

REGISTRATION & Musicianship enrolment GUIDE

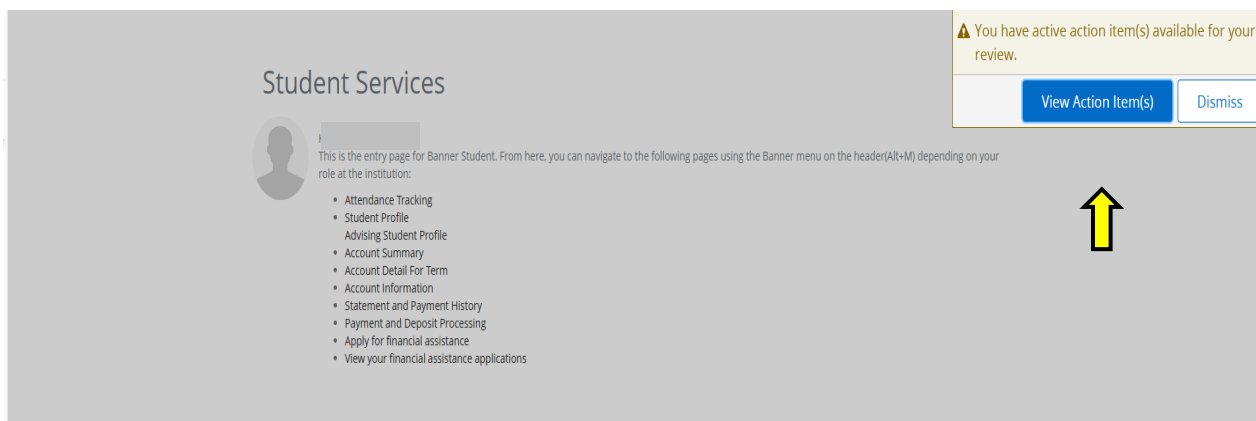
Please read the instructions below carefully and follow the steps for completing your registration & enrolment.

If you are attending Musicianship, you will need to select the class you wish to join. This is not necessary for your instrumental or vocal tuition. The fee for your practical lessons has already been applied to your account.

To access Student Self Service to register for your programme click the link [here](#). (This portal can only be accessed after you have been issued with your invitation to register via email)

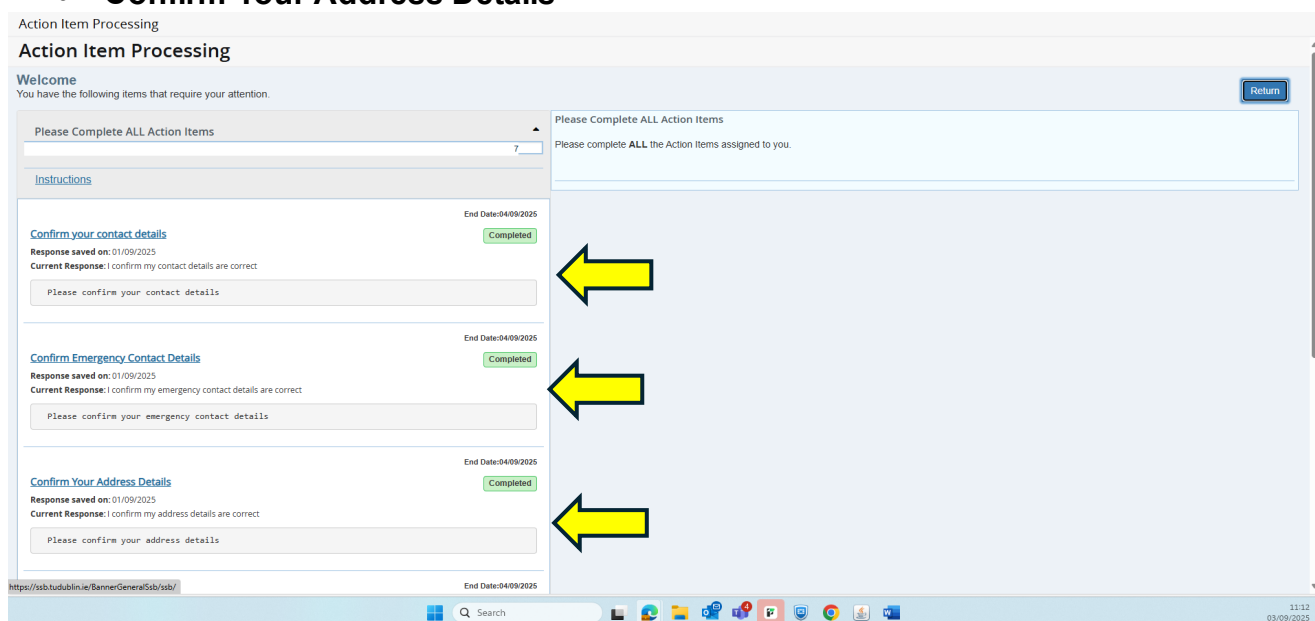
You may be asked to log into your student account using your student email (e.g. **D12365478@mytudublin.ie**) and your password. Issues with email log ins should be logged with itsupport@tudublin.ie

