

Registering to a module online Level 8* & 9 (continuing students only)

Continuing students on level 8 and postgraduate programmes can now register online. This provides a quick and efficient way for students to ensure they are registered for their chosen modules in time for each semester.

Students who are already registered to a programme can register to any other module in that programme in this academic year. For example, if you are registered to a module on the Professional Diploma in Financial Services, with an exam in September 2017, you can register online for the remaining modules for the January 2018, May 2018 or September 2018 examinations.

Instructions on how to register online are detailed over the next few pages. Please contact info@iob.ie if you have any questions.

**Students of the Bachelor of Financial Services can register by completing the Bachelor of Financial Services Stage 2/3 Registration form. Form is available on the Bachelor of Financial Services programme webpage at www.iob.ie*

Note: students who are registering for the first time will need to apply and register by submitting relevant forms and documentation by email or by post to the Institute of Banking. This is required as each application needs to be checked to ensure students have met the entry requirements for the programme. If your employer is supporting your registration(s), you should refer to your employer's internal approval process and submit your form by the agreed process.

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Instructions for Online Registration

1. Log into My Institute using your membership number and password.
2. Click on Shopping cart

The screenshot shows the user interface for 'The Institute of Banking'. At the top left is the logo. To the right is the UCD logo with the text 'A recognised college of UCD'. Below the logo is a navigation bar with links: 'MY INSTITUTE', 'MY DETAILS', and 'SHOPPING CART' (which is circled in red). On the right side of the navigation bar, the user's name 'Qpiblep Kkjrl. a3' and 'UCD number - 90862635' are displayed, along with a 'LOG OUT' button. The main content area is divided into two sections. The left section is titled 'Welcome Qpiblep' and contains a list of user details: Member no. a3, Name Qpiblep Kkjrl, Email, Mobile Yyihgcoxscsp, Employer GDA Consulting, and IoB category Licentiate. There is an 'Update your details here' button. The right section is titled 'My Institute Guide' and contains the text 'Click the button below to access a short video guiding you through My Institute.' with a 'Click here' button. Below this is a 'Messages' section with a message: 'Your CPD Member renewal fee is now due.'

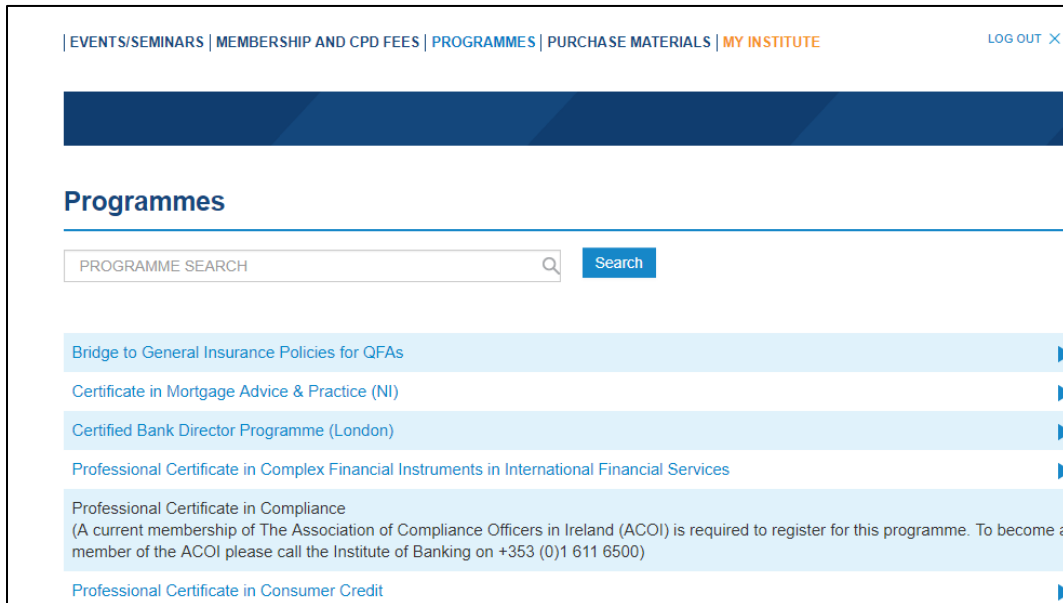
3. Scroll down on the page that appears and click on "Book a programme or module".

