



Student Self Service Module Registration

User Guide

To view your programme and stage information click on the Search Module Database link

<http://dit.ie/student-services/registration/moduleselection/>

Registration

- Register & Pay
- ID Card Collection & Induction
- How to Repeat
- Defer/ Withdraw
- Useful Forms
- Update My Details
- Rules & Regulations
- Module Selection**
- Frequently Asked Questions
- Student Card
- Frequently Asked Questions
- Contact Us

Module Selection

Each academic year DIT students are required to check that the correct modules are on their student record.

All DIT programmes contain a number of modules which must be completed each academic year.

Some programmes contain *Core Modules* only while others contain *Core and Optional Modules*.
Core Modules - student is obliged to attend and be examined in
Optional Modules - student chooses to attend and be examined in

An email will be sent to your DIT student email informing you when to complete this process. The email will contain the following:

- Web Link to the Module Selection Self Service System
- Student's User ID
- Closing Date for Module Selection Process

Semester	Date	Action
Semester 1	November	<ul style="list-style-type: none">Confirm Semester 1 ModulesConfirm Year Long Modules
Semester 2	February	<ul style="list-style-type: none">Confirm Semester 2 Modules

[Add / Drop Modules](#) [Search Module Database](#) [Frequently Asked Questions](#) [Module Selection User Guide](#)

Enter the Academic Year, Programme and Stage on the Programme Compliant Modules page and click on the Search button.

Programme Compliant Modules

Academic Year e.g. 200708

Programme

Stage

If the search returns no modules it may be due to the following:

- Incorrect Programme Code
- Programme is not modularised for Academic Year entered
- Programme has streams
- Modules associated with the Academic Year, Programme and Stage are not yet authorised

Please contact the relevant faculty for any queries regarding missing programmes

Information on the Modules for the Programme and Stage display where available.

Prog	Stage	Semester	CRN	Subject	Description	Type
DT001	1	1	11029	MKCM 1411	Marketing & Communications	Core
DT001	1	1	11096	SCNC 1411	Science	Core
DT001	1	1	11097	MATH 1413	Mathematics	Core
DT001	1	S1	11026	CADD 1411	CAD and Drawing	Core
DT001	1	S1	11027	CDFL 1411	Creative Design Funds 1	Core
DT001	1	S1	11028	DGHY 1411	Design History	Core
DT001	1	S1	11030	ELCT 1413	Electrotechnology	Core
DT001	1	S1	11031	CMAP 1411	Computer Applications	Core
DT001	1	S2	11032	CDFL 1412	Creative Design Fundam 2	Core
DT001	1	S2	11033	ECOM 1411	Economics	Core
DT001	1	S2	11034	MUMT 1411	Manufacture & Materials 1	Core

Click on the Add/Drop Modules link to access the module registration system

https://studentapps.dit.ie/BAN8L1/twbkwbis.P_WWWLogin

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To logon enter your User ID and PIN



 Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select your ID and select 'Forgot PIN'.

N.B.: Please enter all letters contained within your ID using UPPERCASE.

Look for the 'Info Icon' to find instructions for use of the web pages.

To protect your privacy, please Exit and close your browser when you are finished.

User ID:


PIN:

RELEASE: 7.4

The same pin is used for all online services: programme registration, module selection and examination results. Your pin is the same pin you used last time you logged into one of these services.

*Once your User ID and PIN are verified you **may** be prompted to change your PIN. Re enter your old PIN as instructed. After entering a new PIN re enter the new PIN to validate it. Remember to keep your PIN secure.*

Login Verification Change PIN

 For security reasons your PIN has expired and you must change it now. You should set your PIN to a new 6 digit number which is different to your current PIN. The PIN must contain numbers no letters. There is no need to contact the Support Desk for this message you should simply follow the on-screen instructions for entering a new PIN

Re-enter Current PIN:

New PIN:

Re-enter new PIN:

If you are logging in for the first time to one of these services you are required to set up a security question.

