



**Maynooth
University**

National University
of Ireland Maynooth

Online Registration Guide

Applicable:
First year
programmes,
NO subject choice

(September 2016)



How to Register for your Programme/Qualification

1. Go online to Maynooth University website

2. Click For Current Students

3. Click Student Web

The image shows a sequence of two browser screenshots illustrating the steps to access the Student Web. The first screenshot shows the main Maynooth University website with a navigation menu. The second screenshot shows the 'For Current Students' page with a grid of service links. Red arrows indicate the path from the main site to the 'For Current Students' page and then to the 'Student Web' link.

Maynooth University
National University of Ireland Maynooth

Search

Research | Study at Maynooth | Campus Life | Engage with Us

For Current Students | Moodle X

ent-students

About Us Departments A-Z Index People Finder News & Events Location Contact For Staff For Alumni **For Current Students**

Search

Research | Study at Maynooth | Campus Life | Engage with Us

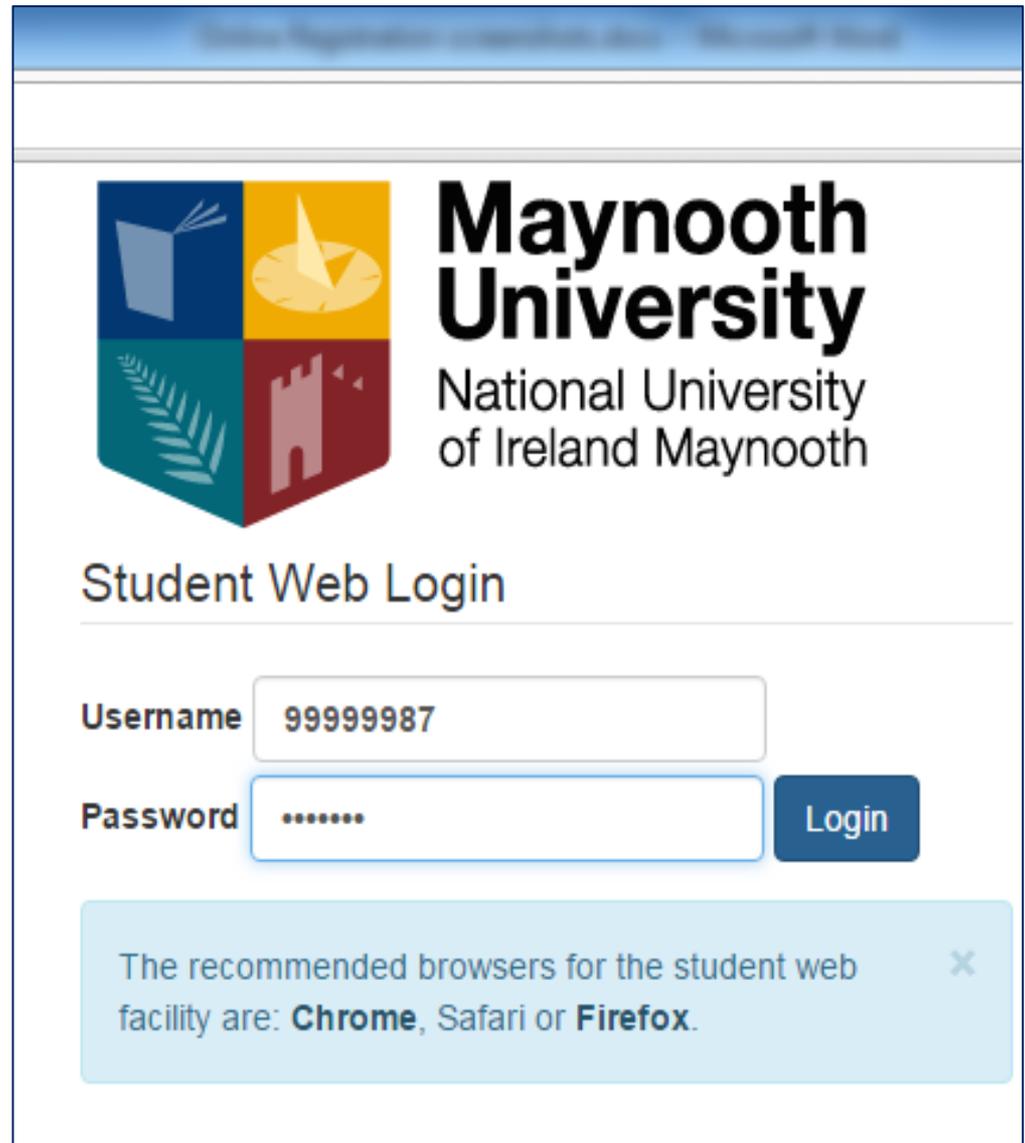
For Current Students

Home / For Current Students

Webmail	Moodle	Timetable	Student Web	Students' Union	Term Calendar
Course Finder	People Finder	Parking	Library	Clubs & Societies	Campus Map

1. Input your **Username** and **Password**
(in email from Student Records Office)

2. Click **Login**



Maynooth University
National University
of Ireland Maynooth

Student Web Login

Username

Password

The recommended browsers for the student web facility are: **Chrome**, Safari or **Firefox**.

Maynooth University

ITS iEnabler

Welcome TEST TEST STUDENT 2017-9 to the ITS iEnabler system for Students.
Navigate through the menu pane on the left and click the required option in order to proceed.

Student iEnabler

- Disability Supports
- Equal Access:
- On-Line Registration
- Registration Amendments
- First yr Subject Registration
- Student Enquiry
- Update Address/Phone Details
- Fees & Grants Menu

Logout

powered by ITS INTEGRATOR

Equal Access Survey

On-Line Registration

Registration Amendments

Register First year Subjects

Student Enquiry

Information on Your Registration with the Disability Office. *This section will be updated*

1st Year Undergrads Full Time Only

Use this Option to Register On-Line

Use this Option to Amend Subject/Module Registration

Use this Option to Add Subject/Module to First year Registration

Use this Option to View Registration Details and Examination Results

Update Address/Phone Details

Use this Option to View Fees and Grants on-line facilities.

Student iEnabler

- Disability Supports
- Equal Access:
- On-Line Registration
 - Commence Registration Process
 - Registration Process Status
 - Confirmation of Registration Report
- Registration Amendments
- First yr Subject Registration
