

# **CRM Recruit Applicant Guide**

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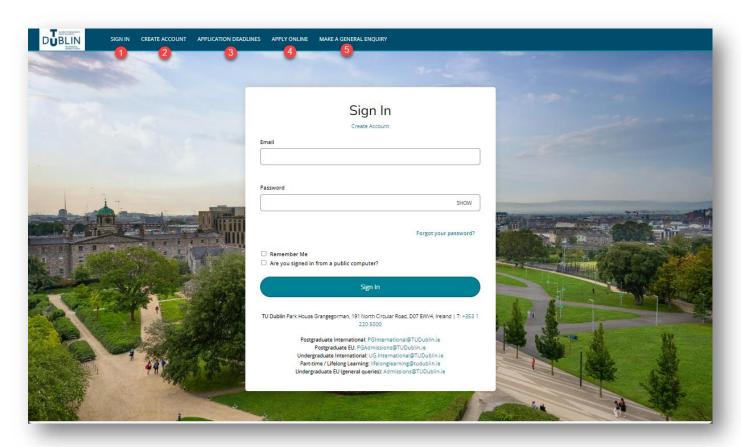
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# Introduction

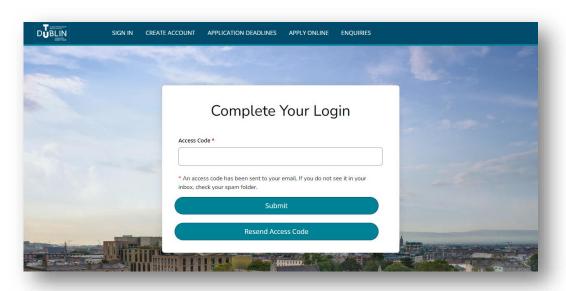
This artefact is specifically designed for new applicants of TU Dublin to ensure a smooth and successful start to their academic journey. It serves as a comprehensive guide, providing clear instructions on how to create and activate your student account, a crucial step in accessing all university services and resources. The document walks you through the process step-by-step, helping you avoid common challenges or confusion. Additionally, to further assist you, a video tutorial is included, offering a visual guide that complements the written instructions, ensuring that every student, regardless of their familiarity with technology, can follow along with ease. By following this guide, you'll be well-prepared to engage with the university's online platforms and make the most of your time at TU Dublin.

# **Landing Page**

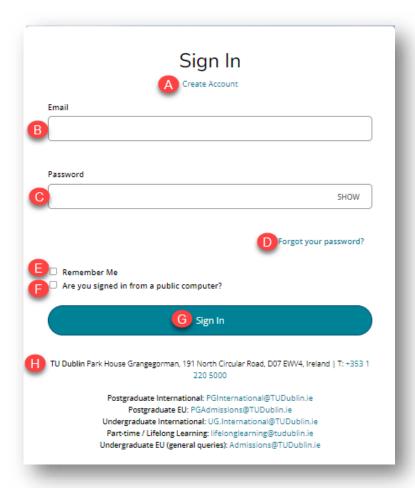
This URL take you to the "Sign In/ Create Account" <a href="https://tudie.elluciancrmrecruit.com/Apply/">https://tudie.elluciancrmrecruit.com/Apply/</a>



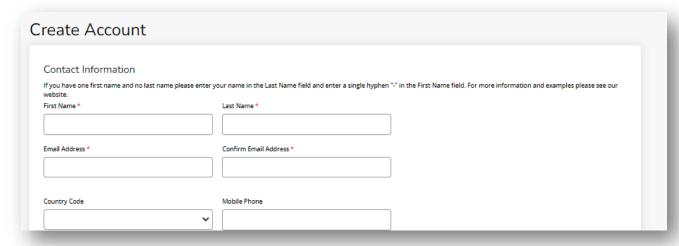
TU Dublin uses Multi-Factor Authentication (MFA) to enhance the security of your account. When signing in, you will receive an access code sent to your email, which you'll need to enter to verify your login.



# Sign In

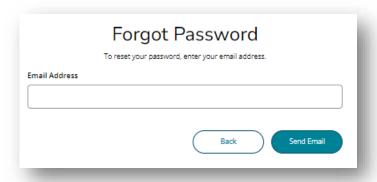


(A) **Create Account**: This link will take you to the Create Account option.