This screenshot shows the same user dashboard as the previous one, but scrolled down. The 'Messages' section now includes a 'Renew now' button. Below the messages is a section titled 'What would you like to do?' which contains three buttons: 'Book a programme or module' (circled in red), 'View all our upcoming Events and Seminars', and 'Pay your membership or CPD Fees'.

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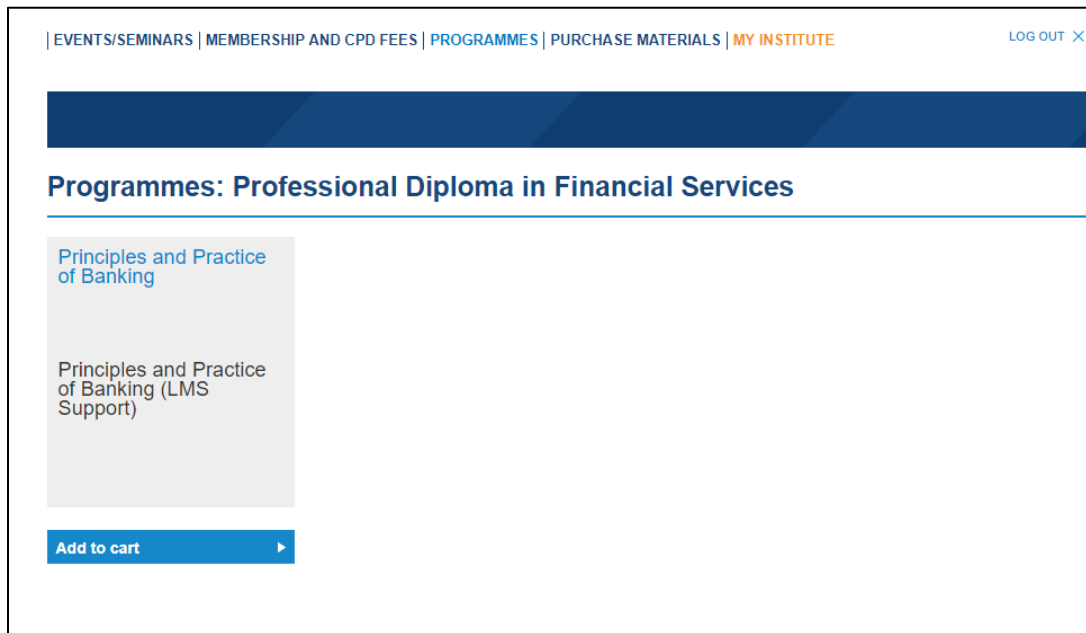
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You will then be brought to the following screen.



4. Now you can select the programme you are currently enrolled to by clicking on the programme name e.g. Professional Diploma in Financial Services.

Once you click on the programme, the following screen will appear



The previous screen will display the remaining modules you need to complete/register for to complete the programme. In this instance the principles and practice of banking module appears.

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5. Click on the “Add to cart” tab displayed in the previous screen.

This will bring you to the following screen.

The screenshot shows a web page for 'Principles and Practice of Banking'. At the top, there is a navigation bar with links: 'EVENTS/SEMINARS | MEMBERSHIP AND CPD FEES | PROGRAMMES | PURCHASE MATERIALS | MY INSTITUTE' and a 'LOG OUT X' button. Below the navigation bar is a dark blue header with the title 'Principles and Practice of Banking'. Underneath the title, there are two dropdown menus: 'Select exam sitting *' and 'Select Learning Mode *'. The 'Select exam sitting *' dropdown is currently set to '- Select -'. Below the dropdowns, there is a section titled 'Terms and Conditions' with a checkbox and text: 'I wish to register for the Examination(s) (at the venue) selected above. I have read and understood the terms and conditions for programme registration (as set out in the Prospectus, click here to view) with The Institute of Bankers in Ireland and I agree to be bound by those terms and conditions. I further confirm that I have read the contents of the data protection notice set out above and consent to the uses and disclosures of my personal data as set out therein'. Below this is a section titled 'Privacy' with a checkbox and text: 'I am participating in this programme in a private capacity (i.e. outside the course of my employment). Tick the box if applicable, noting that fees (where relevant), cannot be invoiced to your employer.'