- Student Enquiry
- Update Address/Phone Details
- Fees & Grants Menu

Logout

powered by ITS INTEGRATOR

1. Please read Maynooth University Student Registration Rules and Regulations

Maynooth University

Maynooth University Student Registration

By using this registration system, you acknowledge that you understand and agree to the University's regulations. These regulations are available for you to read and download at <https://www.maynoothuniversity.ie/university-policies/academic-policies-procedures>

In particular you agree that:

Provision of true information: Any information you provide at registration must be true and accurate. The University reserves the right to revoke your registration at any time if you have provided information that is materially inaccurate, falsified or misleading.

Discipline and behaviour: As a Maynooth University student, you are subject to the disciplinary regulations of the University. The University reserves the right to suspend a student for a period, or to expel a student permanently. This may be done in cases of inappropriate behaviour or where the University finds that the student is not fit for the programme of study. The University may also decide not to make an award in cases where the student breaches academic regulations, or where the course fees are not paid in full. In cases of academic malpractice, the University may retrospectively withdraw an award which has been conferred. The President or the Vice President Academic may also approve suspension of a student outside of the normal disciplinary process where it is believed that this is appropriate to protect either the student or the University.

Registration: You must register at the beginning of each year for every year of your course. You must also register if taking a year abroad on Erasmus or a year on work placement. You will be notified of registration dates by email to your Maynooth University email account. Failure to register by the appointed date will incur a late registration penalty of €100.

Fees: Your registration is provisional until your fees are paid. If your fees are not in order you may be subject to a monthly fine (currently €100.00) while fees are in arrears. Failure to pay fees may also result in the withdrawal of University facilities. If your fees are not paid, you will not be allowed to receive examination results, progress to the next academic term or graduate. The University retains the right to transfer the responsibility of unpaid balances and associated costs to third party collection agencies. Further information can be found on the Fees and Grants Office website, <https://www.maynoothuniversity.ie/student-fees-grants>

Deferral or Withdrawal: If you wish to defer a year of your studies, or withdraw from your programme, you must notify the Student Records Office and return your student card.