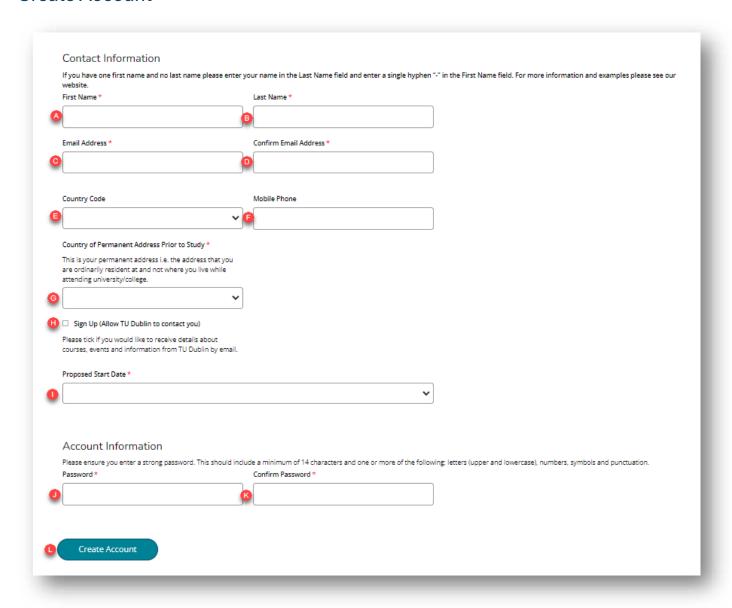
- (B) Email: Enter your email address for your account.
- (C) **Password**: Enter your password for your account.

(D) Forgot your password? This link will take you to the Forgot your Password option.



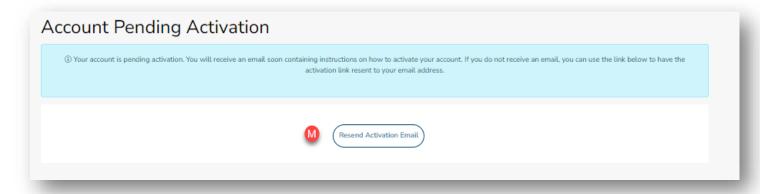
- (E) Remember me:
- (F) Are you signed in from a public computer?

## **Create Account**

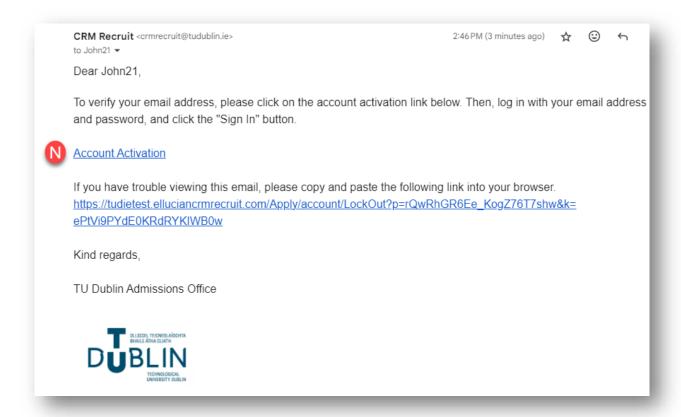


- (A) First Name: Enter your First name. This is mandatory.
- **(B) LastName:** Enter your Surname. This is mandatory.
- (C) Email Address: Enter your contact email address. This is mandatory.
- (D) Confirm Email Address: Confirm your contact email address. This is mandatory.
- (E) Country Code: The international country code for your contact number.
- (F) Mobile Phone: Enter your contact phone number.
- **(G) Country of Permanent Address prior to Study:** Your home address that you are ordinarily resident. This is mandatory.
- **(H) Sign Up (Allow TU Dublin to Contact you):** This will allow TU Dublin send details regarding your course, events, and information through email.
- (I) Proposed Start Date: Select your proposed start date.
- (J) Password: Enter your TU Dublin password which should include a minimum of 14 characters and one or more of the following: letters (upper and lowercase), numbers, symbols, and punctuation. This is mandatory.
- **(K) Confirm Password:** Confirm your password. This is mandatory.

**(L) Create Account:** Once Activated an activation email is sent to your email address. Check your email inbox & spam folders for activation email.



