

Online Registration Guide

What do I need to register?

New Students:

- You must have received your registration email inviting you to register.
- You must have your SETU login details. Please refer to your registration email for further information.
- New students will be asked to upload a photograph during registration. The photo must meet standard passport photo requirements (i.e. it should be a clear image of yourself looking directly at the camera. There must be no obstructions or other people in the photo.) The image file must be less than 150KB and saved as a JPG/JPEG file type. Please have a suitable photo available before completing online registration.

Continuing Students:

- You must have your SETU login details. If you need to reset these details, please e-mail Computer Services at computerservices.wd@setu.ie. Please include your student ID in all correspondence.
- You can register once online registration has opened. Please refer to the SETU website for more information.

Note: if you are waiting on exam results from the Autumn exam sitting you will not be able to register until after the results have been released in mid-September.

Note: if you owe fees from a previous academic year you will not be able to register until any outstanding fees have been paid.

All Students:

- You must have set up Multi-Factor Authentication (for first time users) for your SETU account. More details on how to install MFA are available here: [How to Install MFA](#). If you have already installed MFA you do not need to complete this again.
- You will need a computer or laptop to complete registration. Registration cannot be completed on a mobile phone.
- During registration, you will be required to confirm personal information, including the items listed below. Please have this information ready before completing online registration:
 - your PPS number (if you have one)
 - SUSI ID (if applicable)
 - your emergency contact details
 - details of your previous third level qualifications (if applicable).
- If you are making a payment, you will need a debit or credit card.

How do I register?

To register online:

- Log in to the Student Portal with your SETU email address and password contained in your registration email. The student portal is available here: [Student Portal](#)
- Complete any outstanding action items on your account. Action items are a sequence of information questions required by the University in order for you to register.

Where do I get information on registration?

You can access information on registration here: [Waterford Registration Information](#)

How do I access the student portal?

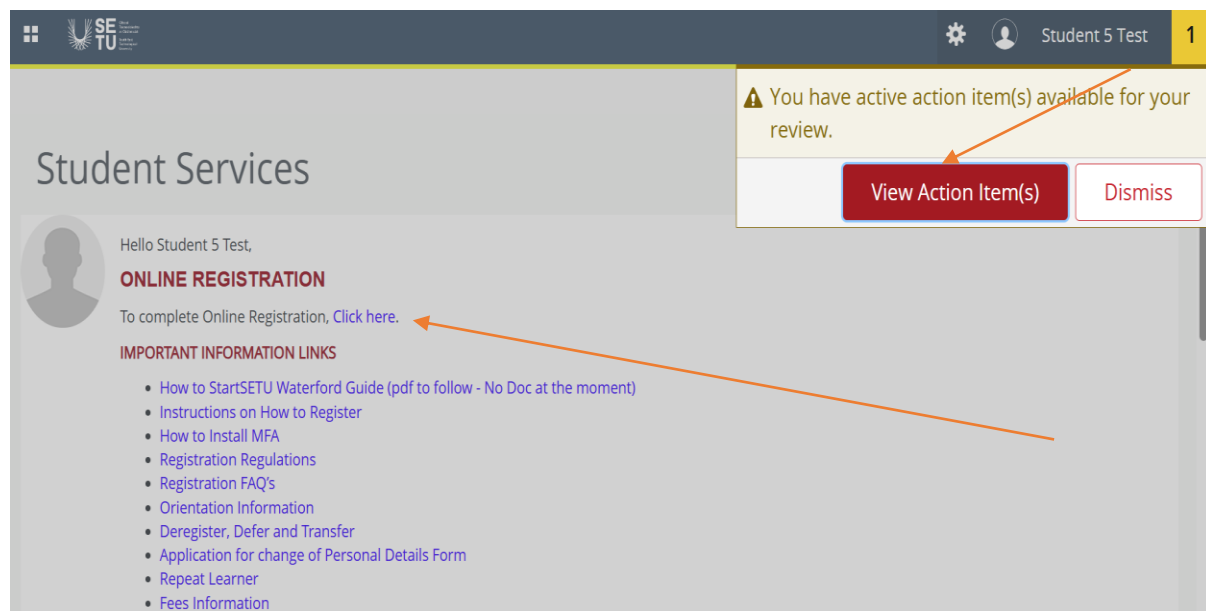
The student portal is available here: [Student Portal](#)

Alternatively, you can copy this link and paste it into your browser:

<https://www.setu.ie/current-students/registration/waterford-registration>

How do I access my action items?

Once logged into the student portal, click on the View Action Item(s) button in the top right-hand corner of the screen. Alternatively, click on the link on the landing page:



The action items will appear. Complete each action item as outlined below.

Action Items

Each action item will have a Pending button in the top-right corner. Click on this button, and the details of the action item will appear on the right side of the screen. To complete an action item, follow the steps in the action item, then tick the radio button and click 'Confirm'.

