**CENTRE FOR ADULT LEARNING & PROFESSIONAL DEVELOPMENT
- RETURNING STUDENTS-**

Welcome to the next year of your course! Before you begin your academic year you will need to be fully registered with the University. Registration allows you gain access to a wide range of services and facilities available to our students.

Online Registration: OPENS 24th August......CLOSES 30th September

Step 1 Register

1. Logon using this link, http://www.nuigalway.ie/registration.
2. Enter your User Name (ID number) and password.
   User name: Your NUIG student number e.g. 15100001
   Password: Your existing password*
   (*If you are having difficulty accessing your student account, please see point 3, CASS account below for information)
3. Update your personal details e.g. term address, mobile number only under the 'Profile' tab
4. To proceed, click on the 'Courses' tab at the top of the page
5. To confirm your registration, click 'Register' on the right hand side of the screen under the 'Courses' tab, the Academic year must read 2016
6. Read the Terms & Conditions and if you agree tick the check box and 'Continue'
7. Update any other personal details and hit 'Continue'
8. YOU CAN OPT TO PAY FEES NOW OR PAY LATER, any fee queries should be directed to fees@nuigalway.ie*
9. You are now registered!
10. You can 'Print' this screen, 'Finish' and exit the page or 'Continue' to select your subjects/modules (where relevant)
11. Select your subjects / modules (where relevant) and follow the prompts provided

Step 2 Campus Account

CASS Campus Account Self Service

Your Campus Account provides, access using a single user ID and password, to PC Suites, Email & Microsoft Office 365 Apps, WiFi, Blackboard, Library Systems, Online Registration, MyCampus, Exam Timetables and Exam Results.

1. If you activated your CASS account last year, you **don't** need to reactivate it for 16/17.
2. To activate your Campus Account, please click here
3. If you are having difficulty with accessing your student account, you can contact the Library & IT Service Desk.
   http://www.nuigalway.ie/information-solutions-services/aboutus/contactus/

NUI Galway Email: Ensure you check your NUIG email account regularly as all official communication will be sent using this email address.

Student ID Cards: As ID cards have been issued to all progressing students in first year, please note: If you lose your ID card, replacement cards can be obtained at the Student Information DesK (SID) for €20; email sid@nuigalway.ie

FEES: YOU CAN REGISTER ONLINE WITHOUT PAYING FEES AT REGISTRATION. All Fee Queries must be directed to the Fees Office at fees@nuigalway.ie.*
*Training & Education/community Education/Technology Studies: Contact your coordinator regarding fees.

Online Registration Helpdesk is open from 24th August – 30th September, 2016; Monday – Friday : 9am – 5pm, Level 1, Áras Uí Chathail; email reghelp@nuigalway.ie with your NUI Student ID No. & Course Name (e.g. 2BS1, 3BA1 etc.)

Module Selection - You must register for your modules online (where relevant), this gives you access to your modules on Blackboard (if the lecturer is using Blackboard) and Your personal exam timetable.
REMINDER: Your registration statement must match the modules on your Blackboard account, if not email reghelp@nuigalway.ie