6. You now need to select the relevant option from the dropdown lists for the following items:
 - exam sitting,
 - learning mode,
 - exam location,
 - lecture location.

You will also need to complete the terms and conditions section and privacy section. Please carefully read and complete these sections as appropriate.

Caution: If you pay by Company Invoice and select the private option above, completion of an award will not be communicated to your employer.

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Please see the below screen shot for an example of a completed screen.

The screenshot shows a registration form for the 'Principles and Practice of Banking' module. At the top, there is a navigation bar with links for 'EVENTS/SEMINARS', 'MEMBERSHIP AND CPD FEES', 'PROGRAMMES', 'PURCHASE MATERIALS', and 'MY INSTITUTE'. Below this is a dark blue header with the module title 'Principles and Practice of Banking'. The form contains four dropdown menus: 'Select exam sitting *' (02/09/2017 09:00), 'Select Learning Mode *' (LMS Support), 'Select Exam Location *' (Dublin), and 'Select Lecture Location' (Dublin). Below these are sections for 'Terms and Conditions' and 'Privacy'. The 'Terms and Conditions' section has a checked checkbox indicating agreement to the terms. The 'Privacy' section has an unchecked checkbox for private capacity participation. At the bottom, the total cost is listed as 'Total: €475' and there is a blue 'Add to cart' button with a right-pointing arrow.

7. Next, click on “add to cart”. The following screen should then appear.

The screenshot shows the 'Programmes' page after an item has been added to the cart. At the top, there is a notification box with an orange border containing the text: 'Programme 'Principles and Practice of Banking LMS Support 2016/2017 Exam date:02/09/2017. 'added to Cart'. To the right of this text is a blue 'Proceed to Checkout' button with a right-pointing arrow. In the top right corner of the notification box is a 'LOG OUT' link with a close icon. Below the notification box is the same navigation bar as in the previous screenshot. The main content area has a dark blue header with the title 'Programmes'. Below this is a search bar with the placeholder text 'PROGRAMME SEARCH' and a magnifying glass icon, followed by a blue 'Search' button. At the bottom, there is a list of programmes with blue arrows pointing to the right, including 'Bridge to General Insurance Policies for QFAs' and 'Certificate in Mortgage Advice & Practice (NI)'.

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Purchasing more than one module

If you do not need to purchase more than one module, you can skip to Step 8 or 9 as required).

If you want to register for more than one module for the programme you are currently enrolled to, you can do so from the above screen by selecting the relevant programme again. When you are on the above screen, you can scroll down to see a full list of programmes available. You will then need to complete steps 4 -7 again.

8. Textbooks (If you do not need to purchase a textbook, skip to Step 9).

Textbooks need to be purchased for the following modules **only**:

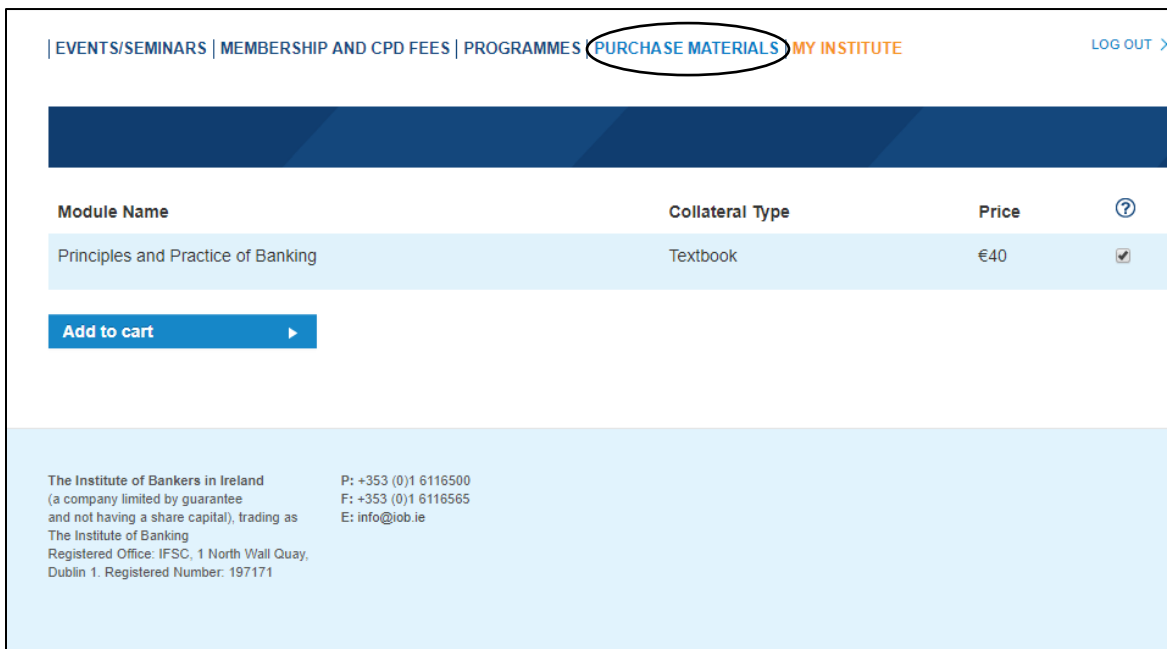
- Business management module,
- Wealth Management module,
- Principles and Practice of Banking module.

If you need to purchase a textbook for your module, then you need to complete the following steps.

If you do not need to purchase a textbook, you can skip to Step 9.

Click on “purchase material”.

Then select the textbook you wish to purchase by clicking on the relevant tick box as displayed below.



The screenshot shows a navigation bar with links: EVENTS/SEMINARS | MEMBERSHIP AND CPD FEES | PROGRAMMES | PURCHASE MATERIALS (circled) | MY INSTITUTE | LOG OUT X. Below the navigation bar is a table with the following content:

Module Name	Collateral Type	Price	
Principles and Practice of Banking	Textbook	€40	<input checked="" type="checkbox"/>

Below the table is an "Add to cart" button with a right-pointing arrow. At the bottom of the page, there is contact information for The Institute of Bankers in Ireland:

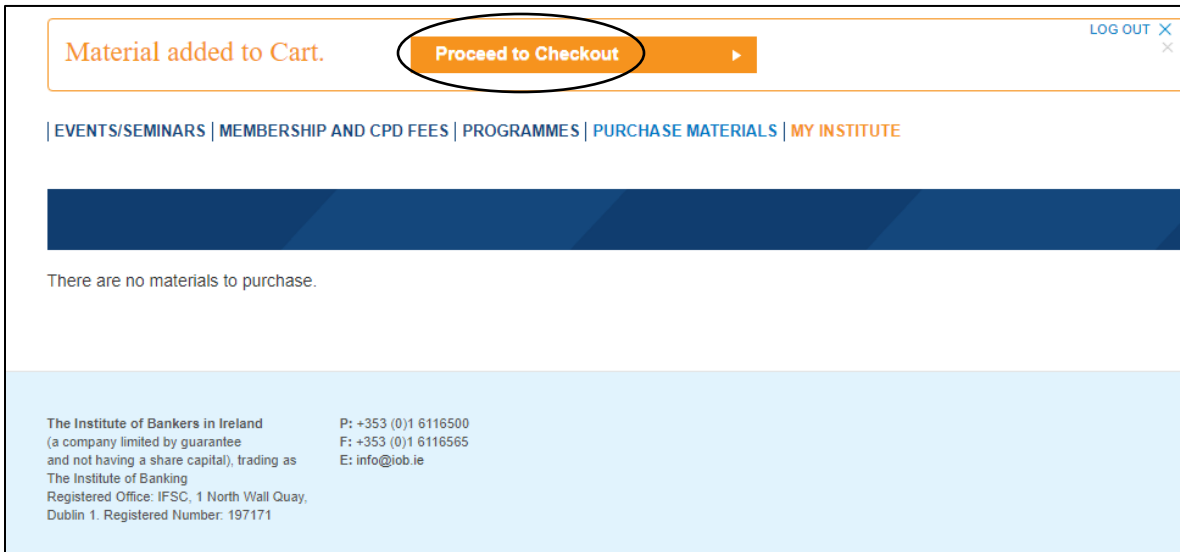
The Institute of Bankers in Ireland
(a company limited by guarantee and not having a share capital), trading as
The Institute of Banking
Registered Office: IFSC, 1 North Wall Quay,
Dublin 1. Registered Number: 197171