Refer to the Student Records Office website for all details on Amendments, Deferring, Withdrawing, and for obtaining transcripts, letters and forms, <https://www.maynoothuniversity.ie/records>

Criminal convictions and Garda Vetting: If you have been convicted of a crime you may be obliged to disclose that to the University. Having a criminal conviction will not necessarily prevent you from enrolling at the University.

[\[Contact Us\]](#) | [\[About Us\]](#) | [\[Disclaimer\]](#) | [\[Terms & Conditions\]](#) | [\[Privacy & Security Statement\]](#)

2. Click 'I Accept'

Process Trail: [Qualification](#) > Qualification

Qualification Selection

Student Number: 99999987

Name: MS TEST TEST STUDENT

Note: Click on the Radio Button beside the Qualification you wish to select for Registration. Select a Pathway if available and Click the Continue Button.

Academic Year	Description	Qualification	Study Period	Minimum Reg. Credits	Maximum Reg. Credits
<input type="radio"/> 2017	BA ANTHROPOLOGY	ANT	FIRST YEAR	60	60
<input type="radio"/> 2017	BA MATHEMATICS	ARTMA	FIRST YEAR	60	60
<input type="radio"/> 2017	BACHELOR OF ARTS	ARTS	FIRST YEAR	60	60
<input checked="" type="radio"/> 2017	BBS BUSINESS & MANAGEMENT	BUS	FIRST YEAR	60	60

Please choose one of the following Pathways:

 SINGLE MAJOR PATHWAY

SINGLE MAJOR PATHWAY: Specialised study in one Subject.

SF60 - 60 CREDIT SUBJECT :

You can select up to 1 subject(s) of this type
BUSINESS & MANAGEMENT

MN1MSM

<input type="radio"/> 2017	BA IN CLASSICS	CLSH	FIRST YEAR	60	60
<input type="radio"/> 2017	BA ENGLISH	ENGL	FIRST YEAR	60	60
<input type="radio"/> 2017	BA HISTORY	HIS	FIRST YEAR	60	60
<input type="radio"/> 2017	BA INTERNATIONAL DEVELOPMENT	IDEV	FIRST YEAR	60	60
<input type="radio"/> 2017	BA POLITICS	POL	FIRST YEAR	60	60
<input type="radio"/> 2017	BA PHILOSOPHY,POLITICS & ECONOMICS	PPE	FIRST YEAR	60	60

Continue

1. Select Qualification you wish to register for,
e.g. **BBS Business & Management (BUS)**

2. Click **Continue**

[Contact Us](#) | [About Us](#) | [Disclaimer](#) | [Terms & Conditions](#) | [Privacy & Security Statement](#)

Maynooth University Thursday, 1st September 2016

Process Trail: [Qualification](#) >> [Details](#) >>

Review and Accept Subject and Module Selection

Student Number: 99999987
Name: MS TEST TEST STUDENT

Academic Year	2017
Qualification	BUS - BBS BUSINESS & MANAGEMENT
Mode of Study	FT - FULL TIME
Academic Period	1 - SEPTEMBER TO JUNE
Period of Study	1 - FIRST YEAR
Pathway	QSM - SINGLE MAJOR PATHWAY

Academic Credits	
Previous Academic Years	This Academic Year
0	0
Total for This Year	
0	

Required Registration Credits	
Minimum	Maximum
60	60

Note: First Year Students will only register for your Qualification at this point. Subject Registration takes place later.

If you are satisfied with the programme/qualification you have selected

Click **Accept Registration**

If you not happy with your selection, you also have the option of clicking 'Restart Process'

Now you must confirm your Communication details

Maynooth University

Commence Registration Process

Student Number: 99999987
Name: MX TEST TEST STUDENT 2017-9

Note: If your communication details have changed, enter the new details in the line provided next to the current communication details. Lines marked with * must be supplied. Remember to save the changes the next process.