Once logged in, a notification will pop up on your screen to **"View Action Items"** click on this button.



Click on the section **"Confirm Your Contact Details"** ensure details are correct and click **"SAVE"**. Repeat this step for the remaining action items below

- **Confirm Emergency Contact Details**
- **Confirm Your Address Details**



Click on section **"Confirm Programme of Study"**. Ensure it shows **Conservatoire Part-time Music (TU6253)**.

Then click the round button that says: **"I confirm that the programme information above is correct"** and click **"Confirm"**.

(Note: The year (Y1, Y2, Y6, etc.) relates to your musicianship code; no action is required here, just for your reference.)

The left screenshot shows the 'Action Item Processing' page with a list of action items. The 'Confirm Programme of Study' item is highlighted with a yellow arrow. The right screenshot shows the 'Confirm Programme(s) of Study' form. The form contains a table with the following data:

Programme	Major	Mode	Start Date	Campus	Year
Conservatoire: Music Part-time (TU6253)	Conservatoire Music P1(TU6253)	Part-time		Grangeopman	Y6

Below the table, there is a 'Confirm' button highlighted with a yellow arrow.

Click on **"Confirm Module Selection"**, then click **"Register Now"**. This will open a new tab or screen.

The left screenshot shows the 'Confirm Module Selection' form. The 'Confirm Module Selection' link is highlighted with a red box. The right screenshot shows the 'Confirm Module Selection' form. The form contains a table with the following data:

Subjects/Modules	Module Registration Status	Semester	Study Path	Credits
19664 Intermediate Level2	"Web Registered"	Double Term	Conservatoire: Music Part-time	0

Below the table, there is a 'Register Now' button highlighted with a yellow arrow.

Select the term **"Sept-Dec Academic Term 2025/26"** and the programme **"TU6253 Conservatoire: Music Part-time"**. Click **"Continue"** to proceed.


Student • Registration • Select a Term

Select a Term

Terms Open for Registration
 Sept-Dec Academic Term 2025/26

Study Path
 TUG253Conservatoire Music Part-time

Continue




You will now see the screen below.

Click on tab **"Enter CRNs"** (see image below for reference). Choose your preferred day for [Musicianship from the timetable here](#) under **musicianship heading**, then input the **CRN** number from the timetable into the CRN box. Click **"Add to Summary"** then click submit to save your selection.

Note: you can only select one class

Student • Registration • Select a Term • Register for Classes

Register for Classes


Find Classes: **Enter CRNs** 

Enter Course Reference Numbers (CRNs) to Register

Term: Sept-Dec Academic Term 2025/26

Selected Study Path is TUG253Conservatoire Music Part-time

CRN

+ Add Another CRN Add to Summary 

Schedule **Summary** **Tuition and Fees**


Class Schedule for Sept-Dec Academic Term 2025/26

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
06							
07							
08							
09							
10							
11							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Intermediate Level 2	GAMU 5007, 0	0	19064	Class	Registered	None

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 999,999,999

Submit 

Return to the **"Action Item Processing"** screen. In the **"Confirm Module Selection"** section, select **"I confirm the selected modules are correct"**. Click **"Confirm"**. You are now enrolled in the musicianship class.

Confirm Module Selection

If you have not registered on any Modules, select the **Register Now** button below. This will open a new tab where you will get to select your modules.

Once you select your modules, **please ensure that you come back to this page and hit refresh.** You will then be able to view your module selection.

Subjects/Modules	Module Registration Status	Semester	Study Path	Credits
19864 Intermediate Level2	""Web Registered""	Double Term	Conservatoire: Music Part-time	0

Total Credits:
0

If the displayed Modules are incorrect, please select **Amend Registration**.