Note: Only action items relevant to you will be posted to your account, for example, the HEA Survey is only relevant to new students who have not attended 3rd level previously.

Personal Details

Please read and ensure that the information is correct. Tick the radio button and then click 'Confirm' to complete the action item.

If you want to change any details, please contact the ARE Helpdesk at arehelpdesk.wd@setu.ie. You will be asked to complete a 'Change of Personal Details Application Form' along with supporting documentation, such as a driving licence/passport for any change requested. Please include your student ID in all correspondence.

The screenshot displays the 'Action Item Processing' interface. At the top, there is a dark blue header with the SETU logo on the left and a user profile icon labeled 'Student 5 Test' on the right. Below the header, the main content area is titled 'Action Item Processing'. On the left side, there is a sidebar with a 'CAO New Entrant' section containing a text input field with the value '15' and an 'Instructions' link. Below this, there are two sections: 'Personal Details' and 'Address Details', both marked as 'Pending' with a purple button. The 'Personal Details' section includes a message: 'Please confirm your Personal Details in the section to the right of this screen. If your name is incorrect, please contact the ARE Helpdesk via email: arehelpdesk.wd@setu.ie'. Both sections have an 'End Date: 08/15/2026'. The right side of the interface is titled 'Your Personal Details' and contains a note: 'Note: A number of your personal details cannot be amended on this Form. You may apply to amend these details by completing a Change Personal Details Application Form which is found by going to the following web page [Students Registration FAQs](#) and then selecting the FAQ option called I want to change my personal details on my student record.' Below the note are three text input fields for 'First name' (containing 'Student 5'), 'Middle name', and 'Last name' (containing 'Test').

Address

The address shown is the postal mailing address currently held on the University's records. Please read and ensure that the information is correct. Tick the radio button and then click 'Confirm' to complete the action item.

You can update your address appropriately within this action item, please note this is the postal mailing address the University shall use for any postal correspondence.

The screenshot shows a web interface for 'Your Address Details'. On the left, there's a sidebar with 'CAO New Entrant' (15), 'Instructions', 'Personal Details' (Pending, End Date: 08/15/2026), and 'Address Details' (Pending, End Date: 08/15/2026). The main area is titled 'Your Address Details' and contains 'Primary Address' fields: 'Address Line 1 *' (49 XXXXXXXX XXXXX), 'Address Line 2' (XXXXXXXXXX), 'Address Line 3' (empty), 'Town/City *' (XXXXXXXXXX), and 'Eircode/Postcode Find your Eircode *' (empty). A 'Pending' button is visible at the bottom right of the form area.

Contact Details

The Contact Details action item contains the personal e-mail address and phone number that the University has on file for you. You can make changes to this detail by using the Add Email Address and Add Phone Number buttons to add any additional records needed. Use the Delete tick box to delete any records that are no longer required.

Email

- Make sure that the preferred box is ticked for your personal email address.
- Receipts for any payments made will be sent to this personal email address.

Phone Number

- Ensure the Primary box is ticked for your phone number.
- Your phone number will be shown in international format.

Once you are happy with the details, tick the radio button and then click 'Confirm' to complete the action item.

Note: All registered students will also have a University email address. This is your student number followed by @setu.ie. Official University communications will be sent to your student email address.

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 Student 5 Test

Action Item Processing

End Date: 08/15/2026

[Personal Details](#) Pending

Please confirm your Personal Details in the section to the right of this screen.

If your name is incorrect, please contact the ARE Helpdesk via email: arehelpdesk.wd@setu.ie

End Date: 08/15/2026

[Address Details](#) Pending

Please confirm your postal mailing address that the University holds for you in the section to the right of this screen.

If you wish to change this address that the University uses for correspondence, please contact the ARE Helpdesk via email: arehelpdesk.wd@setu.ie

E-mail Policy

Please enter at least one personal email address that we can contact you on and you must mark this as "Preferred" in order to receive payment receipts after registration.

Remove any blank entries for email and phone number below to save successfully. Entries can be removed by clicking the delete checkbox to the left of the window shown below.

Delete	Email Type	Email Address	Preferred
☐	E-mail address	xxx@setu.ie	☒

Add Email Address

Phone Numbers

Please enter at least one phone number that we can contact you on.

Delete	Phone Type	Phone Number	Primary
☐	Mobile	0871234568	☒

Emergency contact

This is the emergency contact(s) that the University has on file for you. Please ensure that the information is correct. You can make changes to this detail or add an additional emergency contact by using the Add Emergency Contact button to add in any additional records needed. Tick the radio button and then click 'Confirm' to complete the action item.