Current Details	New Details
Home Telephone Number	Update / Enter Details Here <input type="text"/> *
Mobile Telephone Number	Update / Enter Details Here <input type="text"/> *
Emergency Contact Name & Phone	Update / Enter Details Here <input type="text"/> *
Personal Email	Update / Enter Details Here <input type="text"/> *

Note

- The University must have up-to-date telephone details for all students
- An Emergency Contact Name & Phone required for every registered student

[Proceed](#)

[Contact Us](#) | [About Us](#) | [Disclaimer](#) | [Terms & Conditions](#) | [Privacy & Security Statement](#)

1. Update communication details as necessary

2. Click **Save** for each section

3. Click **Proceed**

The University is obliged to record confidential statistical data on every registered student

1. Update each box as necessary
2. Click **Proceed**

Maynooth University

Commence Registration Process

Student Number: 99999987
Name: MX TEST TEST STUDENT 2017-9

Note: Click on the drop down arrow in each box below to complete all Statistical Requirements for Registration. All fields are mandatory.

Indicate where you live during term time: Parental Home

Indicate your Highest Qualification achieved to date: Leaving Certificate

Indicate your Last Awarding Institution Attended: SECONDARY SCHOOL

Indicate your Religion if any: CATHOLIC

Proceed

Payment of Fees

Maynooth University

Commence Registration Process

Student Number: 99999987
Name: MX TEST TEST STUDENT 2017-9

Payment of Fees.

Select one of the Payment Options below.

1. Full Contribution Fee and Levy €3125
2. 1st Instalment €1625
Note: 2nd Instalment due on or before 31st January 2017
3. Levy Only €125

Select the link to one of the 3 payment options, in this example Option 2, **1st Instalment €1625**

Maynooth University

Commence Registration Process

Student Number: 99999987
Name: MX TEST TEST STUDENT 2017-9

Note: Click the "Pay Now" button to continue with the t

Amount To Pay (EUR):

Card Holder Name:

Payment Type:

1. Input card holder's details

2. Click Pay Now

Maynooth University

Payment Details Secured By 256bit SSL Cert

Card Number



Expiry(mm/yy) / **Security Code**

Cardholder Name

Securely Processed by


- 3. Complete Realex payment detail**
- 4. Click Pay Now**

Confirmation of successful payment

Maynooth University

Commence Registration Process

Student Number: 99999987
Name: MS TEST TEST STUDENT

Successful E Payment

Here are the details of your transaction:

Order number:	184968
Result Code:	00
Message:	AUTH CODE 196829
Batch ID:	4168862
Transaction Reference:	14726595189697736
Amount (EUR):	.1
Transaction Date:	31-AUG-2016 17:05

Click **Print** (if you wish to print payment confirmation)

Click **Continue** to resume registration process

****If minimum payment has not been made**
you will see the following screen**

Maynooth University



Fee Status

Student Number : 99999987
Name : TEST TEST STUDENT
Academic Year : 2017
Date : 31-AUG-2016
Fee Status : You have not made the minimum payment required.
Please select Proceed and make the minimum payment required.

The Fees Office contact details are as follows:
Telephone Number Available Monday to Friday from 9.00 a.m. - 1.00 p.m. and 2.00 p.m. - 5.00 p.m.
01-708 4747
[Email Address: fees_office@nuim.ie](mailto:fees_office@nuim.ie)

Click Proceed to pay balance

Select 'Printer Friendly Format' to print this Fee Status document.
Select 'Proceed' to Continue with the process.

Printer Friendly Format
Proceed

After payment has been processed, you are presented with your **Confirmation of Registration**

Maynooth University
National University of Ireland Maynooth

Student iEnabler

- Disability Supports
- Equal Access:
- On-Line Registration
 - Commence Registration Process
 - Registration Process Status
 - Confirmation of Registration Report
- Registration Amendments
- First yr Subject Registration
- Student Enquiry
- Update Address/Phone Details
- Fees & Grants Menu

Logout

powered by **ITS INTEGRATOR**

Confirmation of Registration

Student Number: 99999987
Name: TEST TEST STUDENT

Academic Year: 2017
Qualification: BBS BUSINESS & MANAGEMENT
Offering Type: FULL TIME
Pathway: SINGLE MAJOR PATHWAY
Study Period: FIRST YEAR
Total Credits Registered: 0

Registration Date: 01-Sep-2016
Registration Status: Registration Incomplete

For Fee Queries: Please contact the Fees Office on 01-7084747 or fees.office@nuim.ie
For Registration Queries: Please contact the Student Records & Registration Office on 01-7083813 or registration@nuim.ie

Registration Incomplete
This is because you have still to select your subjects

How to Register for your Subjects and Modules...

