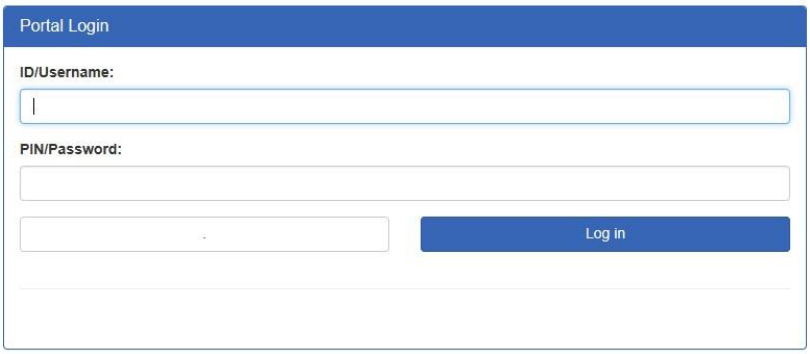
How to complete Online Enrolment and Fee Payment on the Student Administration Portal www.si.ul.ie

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

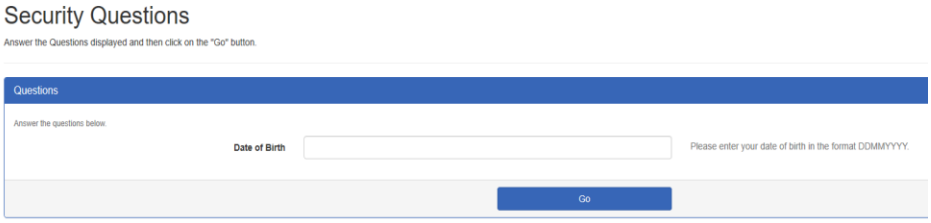
Click ***Log in***



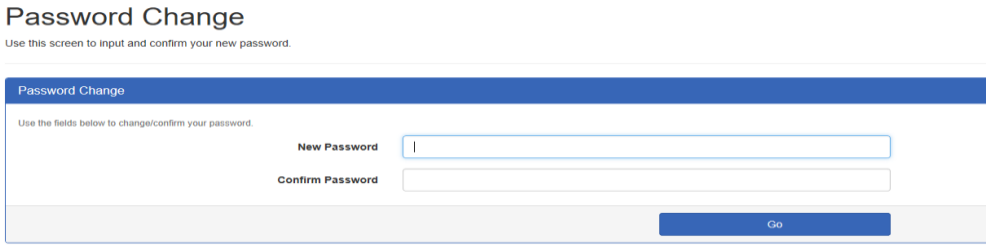
NOTE: If you have previously logged in to the Student Administration Portal to pay a course acceptance fee you will already have created your own password. If you have forgotten your password please e-mail **pinreset@mic.ul.ie** indicating your Student ID number in order to get your password reset.

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

Click ***Go***

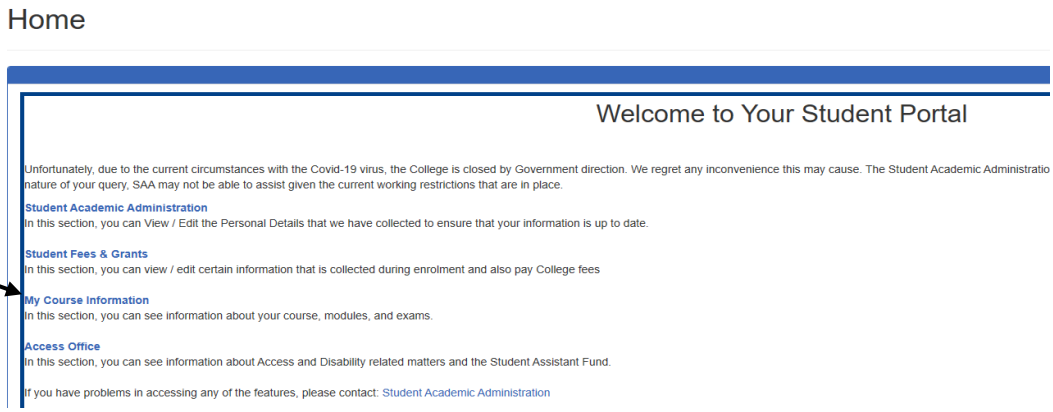


You will be prompted to create a new password. The new password must contain a minimum of 8 characters and must include uppercase and lowercase letters, a number,
and a symbol, e.g.! &, *