- (M) Resend Activation Email: If you don't receive a activation email select this option.
- (N) Account Activation:

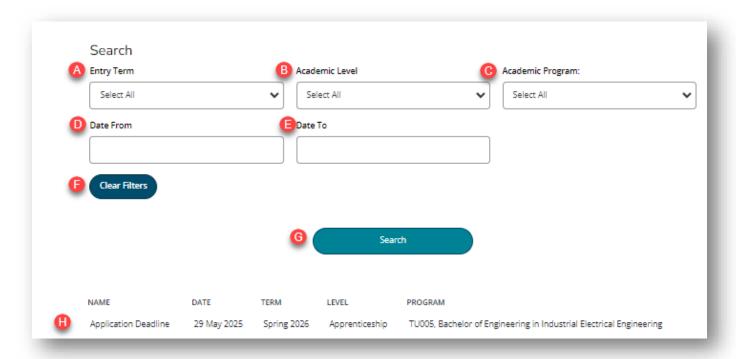


(O) Create Account completed: Your account is now setup.



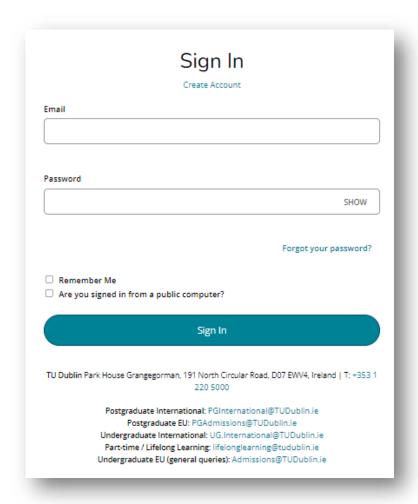
You can now Sign In.

# **Application Deadlines**



- (A) Entry Term: Select your Entry Term from the dropdown menu.
- (B) Academic level: Select your Academic level from the dropdown menu.
- (C) Academic Programme: Select your Academic Programme from the dropdown menu.
- (D) Date From: Use date picker to select your start date of your search.
- (E) Date To: Use date picker to select your end date of your search.
- (F) Clear Filters: This option removes selected any selected filters.
- (G) Search: This option will search for items within your search criteria entered.
- (H) Results: This section will display search results.

# **Apply Online**

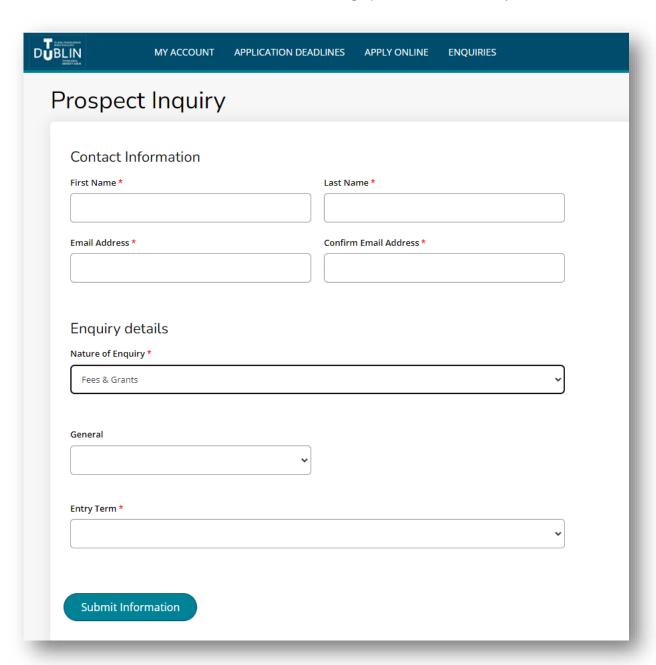


Sign in using your email and your password, you are presented with option to Start a new TU Dublin application. See <u>section 1</u> for sign in instructions.

# **Enquires**

In the **Enquiries** section, you can make general inquiries in the following areas:

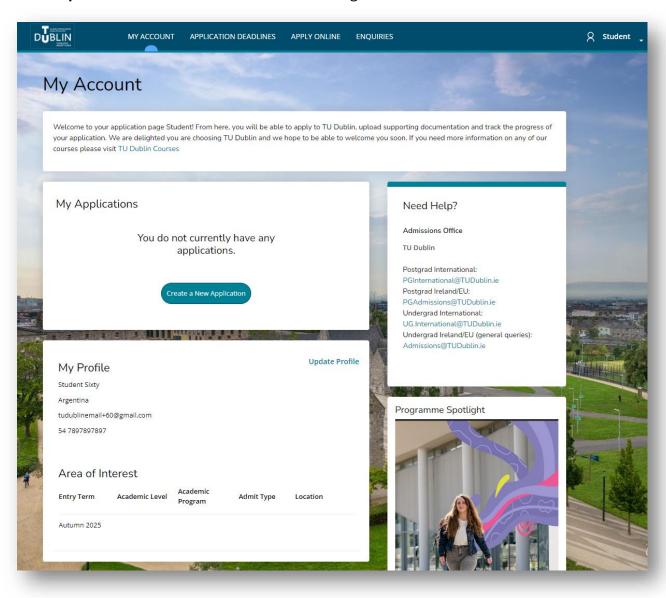
- Prospectus Request a course prospectus or additional information.
- Course Enquiry Get details on specific courses.
- Entry Requirements Learn about academic requirements and qualifications needed.
- How to Apply Find guidance on the application process.
- EU or Non-EU Status Clarify your residency status and its impact on your application.
- Fees and Grants Inquire about tuition fees, available grants, and financial support.
- Accommodation Get information on housing options and university accommodations.



# My Account

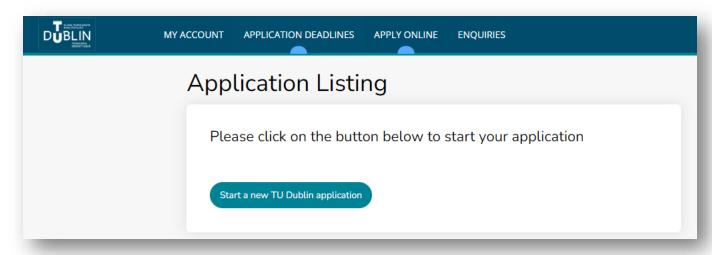
Once the applicant has successfully completed the login stage, they are presented with their My Account page.

- My Applications Allows applicant to start a new application.
- My Profile The Applicant can update their personal profile.
- Need Help? Provides email address for contacting Admission Office.

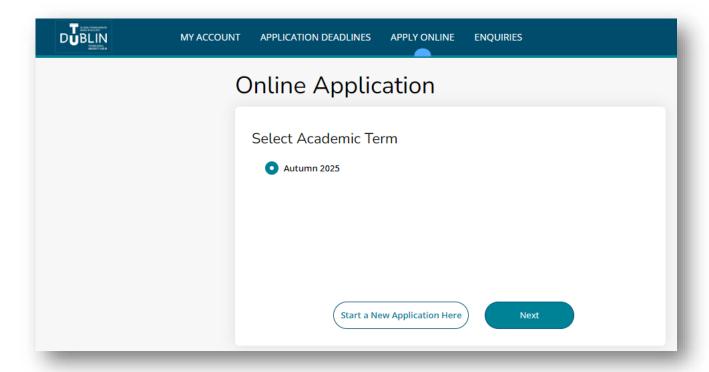


# Create a New Application

To start a new application, go to **My Account** and select the **Create a New Application** button. This will take you to the **Application Listing** section, where you can choose **Start a new TU Dublin application** to begin the process.



In the Online Application section, select the Academic Term in which you wish to start your course.



# **Application**

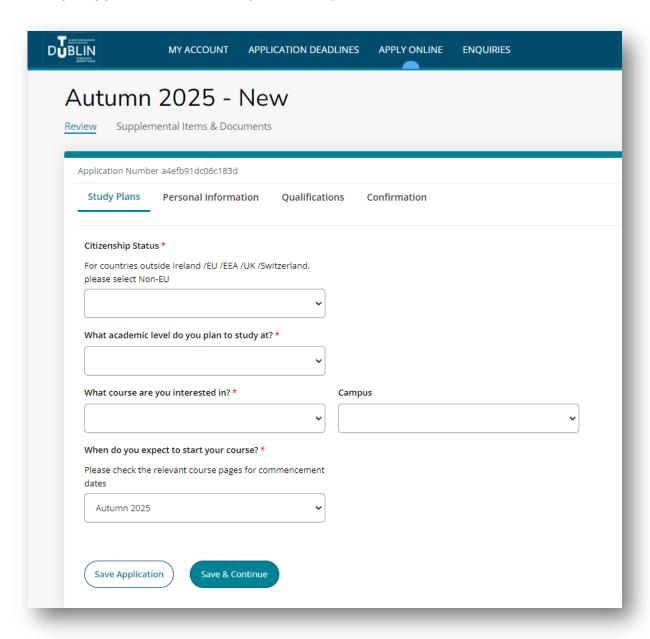
All fields marked with an \* are mandatory and must be completed on the application.

