Update MyDetails Password and Use Pay Fees Service

Step1: Update your MyDetails Password

1. Go to https://mydetailsreset.ncirl.ie/showLogin.cc
2. Enter x+student number e.g. x12345678
3. You will receive a verification code to the email address displayed on screen
4. Enter the characters you see in the picture and click continue
5. Enter the code you received via email and follow further instructions
6. Please note your new password will only be for MyDetails

Step2: Login to MyDetails

1. Go to https://sis.ncirl.ie/apex/f?p=1202:LOGIN::::::
2. Enter your username and password that you have just reset
3. In order to make a payment successfully you must check your address first. This is because online payments are now using 3DSecure.
4. To ensure your address is updated click your name in the upper right-hand corner of the screen
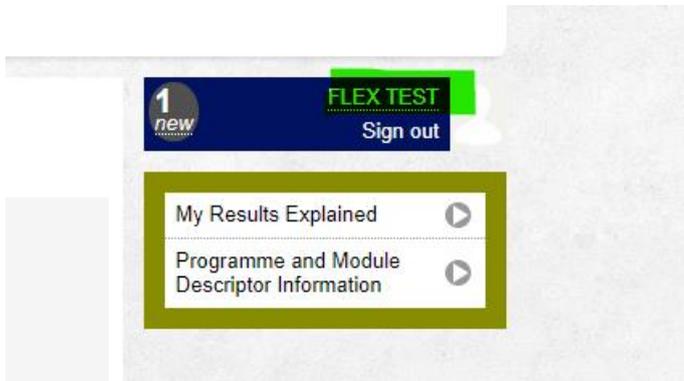
5. Click the edit button beside your home address and ensure all fields that have an asterix are filled out and click "Save"
6. You can then click "1 new" and then "Pay Fees" to proceed to making a payment