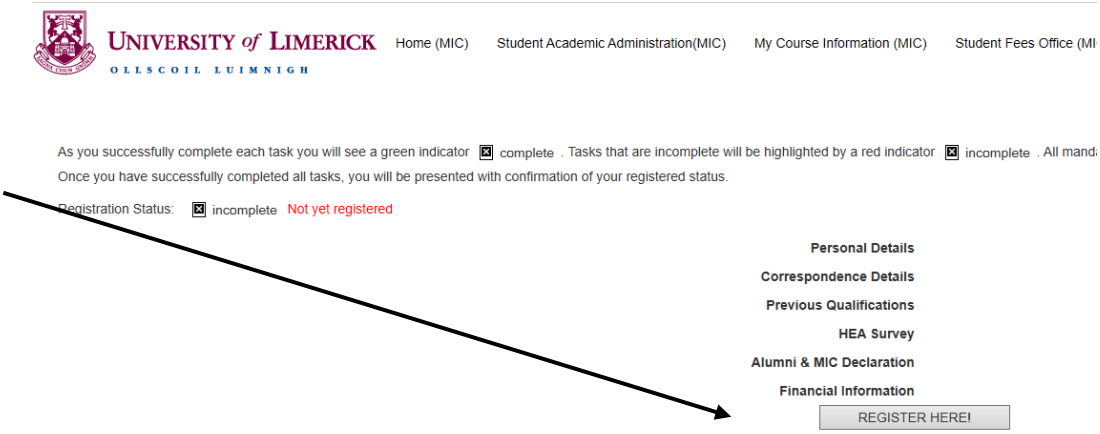
Once you have created a new password and entered your Date of Birth click ***Go*** to proceed.

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

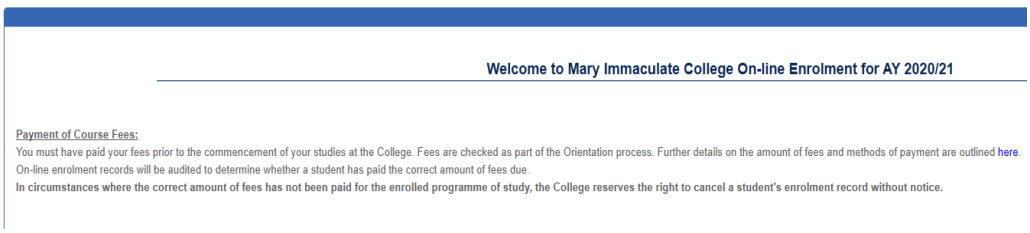


On the bottom left hand side of the **My Course Information** page click on the link ***Click here to Enrol***

On the next page that appears click on the **REGISTER HERE!** Button

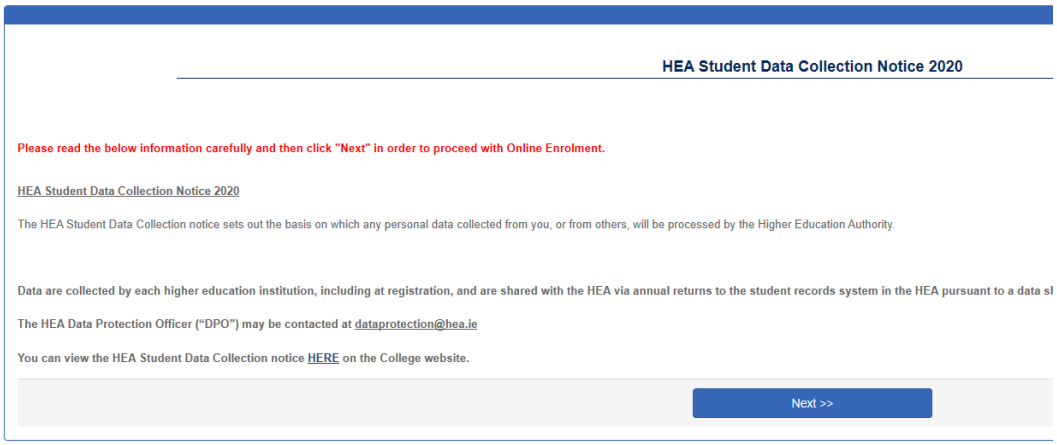


Please read the information on the **Welcome** page, then click ***Next>>*** to proceed



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.