The full application requires several sections to be completed, including:

#### Review Section:

- Study Plans
- Personal Information
- Qualifications
- Confirmation

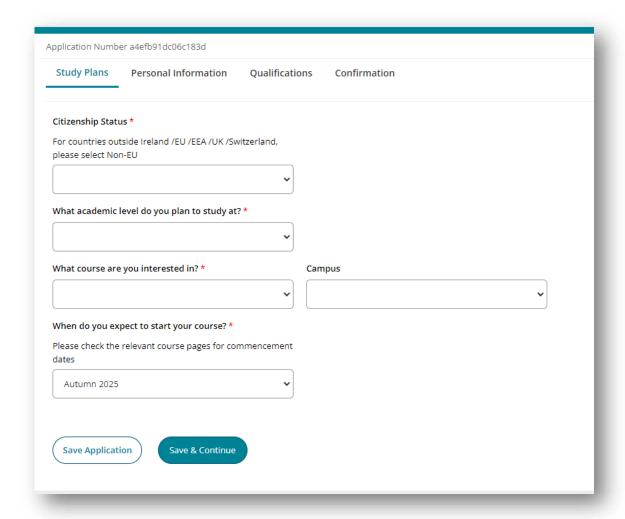
Additionally, **Supplemental Items** may also be required.



## Study Plans

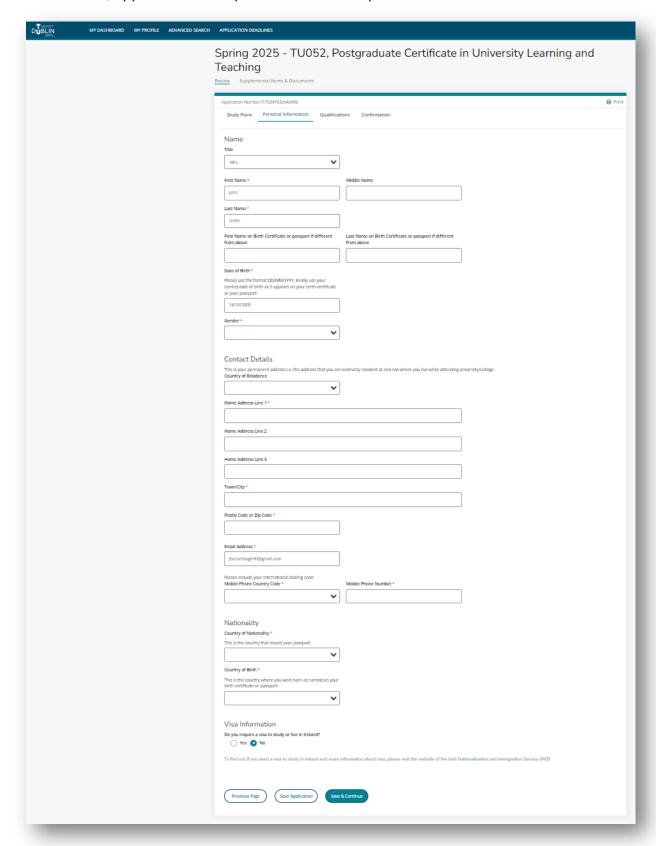
Applicants should begin their application by entering the following information:

- Citizenship Status
- Academic Level
- Course
- Campus
- Save Application will save your current application progress and log you out.
- Save & Continue will save your progress and proceed to the Personal Information section.



#### Personal Information

In this section, applicants are required to enter their personal information.