Maynooth University

ITS /Enabler

Welcome TEST TEST STUDENT to the ITS /Enabler system for Student

Navigate through the menu pane on the left and click the required option in order

The following table provides a brief description of the main processes available to you. Click on the link you require in the left hand menu panel to view the available sub-pr

Disability Supports	Information on Your Registration with the Disability Office. <i>This section will b</i>
Equal Access Survey	1st Year Undergrads Full Time Only
On-Line Registration	In-Line
Commence Registration Process	Subject/Module Registration
Registration Process Status	Subject/Module to First year Registration
Confirmation of Registration Report	Registration Details and Examination Results
Registration Amendments	
First yr Subject Registration	
Commence Subject Registration	
Confirmation of Registration Report	
Student Enquiry	Update Contact Details
Update Address/Phone Details	Use this Option to Update Address/Phone Details
Fees & Grants Menu	Fees and Grants Menu
Visiting Students	Choose this option for all Fees and Grants on-line facilities.
	Use this Option to Register On-Line

powered by ITS INTEGRATOR

1. Select First yr Subject Registration
2. Click Commence Subject Registration



Commence Subject Registration

Student Number: 99999987

Name: MS TEST TEST STUDENT

Note: Click on the Radio Button beside the Qualification you wish to select for Registration.
Select a Pathway if available and Click the Continue Button.

Academic
Year

Description

Qualification

Study Period

2017

BBS BUSINESS & MANAGEMENT

BUS

FIRST YEAR

Continue

1. Select radio button beside qualification
2. Click **Continue**

Process Trail: [Qualification](#) >> [Subject Choice](#)**Subject Selection**

Student Number: 99999987
 Name: MS TEST TEST STUDENT

AcademicYear	2017
Qualification	BUS - BBS BUSINESS & MANAGEMENT
Mode of Study	FT - FULL TIME
Academic Period	1 - SEPTEMBER TO JUNE
Period of Study	1 - FIRST YEAR
Pathway	QSM - SINGLE MAJOR PATHWAY

Registration Credits for This Academic Year	
Existing	0
Current	0
Total	0

Required Registration Credits	
Minimum	Maximum
60	60

Note: Click the box beside the Subjects you wish to select for Registration.
 Scroll down and Click the Continue Button to proceed with your Registration.

Subject	Possible Subjects	Compulsory
Timetable Group 2 (You may choose up to 1 subject(s) from this group).		
<input checked="" type="checkbox"/>	BUSINESS & MANAGEMENT - MN1MSM	60 CREDIT SUBJECT
		Yes

1. Select radio button beside qualification
2. Click **Continue**

Process Trail: [Qualification](#) >> Subject Choice**Subject Selection**Student Number: 99999987
Name: MS TEST TEST STUDENT

Academic Year	2017
Qualification	BUS - BBS BUSINESS & MANAGEMENT
Mode of Study	FT - FULL TIME
Academic Period	1 - SEPTEMBER TO JUNE
Period of Study	1 - FIRST YEAR
Pathway	QSM - SINGLE MAJOR PATHWAY

Registration Credits for This Academic Year	
Existing	0
Current	0
Total	0

Required Registration Credits	
Minimum	Maximum
60	60

Note: Click the box beside the Subjects you wish to select for Registration.
Scroll down and Click the Continue Button to proceed with your Registration.

Subject	Possible Subjects	Compulsory
Timetable Group 2 (You may choose up to 1 subject(s) from this group).		
<input checked="" type="checkbox"/>	BUSINESS & MANAGEMENT - MN1MSM 60 CREDIT SUBJECT	Yes

Continue Restart Process

1. Displaying single subject within this Qualification/Programme
2. Click **Continue**

Process Trail: [Subject](#) > Subject Modules

Module Selection

Student Number: 99999987
 Name: MS TEST TEST STUDENT

Academic Year	2017
Qualification	BUS - BBS BUSINESS & MANAGEMENT
Mode of Study	FT - FULL TIME
Academic Period	1 - SEPTEMBER TO JUNE
Period of Study	1 - FIRST YEAR
Pathway	GSM - SINGLE MAJOR PATHWAY

Registration Credits for This Academic Year	
Existing	0
Current	60.000
Total	60.000

Required Registration Credits	
Minimum	Maximum
60	60

Note: Click the box beside the Modules you wish to select for Registration. Ensure you balance your workload across semesters! Select the Semester for your Module if prompted "Please Select from the List"
 Note: You may be prevented from taking certain module combinations due to timetabling constraints.