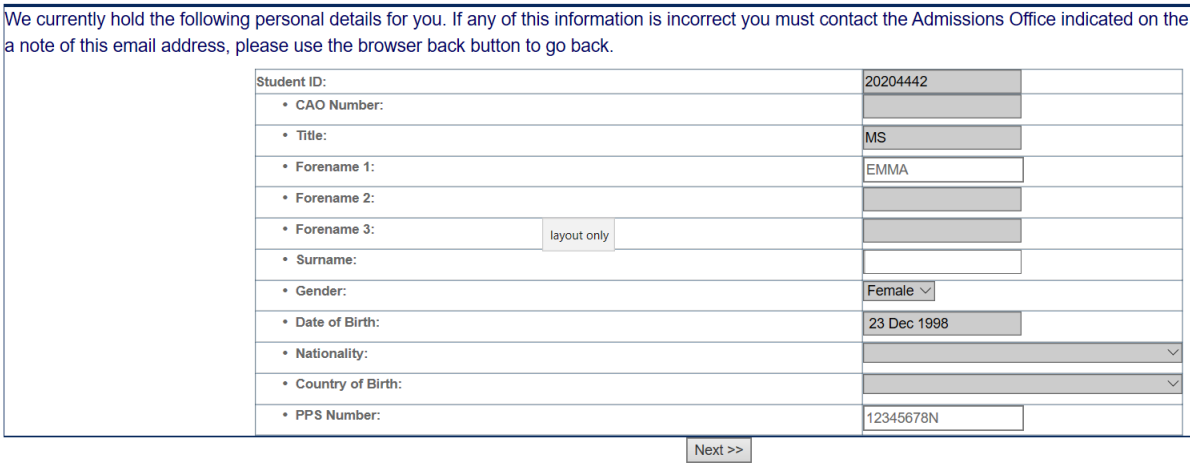
Click **Next>>** to proceed



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

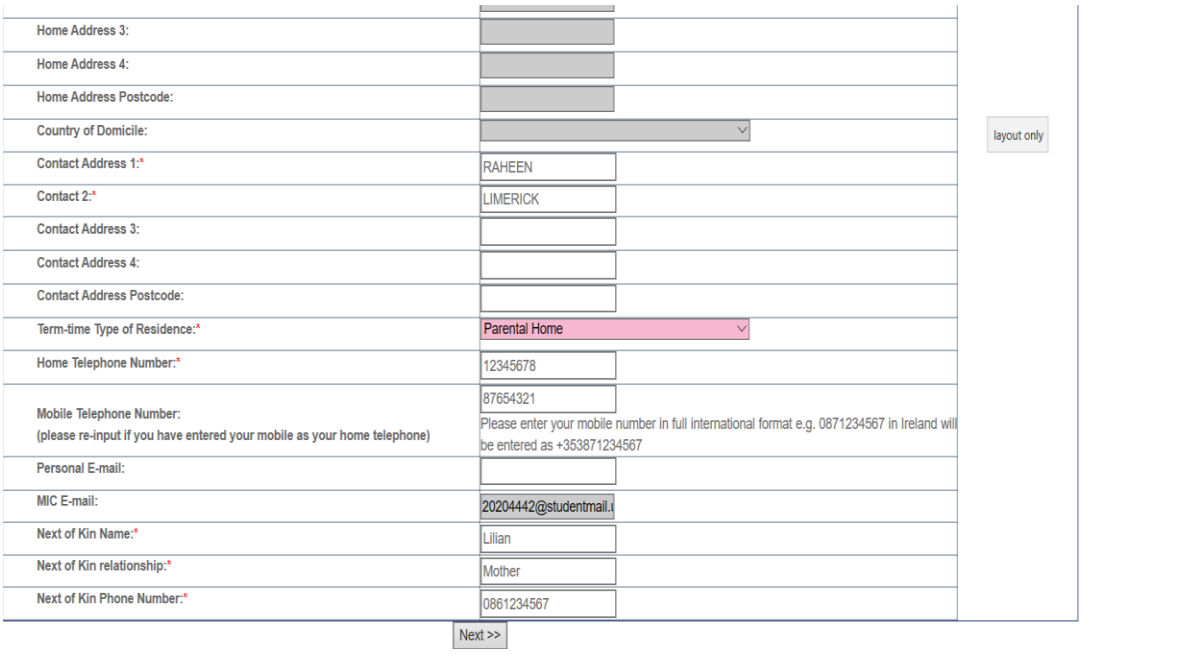


The next screen that appears lists the contact information that we are required to record.

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

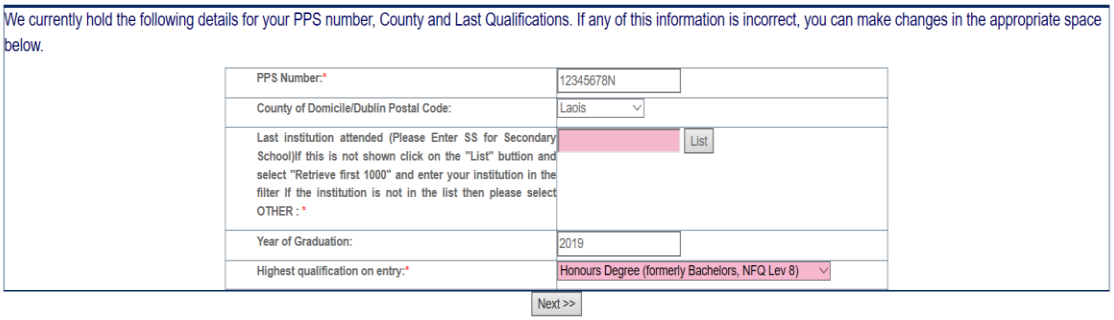
Enter your ***Next of Kin*** name and contact number in the fields provided. This information will only be used in case of an emergency.

