

Registering to a module online

Level 7

Notes:

- Students are strongly advised to register before the semester start date, regardless of the closing date.
- Refer to the prospectus for the level of a programme.
- A full list of the individual closing dates and the method for registration for each programme is outlined at www.iob.ie/studentinformation.

Registering online - this provides a quick and efficient way for students to ensure they are registered for their chosen modules in time for each semester. Review the following pages to confirm if your chosen programme is available online for registering.

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

Note: If your employer is supporting your registration(s), you should refer to your employer's internal approval process and submit your registration by the agreed process.

The entry requirements for your chosen programme should be reviewed before submitting your registration/application for the programme. The entry requirements for each programme are set out under each programme webpage at www.iob.ie and are also available within the IoB prospectus.

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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 for 'MY INSTITUTE', 'MY DETAILS', and 'SHOPPING CART'. The 'SHOPPING CART' link 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 loB category Licentiate. There is a blue button labeled 'Update your details here'. 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 these sections 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 blue button labeled 'Renew now'. Below the messages is a section titled 'What would you like to do?' which contains three buttons: 'Book a programme or module', 'View all our upcoming Events and Seminars', and 'Pay your membership or CPD Fees'. The 'Book a programme or module' button is circled in red.

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You will then be brought to the following screen.

The screenshot shows the 'Programmes' page. At the top, there is a navigation bar with links: 'EVENTS/SEMINARS', 'MEMBERSHIP AND CPD FEES', 'PROGRAMMES', 'PURCHASE MATERIALS', and 'MY INSTITUTE'. A 'LOG OUT X' link is also present. Below the navigation bar is a dark blue header. The main content area is titled 'Programmes' and features a search bar with the placeholder text 'PROGRAMME SEARCH' and a 'Search' button. Below the search bar, there is a list of programmes, each with a right-pointing arrow: 'Bridge to General Insurance Policies for QFAs', 'Certificate in Mortgage Advice & Practice (NI)', 'Certified Bank Director Programme (London)', 'Professional Certificate in Complex Financial Instruments in International Financial Services', 'Professional Certificate in Compliance (A current membership of The Association of Compliance Officers in Ireland (ACOI) is required to register for this programme. To become a member of the ACOI please call the Institute of Banking on +353 (0)1 611 6500)', and 'Professional Certificate in Consumer Credit'.

4. Now you can select your chosen programme of study by clicking on the programme name e.g. Professional Certificate in the Principles of Lean Operations in Financial Services.

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

The screenshot shows the 'Programmes: Professional Certificate in the Principles of Lean Operations in Financial Services' page. At the top, there is a navigation bar with links: 'EVENTS/SEMINARS', 'MEMBERSHIP AND CPD FEES', 'PROGRAMMES', 'PURCHASE MATERIALS', and 'MY INSTITUTE'. A 'LOG OUT X' link is also present. Below the navigation bar is a dark blue header. The main content area is titled 'Programmes: Professional Certificate in the Principles of Lean Operations in Financial Services'. Below the title, there are two product cards. The first card is titled 'Implementing Lean Principles and Practice' and has a description 'Implementing Lean Principles and Practice (Seminar Support)'. The second card is titled 'Lean Principles and Practice FIN1077B' and has a description 'Lean Principles and Practice FIN1077B (LMS Support)'. Below each card is a blue 'Add to cart' button with a right-pointing arrow.

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The previous screen will display the remaining modules you need to complete/register for to complete the programme. In this instance both modules for this programme are appearing, as both of these modules need to be completed as part of the Professional Certificate in the Principles of Lean Operations in Financial Services

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 registration page for the module 'Lean Principles and Practice FIN1077B'. At the top, there is a navigation bar with links: 'EVENTS/SEMINARS', 'MEMBERSHIP AND CPD FEES', 'PROGRAMMES', 'PURCHASE MATERIALS', and 'MY INSTITUTE'. A 'LOG OUT X' link is also present. Below the navigation bar is a dark blue header with the module title 'Lean Principles and Practice FIN1077B'. Underneath, there are two dropdown menus: 'Select exam sitting *' and 'Select Learning Mode *', both currently set to '- Select -'. Below these are two sections: 'Terms and Conditions' and 'Privacy'. The 'Terms and Conditions' section has a checkbox that is currently unchecked, with the 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'. The 'Privacy' section has a checkbox that is also unchecked, with the 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.' At the bottom left, it says 'Total: €0'.

6. You now need to select the relevant option from the dropdown lists for the following items:
 - exam sitting,
 - learning mode,
 - exam location (you may be prompted to select an option here if required),
 - lecture location (you may be prompted to select an option here if required).

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 module 'Lean Principles and Practice FIN1077B'. 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' link. Below the navigation bar is a dark blue header with the module title 'Lean Principles and Practice FIN1077B'. The form contains three dropdown menus: 'Select exam sitting *' with the value '31/05/2018 09:00', 'Select Learning Mode *' with the value 'LMS Support', and 'Select Lecture Location *' with the value 'Dublin'. Below these are sections for 'Terms and Conditions' and 'Privacy'. The 'Terms and Conditions' section has a checked checkbox with the 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'. The 'Privacy' section has an unchecked checkbox with the 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.' At the bottom left, it says 'Total: €510'.

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

The screenshot shows a confirmation message at the top: 'Programme ' Lean Principles and Practice FIN1077B LMS Support 2017/2018 Exam date:31/05/2018. 'added to Cart'. To the right of the message is a 'Proceed to Checkout' button with a right-pointing arrow. Below the message is the same navigation bar as in the previous screenshot. Below the navigation bar is a dark blue header with the title 'Programmes'. Underneath is a search bar with the text 'PROGRAMME SEARCH' and a magnifying glass icon, followed by a blue 'Search' button. Below the search bar are three program listings, each with a right-pointing arrow: 'Bridge to General Insurance Policies for QFAs (There are prerequisite awards or designations or modules for this course)', 'Certificate in Mortgage Advice & Practice (NI)', and 'Certified Bank Director Programme (London)'.

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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. Once you have selected all you chosen modules, 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.

The screenshot shows a web form with the following elements:

- Top right: [LOG OUT X](#)
- Breadcrumbs: **Step 1 > 2 > 3**
- Section Header: **Check Your Personal Details**
- Section Header: **UCD Data**
- Form Fields:
 - Place of Birth * (dropdown menu with "Select" option)
 - Have you previously attended UCD? (radio buttons for "No" and "Yes", with "No" selected)
- Section Header: **Please Verify Your Details**
- Section Header: **Personal**
- Form Fields:
 - Membership No. (text input with value "a3")
 - Surname (text input with value "Kkjrl")

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Please Verify Your Details

Personal

Membership No.	a3
Surname	Kkjrl
Name Before Marriage	
First Name	Qpiblep
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
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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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Home

Address

Country

County

Postcode

Delivery Address?

Pay future Fees by Direct Debit? Yes No

[Buy More Items](#) ▶

[Continue](#) ▶

9. 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.

Please note that as per UCD policy, students can only enroll to one programme at a time.

10. After you click on “continue”, 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”.

[LOG OUT X](#)

Step 1 > 2 > 3

Review Your Order

Product Name	Exam Venue	Lecture Venue	Payment Method	Price	Remove Item
Lean Principles and Practice FIN1077B (LMS Support) Exam date: 31-MAY-18	-	-	Debit/Credit Card	€510	-

Total: €510

[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.