Register Now

Amend Registration

☒ I confirm the selected Module(s) details are correct

Confirm

PAYMENT PROCESS

In the Action Item Processing screen.

Click on **"Pay Fees & Complete Enrolment"**.

Select **"Self-funded (I am paying my fees)"**, then tick the box that says **"I confirm I completed this form"**. Click **"Pay Now"** to proceed to the payment screen. Once on the payment page, click **"Continue"**, then enter your payment details.

Confirm Emergency Contact Details

Response saved on: 01/09/2025

Current Response: I confirm my emergency contact details are correct

Please confirm your emergency contact details

End Date: 04/09/2025

Completed

Confirm Your Address Details

Response saved on: 01/09/2025

Current Response: I confirm my address details are correct

Please confirm your address details

End Date: 04/09/2025

Completed

Confirm Programme of Study

Response saved on: 01/09/2025

Current Response: I confirm (Confirm ONLY if the Programme information displayed above is correct)

Please confirm your selection of Programme

End Date: 04/09/2025

Completed

Confirm Module Selection

Response saved on: 03/09/2025

Current Response: I confirm the selected Module(s) details are correct

Please confirm your selection of modules

End Date: 05/09/2025

Completed

2. Supply requested information in the displayed form.

3. When you click on 'pay now', a new tab will open which will bring you to the payment page. On this page, you can either register for a payment plan and make the initial payment or pay your fees in full.

4. On the Payment Centre screen, choose either:

- Make Payment, if paying in full
- OR
- Enrol on a Payment Plan, if you wish to pay in instalments

5. Once the payment is complete, please ensure that you come back to this page and hit refresh. Once you refresh, you can click on the 'Confirm & Complete Enrolment'. If the payment was unsuccessful, the 'Confirm & Complete Enrolment' button will remain disabled, indicating that your fees have not been paid. For further information and support on registration and fees, [please visit the link](#)

Confirm payment option

☒ Self-funded (I am paying my fees)

☐ SUSI Grant


☐ Research Student-funded

Self Funded

Select 'Pay Now' to proceed to payment screen.


☐ I confirm I completed this form and 'Confirm & Complete Enrolment' button must be selected to proceed to complete enrolment.

Pay Now



Logged in as: Max | Logout

User Onboarding


Add an Authorized User

You can give permission to third parties, such as parents or employers, to access your account information. Your student financial records cannot be shared with a third party without your consent. Selecting the buttons below represents provisions of your written consent to permit the specified individual to view your account information and make payments on your behalf.

Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

Email address of the authorized user

Would you like to allow this person to view your payment history and account activity?

☒ Yes ☐ No

Would you like to allow this person to receive your payment plan communications?

☒ Yes ☐ No

Don't Remind Me


Remind Me Later

Continue

Follow instructions to make payment

Logged in as: Max | Log

User Onboarding


Add a Payment Method

Select a payment method and securely save the account information for future use.

Method

Credit or Debit Card



Select

Don't Remind Me

Remind Me Later

Credit Card

We accept the following credit cards:



EXTRA NOTES FOR YOUR INFORMATION ONLY

Where to find your fees:

On the **main page**, click on "**Confirm Programme of Study**". Then click on "**Tuition and Fees**" (see picture below). A screen will pop up showing your **fee balance**.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

[Find Classes](#) | [Enter CRNs](#) | [Schedule and Options](#)

Enter Your Search Criteria ⓘ

Term: Sept-Dec Academic Term 2025/26
Selected Study Path is TU0253Conservatoire Music Part-time

Subject and Course Number

Instructor

Title

[Advanced Search](#)

Schedule ⓘ Schedule Details

Class Schedule for Sept-Dec Academic Term 2025/26

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
06							
07							
08							
09							
10							
11							

[Download](#)

<https://ssb.tu Dublin.ie/StudentRegistrationSub/ssb/classRegistration/classRegistration#>

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Intermediate Level 2	G4MU 5007, 0	0	19864	Class	Registered	None

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 999 999 999

[Tuition and Fees](#) ⓘ

Tuition and Fees for Sept-Dec Academic Term 2025/26 ⓘ

Code	Description	Amount (EUR)
MPTF	Music Part-time Fee	€925.00
Total:		€925.00

Total Credit Hours: 0