 Student 5 Test

Action Item Processing

CAO New Entrant

15

[Instructions](#)

End Date: 08/15/2026

[Personal Details](#) Pending

Please confirm your Personal Details in the section to the right of this screen.

If your name is incorrect, please contact the ARE Helpdesk via email: arehelpdesk.wd@setu.ie

End Date: 08/15/2026

[Address Details](#) Pending

Please confirm your postal mailing address that the University holds for you in the section to the right of this screen.

Emergency Contacts

Primary Emergency Contact

First Name *

Last Name *

Relationship *

Area Code *

Phone Number *

Date: 07/08/2026

Nationality

Please confirm that the following details are correct:

- Citizenship
- Country of Birth
- Nationality
- Country of Domicile
- Residency

Tick the radio button and then click 'Confirm' to complete the action item.

The screenshot displays the 'Action Item Processing' interface for a 'CAO New Entrant'. The top navigation bar includes the SE TU logo, a settings gear, a user profile icon, and the text 'Student 5 Test'. The main content area is divided into two columns. The left column contains a 'CAO New Entrant' header with a dropdown menu showing '15', an 'Instructions' link, and two sections: 'Personal Details' and 'Address Details'. Both sections have a 'Pending' status and an 'End Date: 08/15/2026'. The 'Personal Details' section includes a message: 'Please confirm your Personal Details in the section to the right of this screen. If your name is incorrect, please contact the ARE Helpdesk via email: arehelpdesk.wd@setu.ie'. The right column is titled 'Nationality Details' and contains four dropdown menus: 'Your Nationality' (Citizenship), 'Country of Birth', 'Nationality', and 'Domicile of Origin', all currently set to 'Ireland'. A 'Residency' section is partially visible at the bottom.

PPS Number

This is the Personal Public Service Number (PPSN) that the University has on file for you.

I have a PPS number

If you have a PPS number, select 'Yes'. A box will appear showing you PPS number that was entered at Admissions stage. If the PPSN shown is incorrect or you wish to add a PPSN please contact the AREHelpdesk via e-mail at arehelpdesk.wd@setu.ie. Tick the radio button and then click 'Confirm' to complete the action item.

The screenshot shows the 'Action Item Processing' page. The header includes the SETU logo and 'Student 5 Test'. The main heading is 'Action Item Processing'. Below it, a 'Welcome' message states 'You have the following items that require your attention.' with a 'Return' button. The left sidebar contains 'CAO New Entrant' with a dropdown menu showing '15', an 'Instructions' link, and a 'Personal Details' section with a 'Pending' status and a message: 'Please confirm your Personal Details in the section to the right of this screen. If your name is incorrect, please contact the ARE Helpdesk via email: arehelpdesk.wd@setu.ie'. The main content area is titled 'PPS Number' and asks 'Do you have a PPS Number'. The 'YES' radio button is selected. Below this, it says 'Please enter your PPS Number' and shows a text box with '000000X'. At the bottom, there is a note: 'This section contains details of your Personal Public Service Number (PPSN). You are required to provide a PPSN if we do not already have that detail.'

I don't have a PPS number

If you don't have a PPS number, select 'No'. Tick the radio button and then click 'Confirm' to complete the action item.

The screenshot shows the 'Action Item Processing' page. The header includes the SETU logo and 'Student 5 Test'. The main heading is 'Action Item Processing'. Below it, a 'Welcome' message states 'You have the following items that require your attention.' with a 'Return' button. The left sidebar contains 'CAO New Entrant' with a dropdown menu showing '15', an 'Instructions' link, and a 'Personal Details' section with a 'Pending' status and a message: 'Please confirm your Personal Details in the section to the right of this screen. If your name is incorrect, please contact the ARE Helpdesk via email: arehelpdesk.wd@setu.ie'. The main content area is titled 'PPS Number' and asks 'Do you have a PPS Number'. The 'NO' radio button is selected. Below this, it says 'Please provide your Personal Public Service Number (PPSN) If you cannot provide one, select 'No', tick to the left and confirm below.' and a 'Confirm' button is visible.

SUSI Number

This is the SUSI grant application number that the University has on file for you.

Note: if your SUSI award is not renewed or confirmed, you will be liable for all outstanding fees on your account.

I have a SUSI number

If you have a SUSI application number, select 'Yes'. A box will appear where you can enter your SUSI number. Tick the radio button and then click 'Confirm' to complete the action item.

The screenshot shows the 'Action Item Processing' interface. On the left, there are sections for 'Personal Details' and 'Address Details', both marked as 'Pending' with an end date of 08/15/2026. The 'Personal Details' section includes instructions to confirm details and contact the ARE Helpdesk via email: arehelpdesk.wd@setu.ie. On the right, the 'SUSI ID' section asks 'Do you have a SUSI ID'. The 'YES' radio button is selected. Below this, there is a text input field for the 'SUSI ID' and a 'Confirm' button. A note at the bottom of the SUSI ID section says 'Tick here then the 'Confirm' button to progress'.