Click ***Next>>*** to proceed



The next screen displays your

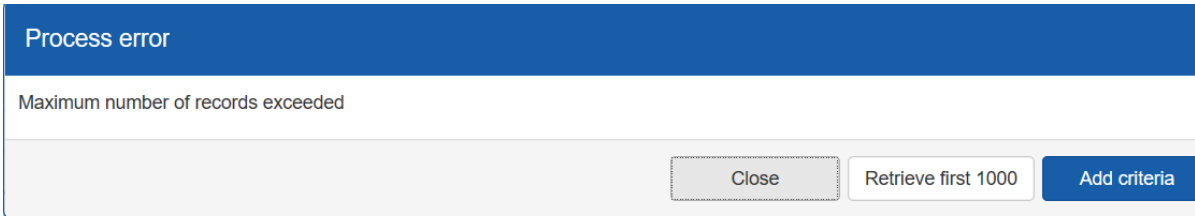
- PPS Number
- County of Domicile
- Last institution attended
- Year of Graduation
- Highest Qualification on entry



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

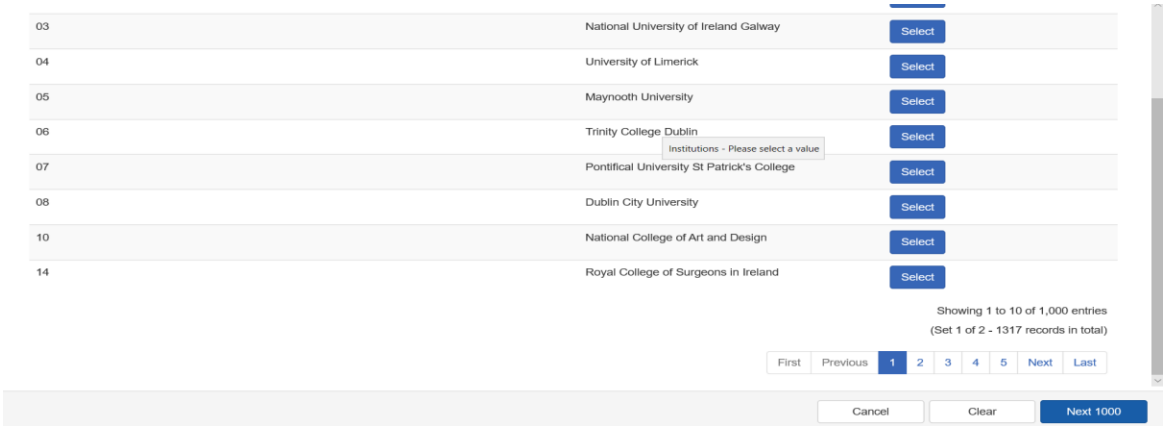
Note: If Ireland is not your country of domicile and you do not have a PPS number enter **N/A** in the ***PPS Number*** field.