Modules Available for Selection

Main Subject	Academic Period	Compulsory	Academic Credits
Timetable Group : 2 BUSINESS & MANAGEMENT - MN1MSM (60-60 credits)	SEPTEMBER TO JUNE	Yes	60.000

Compulsory Modules. Auto Selected. No changes allowed.

<input checked="" type="checkbox"/> INTRODUCTION TO ACCOUNTING - AC151 (Timetable Group : 6)	<input type="text" value="SEMESTER ONE"/>	Yes	7.500
<input checked="" type="checkbox"/> MICROECONOMICS 1 - EC101M (Timetable Group : 6)	<input type="text" value="SEMESTER TWO"/>	Yes	7.500
<input checked="" type="checkbox"/> BUSINESS MODELS AND MARKETING - MN151	<input type="text" value="SEMESTER ONE"/>	Yes	7.500
<input checked="" type="checkbox"/> BUSINESS LANDSCAPES - MN153	<input type="text" value="SEMESTER ONE"/>	Yes	7.500
<input checked="" type="checkbox"/> MANAGING INNOVATION - MN154	<input type="text" value="SEMESTER ONE"/>	Yes	7.500
<input checked="" type="checkbox"/> ORGANISATIONAL BEHAVIOUR AND MANAGEMENT - MN155	<input type="text" value="SEMESTER TWO"/>	Yes	7.500
<input checked="" type="checkbox"/> INTRODUCTION TO BUSINESS ETHICS - MN156	<input type="text" value="SEMESTER TWO"/>	Yes	7.500
<input checked="" type="checkbox"/> PROFESSIONAL AND LEARNING SKILLS - MN157	<input type="text" value="SEMESTER TWO"/>	Yes	7.500

1. Displaying Modules within this Qualification/Programme
2. Click **Continue**

Process Trail: [Subject >> Details >>](#)

Review and Accept Subject and Module Selections

Student Number: 99999987
 Name: MS TEST TEST STUDENT

Academic Year	2017
Qualification	BUS - BBS BUSINESS & MANAGEMENT
Mode of Study	FT - FULL TIME
Academic Period	1 - SEPTEMBER TO JUNE
Period of Study	1 - FIRST YEAR
Pathway	QSM - SINGLE MAJOR PATHWAY

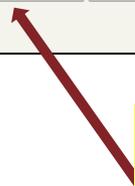
Academic Credits	
Previous Academic Years	0
This Academic Year This Registration	60
Total for This Year	60

Required Registration Credits	
Minimum	Maximum
60	60

Subjects	Academic Period	Academic Credits
BUSINESS & MANAGEMENT	MN1MSM	1 - SEPTEMBER TO JUNE
Modules:		
INTRODUCTION TO ACCOUNTING	AC151	5 - SEMESTER ONE
BUSINESS MODELS AND MARKETING	MN151	5 - SEMESTER ONE
BUSINESS LANDSCAPES	MN153	5 - SEMESTER ONE
MANAGING INNOVATION	MN154	5 - SEMESTER ONE
MICROECONOMICS 1	EC101M	6 - SEMESTER TWO
ORGANISATIONAL BEHAVIOUR AND MANAGEMENT	MN155	6 - SEMESTER TWO
INTRODUCTION TO BUSINESS ETHICS	MN156	6 - SEMESTER TWO
PROFESSIONAL AND LEARNING SKILLS	MN157	6 - SEMESTER TWO
		60.000

Note: Check your Subjects and Modules above and if you are satisfied, Click the Accept Registration Button.

If you wish to go back and make an amendment to your selections click on the Process Trail at the top of the screen or you can commence the entire registration process again by clicking on the Restart Process Button.



