

How to Register Online – Returning Students

- Student can register online by accessing [MyDetails](#).
- If you have not done so already you will need to [reset your password for MyDetails](#).
- You will need access to a computer with internet connection and a credit/debit card.
- Alternatively you can make a payment by bank transfer. Please see the next page for bank details.
- Registration must be completed at least 48 hours before your first class commences or you will not have access to your online classroom.
- There are certain courses exempt from the below process please see the [Returning Students section](#) for details on how to register.

Registration Step by Step

1. Reset your My Details password [here](#) if required.
2. Login to [MyDetails](#).
3. When prompted remember your username is x and your student number e.g. x19100000
4. When you are logged in you will see your name in the upper right corner of the screen.

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Updates

Below is all of your student updates (recent communications, online services requiring action, etc).

Please note if you have clicked into any of the services listed below at any time and exited out of it, you will see a status of "incomplete" this does not necessarily mean you have fees outstanding in the case of the "Pay Fees" service.

To see your examination results click the results tab to the left of this message.

12th August update: If you are using Confirm Place please be advised we can only currently accept payments from VISA cards. We are working to get this issue resolved for Mastercards and an update will be posted here as soon as it is available.

Please note from January 2021 the Pay Fees and other fees related services will be enabled with 3D Secure/SCA. This adds an extra layer of security in relation to fraud prevention. In order for you to complete a payment you will need to ensure your address is fully updated with City and Postcode fields filled out. To check or update your address, click on your name above and click the edit button beside your home address. You must fill out the fields marked with an asterix *.

Services

Apply Online	sost2	Pre-Registration Status - Domestic	3 Updates
Confirm Place	sost2	Incomplete	2 Updates

3 new John McParable Sign out

My Results Explained
Programme and Module Descriptor Information

5. Click on your name BEFORE proceeding to Confirm Place
6. Click on the edit button beside your home address and ensure all fields marked with an asterix are filled out.

Edit Address

Edit your address below. Fields marked with an asterisk are mandatory and are required to ensure any payments made online through NCI services are secure. Phone number fields must be filled out in the format 00353 or +353.

Home Address

* Country	Ireland
* Address Line 1	11 The Grove
Address Line 2	Grove Way
* Address Line 3	Swords
Address Line 4	Dublin
Address Line 5	
* Postcode	K12 W))
Phone	+35386000000
* Mobile	+35386000000
* Email	john.mcparablenci@google.com

[Cancel](#) [Save](#)

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7. Click Save.
8. Click on Courses and "Confirm Place"

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Profile

The information as displayed below reflects your personal details as held on the College's student information system. You may edit your home address here. You are only permitted to change other information (e.g. name, DOB or PPS Number) if you have been contacted directly by the College to update your information.

DO NOT EDIT YOUR NAME UNDER ANY CIRCUMSTANCES. Doing so will cause a disruption in your access to College services, and may result in issues registering you with your relevant awarding body.

Name	John McParable
Date of Birth	19-Dec-1988
ID Number	21134022

[Edit](#)

Address

3 new **John McParable** Sign out

- My Results Explained
- Programme and Module Descriptor Information

9. Follow the instructions on screen to proceed to the payment page.

Bank Transfer Details

Please ensure you place your student number as the transfer reference.

BANK NAME: Bank Of Ireland

ACCOUNT NAME: National College of Ireland

BANK ACCOUNT NUMBER: 17527802

SORT CODE: 90-01-72

BANK ADDRESS: Ranelagh, Dublin 6

SWIFT CODE: BOFIE2D

IBAN: IE38 BOFI 9001 9917527802

BIC CODE: BOFIE2D