I don't have a SUSI number

If you don't have a SUSI number, select 'No'. Tick the radio button and then click 'Confirm' to complete the action item.

The screenshot shows the same 'Action Item Processing' interface. In the 'SUSI ID' section, the 'NO' radio button is selected. The text input field for the 'SUSI ID' is empty. The 'Confirm' button is visible at the bottom of the section. The left-hand sections for 'Personal Details' and 'Address Details' remain the same, marked as 'Pending'.

Fees

Note: Ensure pop-ups are enabled on your device before completing this action item.

Receipts for any payments made through this portal will be sent to your personal email address.

Students must pay 50% of fees owed to have access to University facilities including Moodle and student email. Moodle is where Waterford students access their course notes and submit assignments.

Students have two options when completing this action item as outlined below.

- **Option One**

The fees shown during registration are for Semester 1 only. Semester 2 fees will be added to your account in November and must be paid by 31st January.

- **Option Two**

SUSI: Students who have provided a SUSI number should select option 2: Do not make payment at this time. You will have access to University facilities. **Note:** if your SUSI award is not confirmed or renewed you will be liable for any outstanding fees on your account.

Students who are not paying or not receiving a grant (SUSI)/or funding should select option 2. **Note:** you will not be registered as a student until payment or a grant has been confirmed and you will not have access to any of the University's facilities.

Queries: Queries on fees can be directed to: fees.wd@setu.ie

Option One: Pay fees

If you wish to pay fees, select 'Yes', click 'Continue', then click 'Pay Now'. You will be brought to another browser window. Follow the instructions on screen to complete your payment. Once payment has been made, you must return to the student portal in order to complete your registration. Then tick the radio button and click 'Confirm' to complete the action item.

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 Student 5 Test

Action Item Processing

Action Item Processing

Welcome
You have the following items that require your attention.

Return

CAO New Entrant
15

[Instructions](#)

End Date: 08/15/2026

[Personal Details](#) Pending

Please confirm your Personal Details in the section to the right of this screen.
If your name is incorrect, please contact the ARE Helpdesk via email: arehelpdesk.wd@setu.ie

Payment Options

Are you making a payment now?

☒ YES
☐ NO

Continue

Press the 'Pay Now' button below to continue with your payment of €1250

Billing Information

Secured by:
globalpayments

The following information is required for processing your card payment. Please complete the following fields with the information pertaining to the card holder

Address Line 1 **
Address Line 2
Address Line 3
City **
Country **
Postcode **
Intl access code **
Phone Number **

Option Two: Do not make payment at this time

If you are not making a payment at this time, select 'No', then click 'Continue'. Tick the radio button and then click 'Confirm' to complete the action item.

 Student 5 Test

Action Item Processing

Action Item Processing

Welcome
You have the following items that require your attention.

Return

CAO New Entrant
15

[Instructions](#)

End Date: 08/15/2026

[Personal Details](#) Pending

Please confirm your Personal Details in the section to the right of this screen.
If your name is incorrect, please contact the ARE Helpdesk via email: arehelpdesk.wd@setu.ie

Payment Options

Are you making a payment now?

☐ YES
☒ NO

Continue

You will not be registered until your fees are paid.

Date: 07/08/2026

Additional Information

Enter details of your previous education. Tick the radio button and then click 'Confirm' to complete the action item.

The screenshot shows the 'Additional Information' section of the online registration system. The header bar includes the SETU logo, a settings icon, a user icon, and the text 'Student 5 Test'. The main heading is 'Action Item Processing'. Below it, a 'Welcome' message states: 'You have the following items that require your attention.' A 'Return' button is in the top right. The left sidebar shows 'CAO New Entrant' with a dropdown menu set to '15', an 'Instructions' link, and a 'Personal Details' section with a 'Pending' status and a 'End Date: 08/15/2026'. The main content area is titled 'Additional Information' and contains the text: 'I have spent 3 of the last 5 years in an EU country and can produce documentation to verify this if required.' Below this is a dropdown menu with 'YES' selected. Further down are two questions: '* What is your highest qualification?' with a dropdown menu showing 'Other', and '* Last institution attended:' with a dropdown menu showing 'Irish University'. At the bottom is a text input field labeled 'Name of institution attended?'.

Confirm Programme of Study

This section contains details of the programme for which you are registering. Please confirm that the details of your programme of study are correct. Tick the radio button and then click 'Confirm' to complete the action item.

If you have any queries, please contact the Registration Office via e-mail: registration.wd@setu.ie. Please include your Student ID in all correspondence.