P: +353 (0)1 6116500
F: +353 (0)1 6116565
E: info@iob.ie

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When you have chosen your textbook, then click on “add to cart”. The following screen will then appear.



N.B. It can take up to 5-10 working days for textbooks to be delivered

9. Once you have selected all you chosen modules (and textbook if required), you are now ready to proceed to the checkout and purchase your items.

Click on “proceed to checkout”.

The following screen shots display the information that will need to be completed in the next screen. Please ensure to fully complete all relevant fields.

Step 1 > 2 > 3 LOG OUT X

Check Your Personal Details

UCD Data

Place of Birth *

Have you previously attended UCD? No Yes

Please Verify Your Details

Personal

Membership No.	a3
Surname	Kkjrl

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Please Verify Your Details

Personal

Membership No.	a3
Surname	Kkjrl
Name Before Marriage	
First Name	Qplblep
Date of Birth	01-01-1970
Mother's Maiden Name *	<input type="text"/>
Title	Mr
Institution Title	LIB APA

Contact

Mobile phone number *	<input type="radio"/> Ireland <input type="radio"/> UK and Northern Ireland <input type="radio"/> Other
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Contact

Mobile phone number *	<input type="radio"/> Ireland <input type="radio"/> UK and Northern Ireland <input checked="" type="radio"/> Other
	<input type="text"/>
Email Address *	<input type="text"/>
Work Number	<input type="text"/>

Work

Employer *	<input type="text" value="Other"/>
Employer name *	<input type="text"/>
Department	<input type="text"/>
Staff Number	<input type="text"/>
Address *	<input type="text"/>

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The screenshot shows a registration form with the following fields and options:

- Address:** Three text input fields.
- Country:** A dropdown menu with "Ireland" selected.
- County:** A dropdown menu with "DUBLIN" selected.
- Postcode:** A dropdown menu with "Dublin 4" selected.
- Delivery Address?:** A dropdown menu with "Work" selected.
- Pay future Fees by Direct Debit?:** Radio buttons for "Yes" and "No".
- Buttons:** Two blue buttons at the bottom: "Buy More Items" and "Continue", both with right-pointing arrows.

10. Once all the above details have been fully completed, then click on “Continue”.
- If you wish to buy more items, you can click on the “buy more items” button noted in the above screen. The “buy more items” button can also be used to register for more modules for the programme you are currently enrolled to for example. If you wish to register for more than one module by using the “buy more items” tab, please noted that you will need to complete the steps noted in this document again i.e. from step 3 onwards.

11. After you click on “continue” from step 10 above, you can now select the relevant payment option i.e. debit/credit card or company invoice if your employer is supporting your programme/module registrations.

Please refer to your employer internal approval process if your employer is covering the fees. You must have the relevant approval in place (as per your employer’s processes) to select company invoice.

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Click on “pay now”.

Step 1 > 2 > 3

Review Your Order

Product Name [?]	Exam Venue [?]	Lecture Venue [?]	Payment Method [?]	Price [?]	Remove Item
Principles and Practice of Banking (LMS Support) Exam date: 02-SEP-17	Dublin	Dublin	Debit/Credit Card ▼	€475	-
Principles and Practice of Banking Textbook	-	-	Debit/Credit Card ▼	€40	-

Total: €515

Buy More Items ▶

Pay Now ▶

If you have any queries or experience any difficulties in completing the above steps, please contact customer service at info@iob.ie or on 01 6116500.