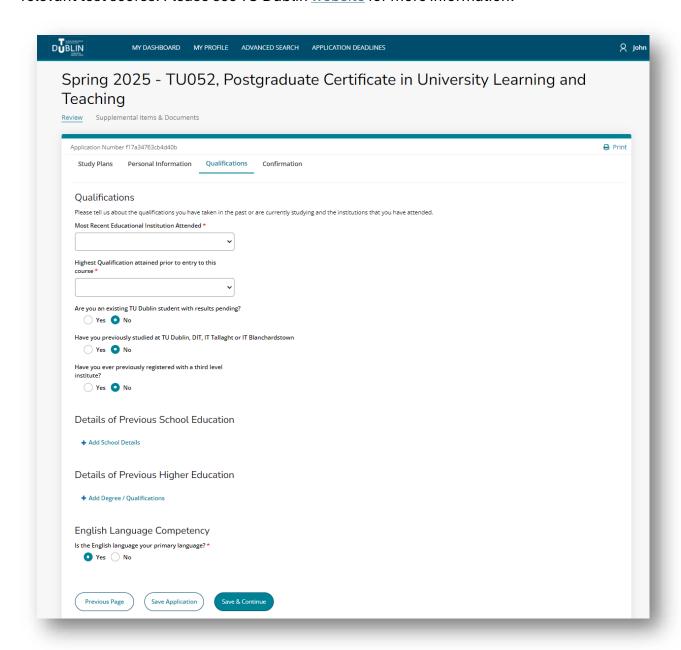


- Save Application will save your current application progress and log you out.
- Save & Continue will save your progress and proceed to the Qualifications section.

#### Qualifications

In this section, applicants must provide details about their educational background, including:

- Previous Qualifications List any past qualifications, such as diplomas, certificates, or degrees obtained.
- History with TU Dublin Indicate if you have previously attended TU Dublin, including details
  of your course and dates attended.
- Other Higher Education Institutions List any other institutions attended, along with relevant course details and dates.
- **English Language Proficiency** Specify your level of English language proficiency and any relevant test scores. Please see TU Dublin website for more information.



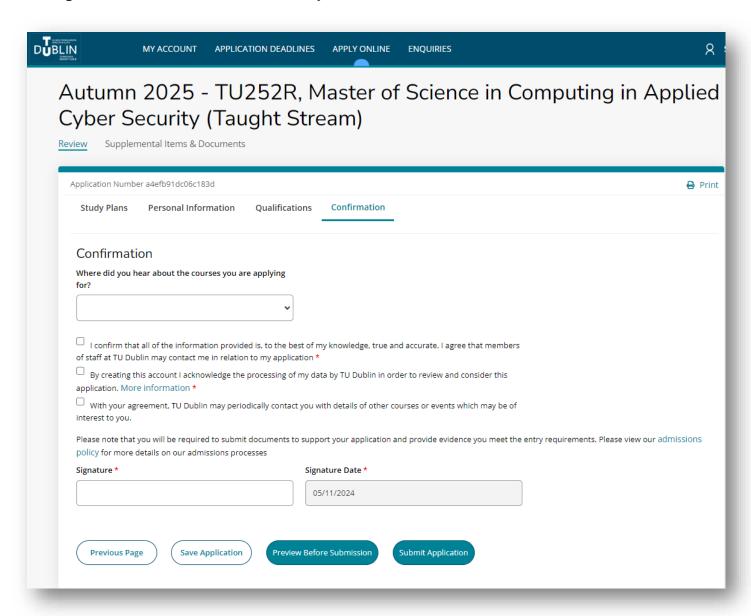
- Save Application will save your current application progress and log you out.
- Save & Continue will save your progress and proceed to the Confirmation section.

#### Confirmation

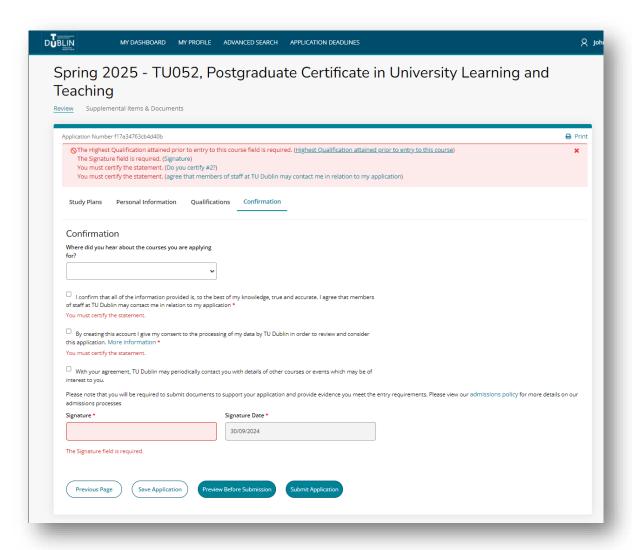
In the **Confirmation** section, applicants are asked to:

- Indicate how they learned about TU Dublin Share details on how you discovered the university or the programme, such as through online research, referrals, or recruitment events.
- **Verify the Accuracy of Provided Information** Confirm that all information in the application is correct and truthful.
- **Grant Permission for Communication** By confirming, applicants give TU Dublin permission to contact them with further information regarding course details, application updates, and other relevant notifications.

