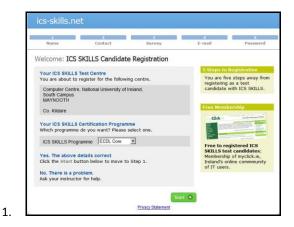# ECDL Candidate Self-Registration Guidelines

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.

1.

Select New ECDL and click **Next.**

2.

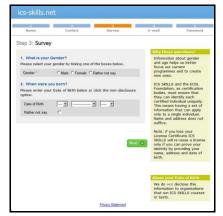Enter the relevant personal details and click **Next**.

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.

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.

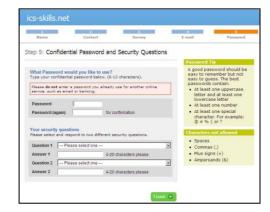Confirm the details you have entered and click **Next** to continue.

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.