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.

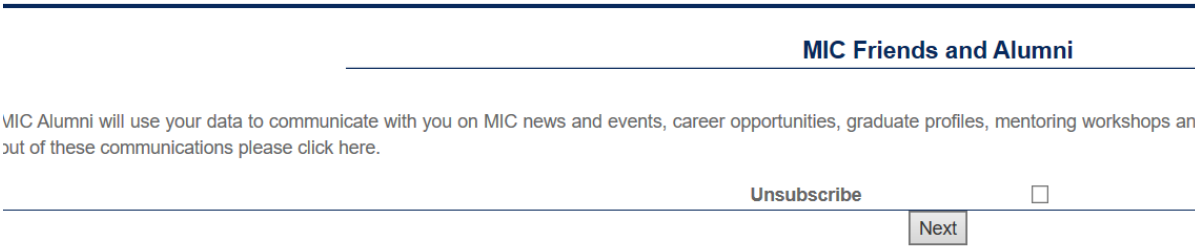
If the institution you attended is not listed click ***Cancel*** to close out of the Institution list, and enter ***OT*** for "Other" in the ***Last Institution Attended*** field.



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

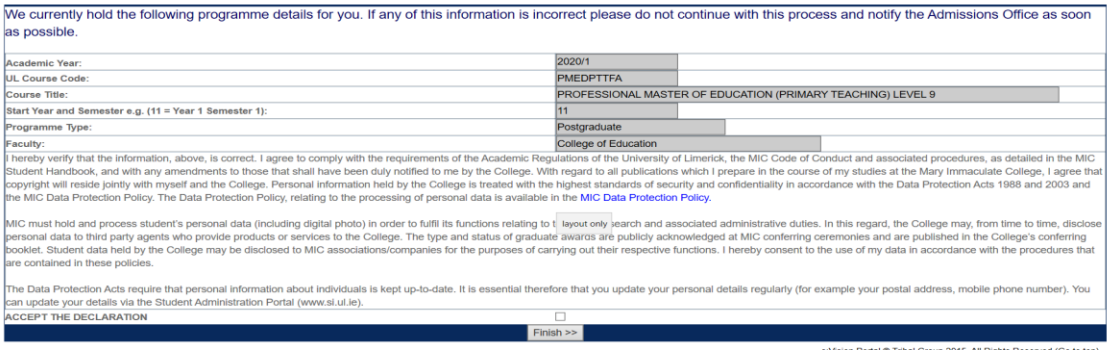
On the **MIC Friends and Alumni,** screen tick the ***Unsubscribe*** box if you do not want to be included in communications sent from MIC Alumni.

Click ***Next*** to proceed.



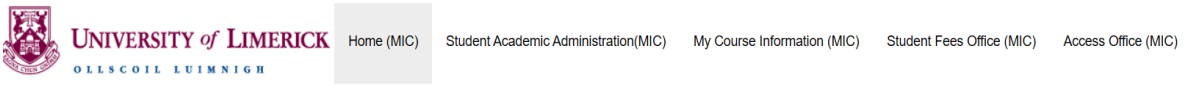
The final screen of Online Enrolment indicates your course details and prompts you to accept the declaration indicating your agreement to comply with the Academic Regulations of the University of Limerick, and the MIC Code of Conduct.

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.

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