The screenshot shows the 'Programme Details' section of the online registration system. The header bar is the same as the previous screenshot. The main heading is 'Action Item Processing'. Below it, a 'Welcome' message states: 'You have the following items that require your attention.' A 'Return' button is in the top right. The left sidebar shows 'Continuing Taught Postgraduate Full Time' with a dropdown menu set to '10', an 'Instructions' link, and a 'Personal details' section with a 'Pending' status and a 'End Date: 15/08/2026'. The main content area is titled 'Programme Details' and contains the text: 'Below are details of the programme that you are registering on. If the programme of study or any other details are incorrect, please contact Registration at registration.wd@setu.ie'. Below this are several sections: 'Course title' (Master of Business in Internationalisation (WD_BINTN_R)), 'Academic Year' (Full Academic Year 2025-26), 'Level of study' (NFQ Level 9 (09)), 'Stage / Year' (Fifth Year Student), 'Student type' (New First Time), and 'Full/Part time indicator' (Full Time). At the bottom is a radio button labeled 'Tick here then the 'Confirm' button once each question has been answered' and a 'Confirm' button.

Consent to Contact

This section contains information about optional communication and engagement preferences. Please indicate in this section whether you would like to receive the following communications from SETU and associated student services. You may withdraw your consent or update your preferences at any time, through the ARE Helpdesk via:

arehelpdesk.wd@setu.ie.

The screenshot shows the 'Capture and Process Personal Data' section of the online registration form. The header includes the SETU logo and a user profile 'Student 5 Test'. The main heading is 'Action Item Processing' with a sub-heading 'ACTION ITEM PROCESSING'. A 'Welcome' message states: 'You have the following items that require your attention.' with a 'Return' button. The left sidebar shows 'CAO New Entrant' with a dropdown menu set to '15', an 'Instructions' link, and a 'Personal Details' section marked 'Pending'. The main content area explains that personal information will be collected and that consent is required. It includes a 'Consent to process personal data' dropdown menu set to 'Consent' and a section for contact preferences with a 'Confirm Enrolment' button.

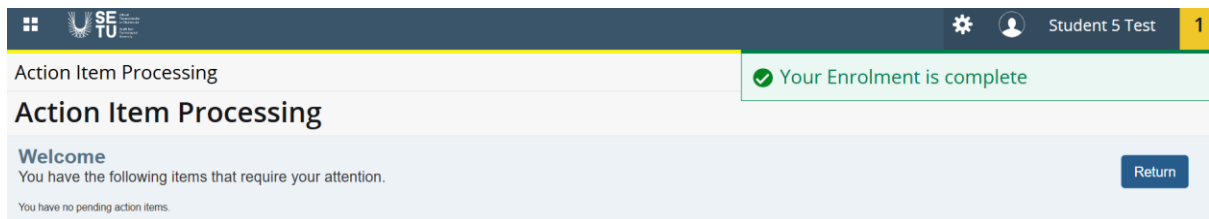
Confirm Registration

Please read the information carefully. Tick the radio button and then click 'Confirm' to complete your registration.

The screenshot shows the 'Student Declaration' section of the online registration form. The header is identical to the previous screenshot. The main heading is 'Action Item Processing' with a sub-heading 'Action Item Processing'. A 'Welcome' message states: 'You have the following items that require your attention.' with a 'Return' button. The left sidebar shows 'CAO New Entrant' with a dropdown menu set to '15', an 'Instructions' link, and a 'Personal Details' section marked 'Pending'. The main content area contains a 'Student Declaration' section where the user must confirm that all information provided is correct and that they agree to the terms and conditions. It includes a radio button for confirmation and a 'Confirm Enrolment' button.

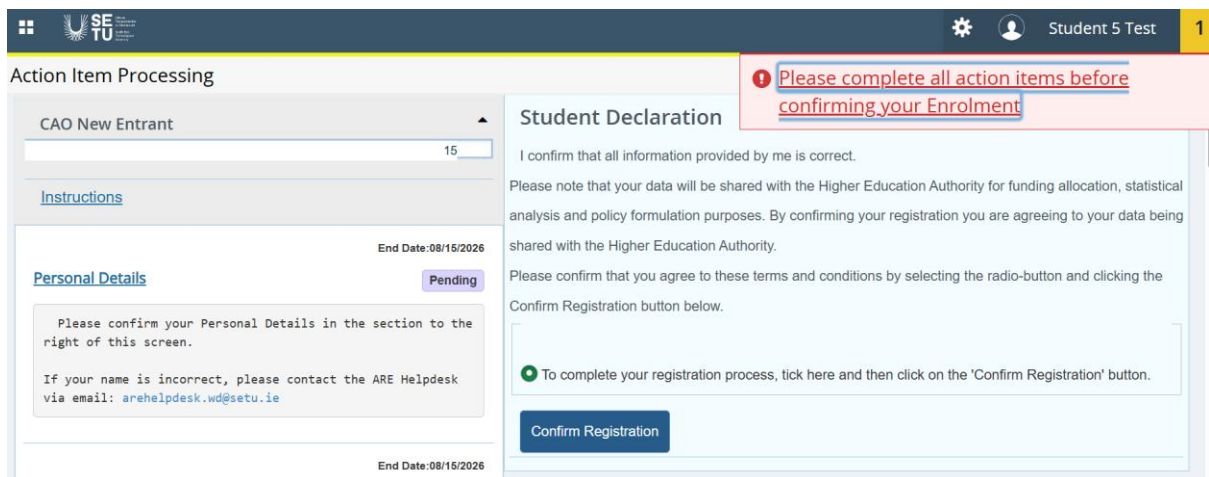
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A message will appear in the top right corner of the screen advising that your registration is complete:



The screenshot shows the 'Action Item Processing' page. At the top, there is a dark blue header with the USETU logo, a settings gear, a user icon labeled 'Student 5 Test', and a yellow tab with the number '1'. Below the header, a green banner displays a checkmark icon and the text 'Your Enrolment is complete'. The main content area has a light blue background with the title 'Action Item Processing' and a 'Welcome' message: 'You have the following items that require your attention.' Below this, it states 'You have no pending action items.' and includes a 'Return' button.

If you have not completed all your action items a message will advise you to complete all action items before confirming your Registration:



The screenshot shows the 'Student Declaration' page. The header is identical to the previous screenshot. A red warning banner at the top right contains an exclamation mark icon and the text: 'Please complete all action items before confirming your Enrolment'. The main content area is divided into two sections. On the left, under the 'CAO New Entrant' heading, there is a dropdown menu showing '15', a link to 'Instructions', and a 'Personal Details' section with a 'Pending' status and a 'Confirm' button. The 'Personal Details' section contains instructions to confirm details and contact the ARE Helpdesk via email: arehelpdesk.wd@setu.ie. On the right, the 'Student Declaration' section contains a confirmation statement, a disclaimer about data sharing, and a 'Confirm Registration' button. A green checkmark icon and text indicate that clicking the button will complete the registration process.

Action Items for New Students Only

HEA Access Survey

The HEA Access Survey helps the HEA allocate funding and support resources to higher education institutions. We strongly encourage all new students to complete this survey. Select 'Yes' to the first question. A number of additional questions will appear on screen. Answer all additional questions. Tick the radio button and then click 'Confirm' to complete the action item.

The screenshot shows the 'Action Item Processing' screen for a 'CAO New Entrant'. The interface is divided into two main sections. On the left, there are two sections for 'Personal Details' and 'Address Details', both marked as 'Pending' with a 'Pending' button. The 'Personal Details' section includes a text box for 'Please confirm your Personal Details in the section to the right of this screen.' and a note: 'If your name is incorrect, please contact the ARE Helpdesk via email: arehelpdesk.wd@setu.ie'. The 'Address Details' section includes a text box for 'Please confirm your postal mailing address that the University holds for you in the section to the right of this'. On the right, the 'Survey: HEA Access Survey' is displayed. It features a title, a required question indicator, and a detailed explanation of the survey's purpose: 'Responses to the Equal Access questions are used by the Higher Education Authority (HEA) to allocate additional resources for equality of access to higher education. All students are encouraged to answer these questions, however they are not mandatory and non-response will not prevent your registration at college or affect your eligibility for financial support. Non-response may, however, have implications for the amount of State funding that is allocated to your college, and to the supports available for students. For more information, see www.heai.ie/access'. Below this, there is a question with two radio button options: 'YES' (selected) and 'NO'.

CAO New Entrant

15

[Instructions](#)

End Date: 08/15/2026

[Personal Details](#) Pending

Please confirm your Personal Details in the section to the right of this screen.

If your name is incorrect, please contact the ARE Helpdesk via email: arehelpdesk.wd@setu.ie

End Date: 08/15/2026

[Address Details](#) Pending

Please confirm your postal mailing address that the University holds for you in the section to the right of this

Survey: HEA Access Survey

* - Required Question, it must be answered to complete the survey.