The screenshot shows a web interface for setting a security question. At the top, there are tabs for 'Personal Information' and 'Student'. Below the tabs is a search bar with a 'Go' button and navigation links for 'MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Security Question and Answer'. A message reads: 'Please enter your new Security Question and Answer, then Submit Changes.' Below this is a 'Please Confirm your Pin:' field. The 'Question:' field is a dropdown menu currently set to 'Not Selected'. The 'Answer:' field is a text input box. At the bottom of the form are 'Submit' and 'Reset' buttons. A footer note says 'RELEASE: 8.5.1'.

On subsequent uses of the online Student Self Service Facility this question and answer will be used if you have forgotten your PIN.

As advised keep your answer to less than 30 characters limit spaces and do not use special characters.

Keep this question secure as it could provide subsequent access to your personal module selection and results.

Click Submit.

Click on the Student Services option.



Student Services

View your academic records

Click on the Module Registration option.



Student Services

Module Registration

Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.

Student Records

Display your grades.

Click on the Add/Drop Modules option.

Student Services



Registration

Select Term (Academic Year)

Add/Drop Modules

Look-up Modules to Add

Change Module Options

Check Your Registration Status

Select the Term (Academic Year) 201314 and click Submit.


Select Term (Academic Year)

Select a Term: 2006/07 Academic Year ▼

Submit

The Add/Drop Modules page displays the Modules (CRNs) on your registration record.

Add/Drop Modules:

 Use this interface to add or drop Modules for the selected term. If you have already registered for the term, those Modules will appear in this section. Additional Modules may be added in the Add Modules table. To add a Module enter the Course Reference Number (CRN) in the Add Modules table. To drop a Module use the options available in the Action field. If no options are listed in the Action field then the Module may not be dropped. Submit Changes.

If you are unsure of which Modules to add, click Module Search to review the Module schedule.

Current Schedule

Status	Action	CRN	Subj	Crse Sec	Level	Cred	Grade Mode	Title
Registered on Nov 01, 2006	None	10127	CTRL	3109 01	Undergraduate	5.000	Percentage	Control&Auto Systems 3.1 Major
Registered on Nov 01, 2006	None	10128	PQWR	3109 01	Undergraduate	5.000	Percentage	Electrical Energy Syst 3.1 Maj
Registered on Nov 01, 2006	None	10129	CTRM	3109 01	Undergraduate	5.000	Percentage	Control & Autom Syst 3.1 Minor
Registered on Nov 01, 2006	None	10130	PWRM	3109 01	Undergraduate	5.000	Percentage	Electric Energy Syst 3.1 Minor
Registered on Nov 01, 2006	None	10131	MATH	3109 01	Undergraduate	5.000	Percentage	Mathematics 3.1
Registered on Nov 01, 2006	None	10132	ESER	3109 01	Undergraduate	5.000	Percentage	Electrical Services 3.1
Registered on Nov 01, 2006	None	10133	SIGS	3109 01	Undergraduate	5.000	Percentage	Signals & Systems 3.1
Registered on Nov 01, 2006	None	10134	ROBO	3109 01	Undergraduate	5.000	Percentage	Robotics 3.1
Registered on Nov 01, 2006	None	10135	SYSE	3109 01	Undergraduate	5.000	Percentage	Systems Engineering 3.1
Registered on Nov 01, 2006	None	10136	LANG	3109 01	Undergraduate	5.000	Percentage	Languages 3.1
Registered on Nov 01, 2006		10137	ELEC	3109 01	Undergraduate	5.000	Percentage	Industrial Electronics 3.1
Registered on Nov 01, 2006		10138	MGMT	3109 01	Undergraduate	5.000	Percentage	Project Management

Modules with drop-down menus under the Action column are option modules.

Modules that do not have drop-down menus under the Action column are Core Modules and must be taken as part of the prescribed programme and stage.

To retain option modules on your record no change is required to the Action None.

To drop option modules, select Drop on the drop-down menu in the Action Column.

