

ECDL Candidate Self-Registration Guidelines

All ECDL candidates must register with ICS Skills prior to beginning the ECDL program. Please read the following guidelines carefully before completing self-registration:

- Self-registration must be completed ONCE only.
- Please provide your NUIM e-mail address only.
- Please keep your details private and confidential.
- The e-mail address and password which you provide during self-registration will be the login details which you will require to access the online learning and test systems
- It is not possible to sit an ECDL exam prior to purchasing a skills card and completing self-registration.
- Please allow at least three working days for your registration to be processed.

Open a web-browser and navigate to the Maynooth University ECDL Portal and select the Self-Registration link.

ics-skills.net

Welcome: ICS SKILLS Candidate Registration

Your ICS SKILLS Test Centre
You are about to register for the following centre.
Computer Centre, National University of Ireland,
South Campus
MAYNOOTH
Co. Kildare

Your ICS SKILLS Certification Programme
Which programme do you want? Please select one.
ICS SKILLS Programme [ICD Core]

Yes, The above details correct
Click the Start button below to move to Step 1.

No, There is a problem.
Ask your instructor for help.

Start

1.

Select New ECDL and click **Next**.

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Step 1: Your Name

1. Select your title
Want a title before your name? Choose one from the list below.
Title [Mr.]

2. What's your First Name?
John perhaps? Or Patrick John? Or is it Anne or Annemarie?
First Name(s) [John]

3. Enter your Middle initial
Your middle initial will help us find your details more quickly.
Middle Initial []

4. What's your Surname?
Finally, please enter your Surname below.
Surname [Bloggs]

Next

2.

Enter the relevant personal details and click **Next**.

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Step 1 (continued): Confirm your Name

Please check your Title, First Name and Surname
Have you entered your details correctly?
Mr. Joe Bloggs

Yes, I'm happy with my details.
Click the Next button below to move to Step 2.

Oops, I made a mistake, I want to try again.
Click the Back button below to re-enter your details.

Back Next

3.

Confirm the spelling of your name - whatever way you have entered your name here will be how it will appear on your ECDL Award. Once you are satisfied with the spelling, click **Next** to continue.

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Step 2: Contact Details

1. Where do you live?
Type your address below and select your County or Dublin Post Code.
Address * []
County/Dublin Post Code * []

2. What's your number?
If you want to provide us with your phone number enter it below.
Area Code/Mobile Prefix [] Number []

Next

4.

Enter your contact details, and if you wish, a contact number. Then click **Next** to continue. Confirm the accuracy of your details in the next window and click **Next**.

5.

If you wish, enter the relevant details as to gender and date of birth. Click **Next** to continue.

6.

Confirm the details you have entered and click **Next** to continue.

7.

Enter your NUIM e-mail address and click **Next**.

8.

Once you are happy with the details presented click **Next** to continue.

9.

Enter a password (between 6-10 characters) and then again to confirm. Select and answer your security questions and click **Next** and your username and password will then be displayed. Click **Submit** and Candidate Self-Registration will then be complete.

Please ensure to purchase a skills card also as your registration will not be processed unless you have purchased a skills card.