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)

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.

MIC Friends and Alumni

MIC Alumni will use your data to communicate with you on MIC news and events, career opportunities, graduate profiles, mentoring workshops and out of these communications please click here.

Unsubscribe

Next

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.

We currently hold the following programme details for you. If any of this information is incorrect please do not continue with this process and notify the Admissions Office as soon as possible.

Academic Year:	2020/1
UL Course Code:	PMEDPTTFA
Course Title:	PROFESSIONAL MASTER OF EDUCATION (PRIMARY TEACHING) LEVEL 9
Start Year and Semester e.g. (11 = Year 1 Semester 1):	11
Programme Type:	Postgraduate
Faculty:	College of Education

I hereby verify that the information, above, is correct. I agree to comply with the requirements of the Academic Regulations of the University of Limerick, the MIC Code of Conduct and associated procedures, as detailed in the MIC Student Handbook, and with any amendments to those that shall have been duly notified to me by the College. With regard to all publications which I prepare in the course of my studies at the Mary Immaculate College, I agree that copyright will reside jointly with myself and the College. Personal information held by the College is treated with the highest standards of security and confidentiality in accordance with the Data Protection Acts 1988 and 2003 and the MIC Data Protection Policy. The Data Protection Policy, relating to the processing of personal data is available in the [MIC Data Protection Policy](#).

MIC must hold and process student's personal data (including digital photo) in order to fulfil its functions relating to layout only search and associated administrative duties. In this regard, the College may, from time to time, disclose personal data to third party agents who provide products or services to the College. The type and status of graduate awards are publicly acknowledged at MIC conferring ceremonies and are published in the College's conferring booklet. Student data held by the College may be disclosed to MIC associations/companies for the purposes of carrying out their respective functions. I hereby consent to the use of my data in accordance with the procedures that are contained in these policies.

The Data Protection Acts require that personal information about individuals is kept up-to-date. It is essential therefore that you update your personal details regularly (for example your postal address, mobile phone number). You can update your details via the Student Administration Portal (www.sl.ul.ie).

ACCEPT THE DECLARATION **Finish >>**

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:

Fees Options New

- Fee Regulations and Charges
- Print Your Receipts
- View My Balance & Make a Payment

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.

Note: If a balance of zero is appearing and there are no charges showing to be paid, this means your account is yet to be invoiced and you should log back in and check your account at a later stage. Any Students having difficulty paying via the Student Portal Account can use our Automated Telephone Payment Service on 061 – 529092, you will require your ID#, DOB and Card Details. Your receipts will appear on your Portal the next banking day.
Fees Office Contact: studentfees@mic.ul.ie