Registered on Nov 01, 2006	None	10134	ROBO	3109 01	Undergraduate	5.000	Percentage	Robotics 3.1
Registered on Nov 01, 2006	None	10135	SYSE	3109 01	Undergraduate	5.000	Percentage	Systems Engineering 3.1
Registered on Nov 01, 2006	None	10136	LANG	3109 01	Undergraduate	5.000	Percentage	Languages 3.1
Registered on Nov 01, 2006	None	10137	ELEC	3109 01	Undergraduate	5.000	Percentage	Industrial Electronics 3.1
Registered on Nov 01, 2006	Drop	10138	MGMT	3109 01	Undergraduate	5.000	Percentage	Project Management

Select the Action Drop for the option modules (CRN) you are NOT taking in the Current Schedule and click on the Submit Changes button below the Add Modules Worksheet to save.

Note: Once an option module has been dropped, and changes have been saved, this module will no longer appear for selection. If option modules are dropped in error, if the CRN number of the module that was dropped in error is known, it can be re-added on the Add Modules Worksheet at the bottom of the web page.

The Dropped CRN no longer appears on the Current Schedule.

Registered on Nov 01, 2006	<input type="button" value="None"/>	10134 ROBO 3109 01	Undergraduate 5.000 Percentage	Robotics 3.1
Registered on Nov 01, 2006	<input type="button" value="None"/>	10135 SYSE 3109 01	Undergraduate 5.000 Percentage	Systems Engineering 3.1
Registered on Nov 01, 2006		10137 ELEC 3109 01	Undergraduate 5.000 Percentage	Industrial Electronics 3.1
Registered on Nov 01, 2006		10138 MGMT 3109 01	Undergraduate 5.000 Percentage	Project Management

On the lower part of the Add/Drop Modules page, there is an Add Modules Worksheet section.

Total Credit Hours: 55

Date: Nov 06, 2006 02:22 pm

Add Modules Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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This Worksheet is used if Elective Modules are offered. Course tutors will advise eligible candidates of CRN numbers of elective modules.

To register on Elective Modules (CRNs) - input the CRNs in the Add Modules Worksheet section and Submit Changes.

Add Modules Worksheet

CRNs

10139 10140

The Submit Changes button below the Add Modules Worksheet will save your module selection.

The CRNs you are now registered on display under Current Schedule.

Current Schedule

Status	Action	CRN	Subj	Crse Sec	Level	Cred	Grade Mode	Title
Registered on Nov 01, 2006	None	10127	CTRL	3109	01	Undergraduate 5.000	Percentage	Control&Auto Systems 3.1 Major
Registered on Nov 01, 2006	None	10128	PQWR	3109	01	Undergraduate 5.000	Percentage	Electrical Energy Svst 3.1 Major
Registered on Nov 01, 2006	None	10129	CTRM	3109	01	Undergraduate 5.000	Percentage	Control & Autom Syst 3.1 Minor
Registered on Nov 01, 2006	None	10130	PWRM	3109	01	Undergraduate 5.000	Percentage	Electric Energy Syst 3.1 Minor
Registered on Nov 01, 2006	None	10131	MATH	3109	01	Undergraduate 5.000	Percentage	Mathematics 3.1
Registered on Nov 01, 2006	None	10132	ESER	3109	01	Undergraduate 5.000	Percentage	Critical Services 3.1
Registered on Nov 01, 2006	None	10133	SIGS	3109	01	Undergraduate 5.000	Percentage	Signals & Systems 3.1
Registered on Nov 01, 2006	None	10134	ROBO	3109	01	Undergraduate 5.000	Percentage	Robotics 3.1
Registered on Nov 01, 2006	None	10135	SYSE	3109	01	Undergraduate 5.000	Percentage	Systems Engineering 3.1
Registered on Nov 01, 2006		10137	ELEC	3109	01	Undergraduate 5.000	Percentage	Industrial Electronics 3.1
Registered on Nov 01, 2006		10138	MGMT	3109	01	Undergraduate 5.000	Percentage	Project Management
Registered on Nov 06, 2006	None	10139	CTRL	3209	01	Undergraduate 5.000	Percentage	Control&Autom Syst 3.2 Major
Registered on Nov 06, 2006	None	10140	PQWR	3209	01	Undergraduate 5.000	Percentage	Critical Energy Syst 3.2 Major

If you've incorrectly registered yourself on a CRN, select the Action Drop for the relevant CRN in the Current Schedule and Submit Changes.

Once all selections have been saved, select EXIT at the top right corner of the Web Page to logout.