Responses to the Equal Access questions are used by the Higher Education Authority (HEA) to allocate additional resources for equality of access to higher education. All students are encouraged to answer these questions, however they are not mandatory and non-response will not prevent your registration at college or affect your eligibility for financial support. Non-response may, however, have implications for the amount of State funding that is allocated to your college, and to the supports available for students. For more information, see www.heai.ie/access

* Please select 'No' if you do not want to complete these Equal Access questions

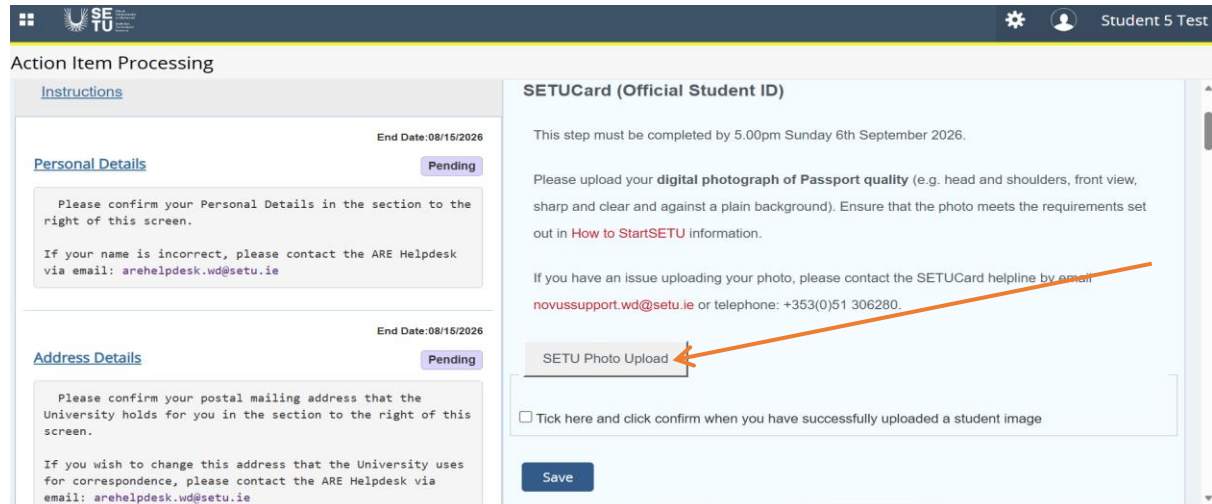
☒ YES

☐ NO

Photo Upload

Students who are new to the University are required to upload a photo to have their student ID cards printed. If you are new to the University, you will have an additional Photo Upload action item on your account. To upload a photo, select the Photo Upload action item. Click on the link within the action item.

Note: Ensure pop-ups are enabled on your device.



The screenshot shows the 'Action Item Processing' page for a student. On the left, there are sections for 'Personal Details' and 'Address Details', both marked as 'Pending'. On the right, the 'SETUCard (Official Student ID)' section contains instructions for photo upload. A blue button labeled 'SETU Photo Upload' is highlighted with an orange arrow. Below it is a checkbox to confirm the upload and a 'Save' button.

SETUCard (Official Student ID)

This step must be completed by 5.00pm Sunday 6th September 2026.

Please upload your **digital photograph of Passport quality** (e.g. head and shoulders, front view, sharp and clear and against a plain background). Ensure that the photo meets the requirements set out in [How to StartSETU](#) information.

If you have an issue uploading your photo, please contact the SETUCard helpline by email novussupport.wd@setu.ie or telephone: +353(0)51 306280.

SETU Photo Upload

☐ Tick here and click confirm when you have successfully uploaded a student image

Save

Click Photo Box to Add or Change Photo



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Unacceptable Photos:

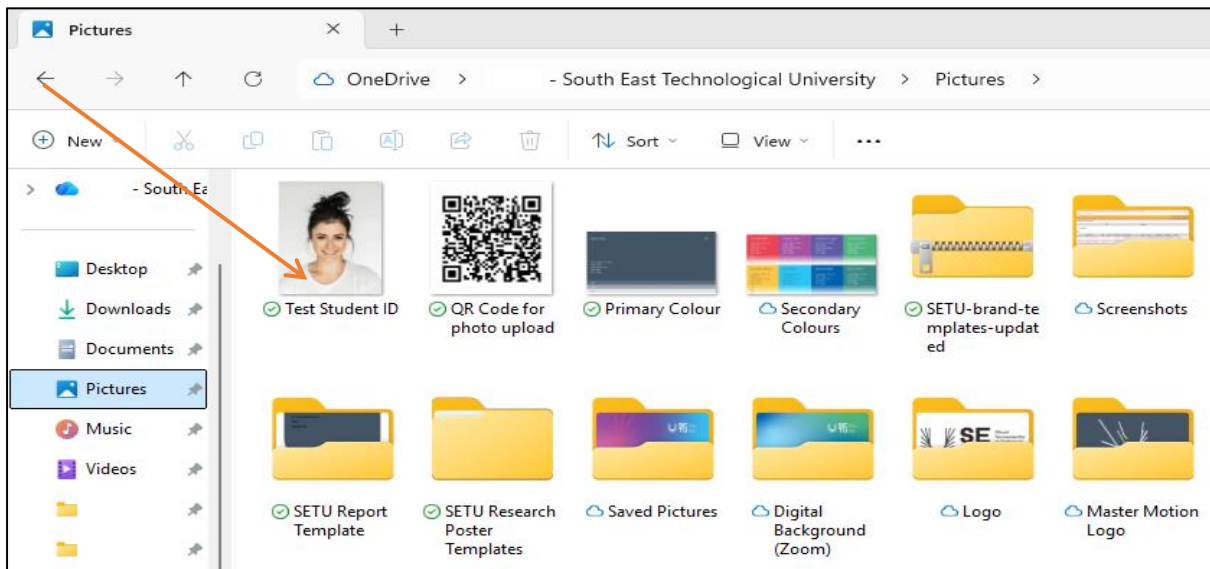


- No Hats, Headgear or Sunglasses. Hijabs/Turbans are accepted.
- Face is not fully visible or obscured by hair or other items.
- Background not plain and obstructions in background.
- No writing or Time/Date stamp on photo.
- Glare or 'red-eye' present. Insufficient contrast.
- No Selfies or Filters to be used.
- **Must be an ORIGINAL photo.**

Acceptable Photos:

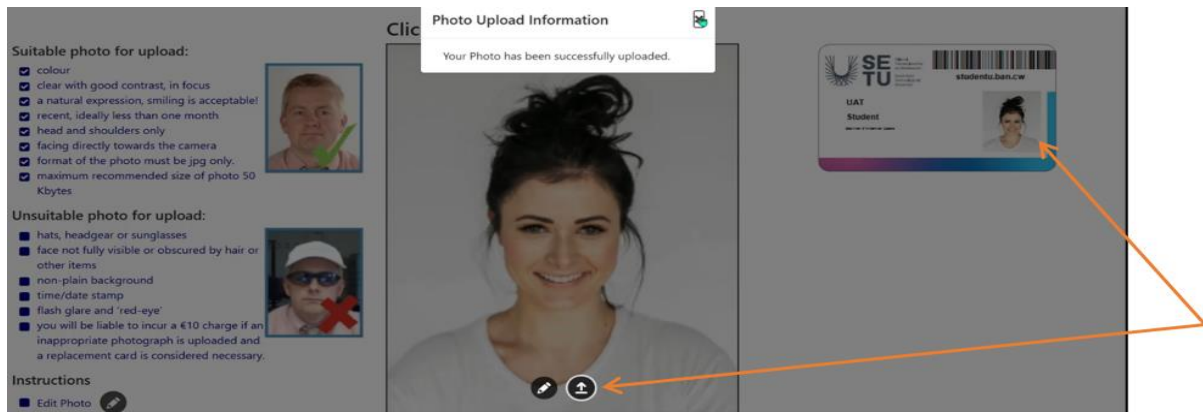


- ✓ A colour photo with a plain, light background.
- ✓ A clear photo with good contrast and in focus.
- ✓ A natural expression, smiling is acceptable!
- ✓ A recent photo, ideally less than 2 months.
- ✓ Head and shoulders only.
- ✓ Facing directly towards the camera.

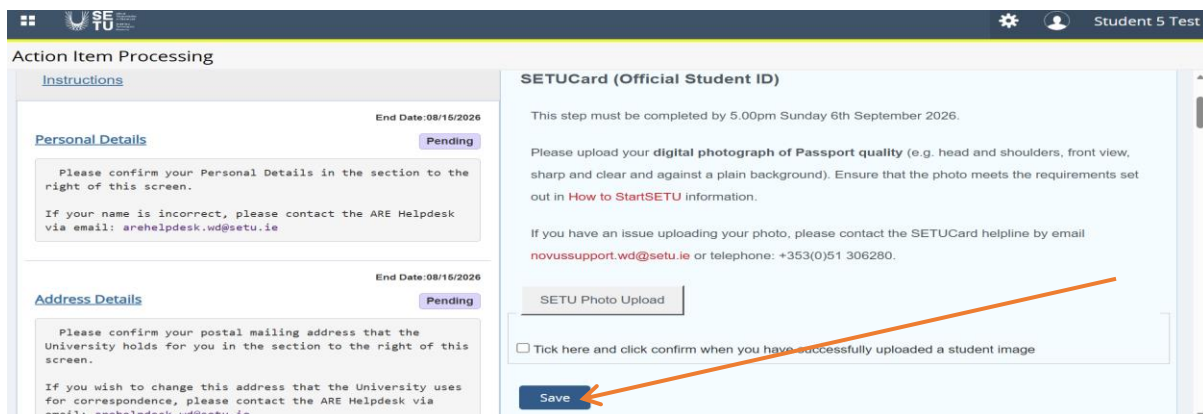


Once your photo has been selected, click the arrow at the bottom of the photo to complete the upload. Your photo will appear on the student card in the top-right corner.

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Close the photo upload tab and go back to the student portal. Tick the radio button and then the Save button to complete your photo upload:



Congratulations! Your Online Registration is now complete.