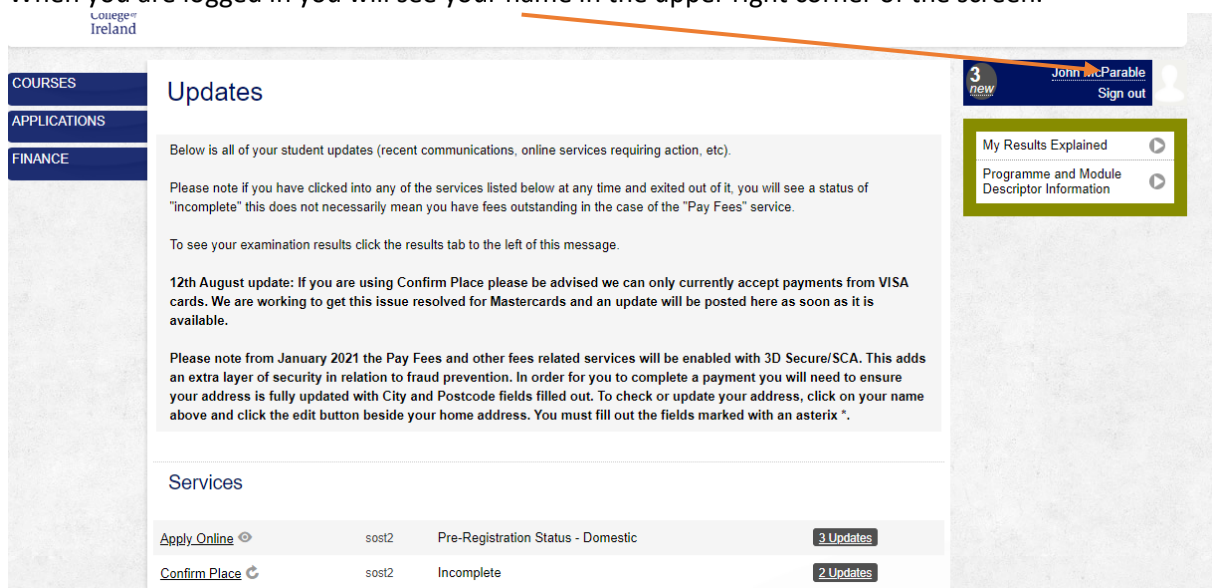


How to Register Online – Returning Students

- 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.
- Please note we cannot process mastercard payments at this time. If you wish to use a mastercard it is recommended that you log into MyDetails and access Confirm Place to check your minimum payment; you can then call 1850 221 721 (option 3) to make a payment over the phone.
- 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.



The screenshot shows the MyDetails website interface. On the left, there is a navigation menu with 'COURSES', 'APPLICATIONS', and 'FINANCE'. The main content area is titled 'Updates' and contains several paragraphs of text, including a note about the 12th August update regarding VISA payments and a note about 3D Secure/SCA payments starting in January 2021. Below the updates, there is a 'Services' section with a table:

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

On the right side of the screen, there is a user profile section for 'John McParable' with a 'Sign out' button. Below this, there are two expandable sections: 'My Results Explained' and 'Programme and Module Descriptor Information', both with play button icons. An orange arrow points from the text in step 4 to the user's name 'John McParable' in the top right corner.

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 asterisk 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](#)

[NCI Home Page](#) · [Contact Us](#) · [Privacy Policy](#) · © NCI 2014

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

National College of Ireland

COURSES
APPLICATIONS
FINANCE

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