1. Confirm registration details
2. Click **Accept Registration** if satisfied

Confirmation of Registration



Confirmation of Registration

Student Number: 99999987
 Name: TEST TEST STUDENT

Academic Year: 2017
 Qualification: BBS BUSINESS & MANAGEMENT
 Offering Type: FULL TIME
 Pathway: SINGLE MAJOR PATHWAY
 Study Period: FIRST YEAR
 Total Credits Registered: 60

Registration Date: 01-Sep-2016
 Registration Status: Registered

Note:

- This student is registered for one single subject, i.e. Business & Management
- Total credits registered – 60
- Registration Status - **Registered**

Subject Code	Description	Class Group	Semester	Cancel	Credits
MN1MSM	BUSINESS & MANAGEMENT		SEPTEMBER TO JUNE	N	
AC151	INTRODUCTION TO ACCOUNTING	[A]	SEMESTER ONE	N	7.5
MN151	BUSINESS MODELS AND MARKETING	[C]	SEMESTER ONE	N	7.5
MN153	BUSINESS LANDSCAPES	[A]	SEMESTER ONE	N	7.5
MN154	MANAGING INNOVATION	[A]	SEMESTER ONE	N	7.5
EC101M	MICROECONOMICS 1	[A]	SEMESTER TWO	N	7.5
MN155	ORGANISATIONAL BEHAVIOUR AND MANAGEMENT	[C]	SEMESTER TWO	N	7.5
MN156	INTRODUCTION TO BUSINESS ETHICS	[A]	SEMESTER TWO	N	7.5
MN157	PROFESSIONAL AND LEARNING SKILLS	[A]	SEMESTER TWO	N	7.5
					60

For Fee Queries: Please contact the Fees Office on 01-7084747 or fees.office@nuim.ie
 For Registration Queries: Please contact the Student Records & Registration Office on 01-7083813 or registration@nuim.ie



Student iEnabler

- Disability Supports
- Equal Access:
- On-Line Registration
 - [Commence Registration Process](#)
 - [Registration Process Status](#)
 - [Confirmation of Registration Report](#)
- Registration Amendments
- First yr Subject Registration
 - [Commence Subject Registration](#)
 - [Confirmation of Registration Report](#)
- Student Enquiry
- Update Address/Phone Details
- [Fees & Grants Menu](#)
- [Logout](#)

powered by 

Please **logout** of Online Registration



Confirmation of Registration

Student Number: 99999987
 Name: TEST TEST STUDENT

Academic Year: 2017
 Qualification: BBS BUSINESS & MANAGEMENT
 Offering Type: FULL TIME
 Pathway: SINGLE MAJOR PATHWAY
 Study Period: FIRST YEAR
 Total Credits Registered: 60

Registration Date: 01-Sep-2016
 Registration Status: Registered

Subject Code	Description	Class Group	Semester	Cancel	Credits
MN1MSM	BUSINESS & MANAGEMENT		SEPTEMBER TO JUNE	N	
AC151	INTRODUCTION TO ACCOUNTING	[A]	SEMESTER ONE	N	7.5
MN151	BUSINESS MODELS AND MARKETING	[C]	SEMESTER ONE	N	7.5
MN153	BUSINESS LANDSCAPES	[A]	SEMESTER ONE	N	7.5
MN154	MANAGING INNOVATION	[A]	SEMESTER ONE	N	7.5
EC101M	MICROECONOMICS 1	[A]	SEMESTER TWO	N	7.5
MN155	ORGANISATIONAL BEHAVIOUR AND MANAGEMENT	[C]	SEMESTER TWO	N	7.5
MN156	INTRODUCTION TO BUSINESS ETHICS	[A]	SEMESTER TWO	N	7.5
MN157	PROFESSIONAL AND LEARNING SKILLS	[A]	SEMESTER TWO	N	7.5
					60

For Fee Queries: Please contact the Fees Office on 01-7084747 or fees.office@nuim.ie
 For Registration Queries: Please contact the Student Records & Registration Office on 01-7083813 or registration@nuim.ie

****Important Note ****

Your Timetable

Once you have fully completed your registration
(Programme/Qualification – Subjects – Modules)

You can view your personalised timetable at

<https://apps.maynoothuniversity.ie/timetable>