This final step ensures that the application is complete, accurate, and that applicants are open to receiving communications from the university.



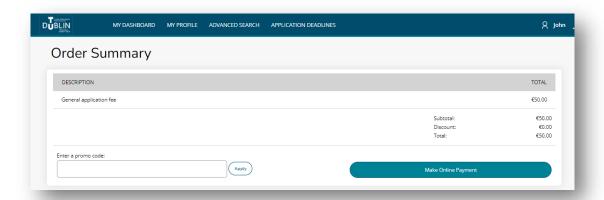
**Preview Before Submission** button will highlight any mandatory fields not completed in the application



Submit Application button will display the Order Summary screen

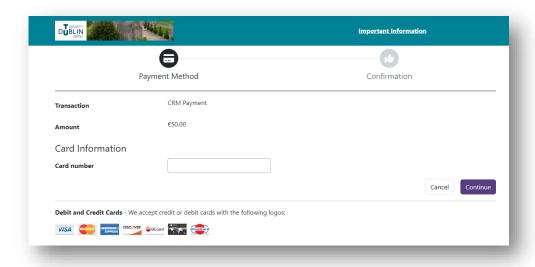
## **Order Summary**

This will allow the payment of the Application Fee

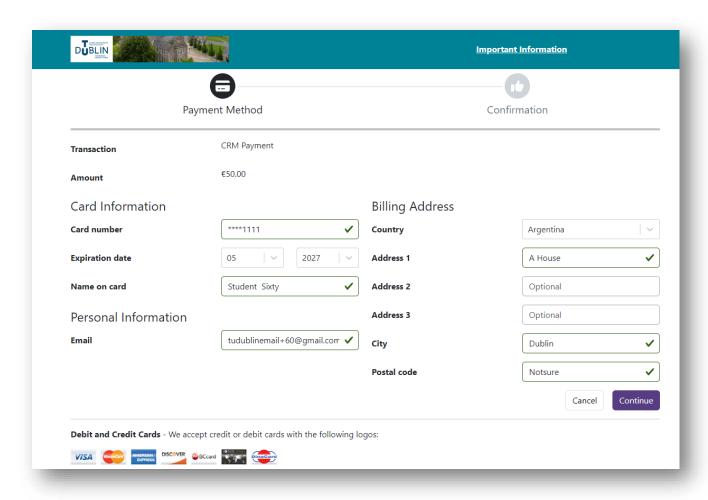


You can enter a discount code / promo code and select the *Apply* button, if valid it will be applied.

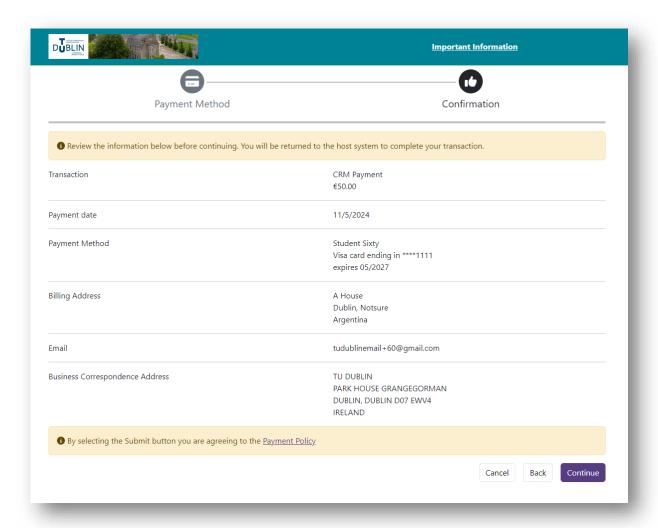
Make Online Payment will bring up the merchant screen for you to enter your card number.



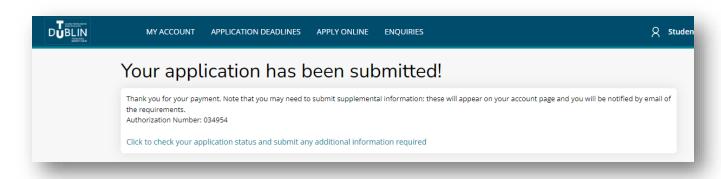
**Continue** will bring up personal information and billing address from your application you will need to enter in the **Expiration Date** from your card.



## Confirmation screen will display the details of your payment

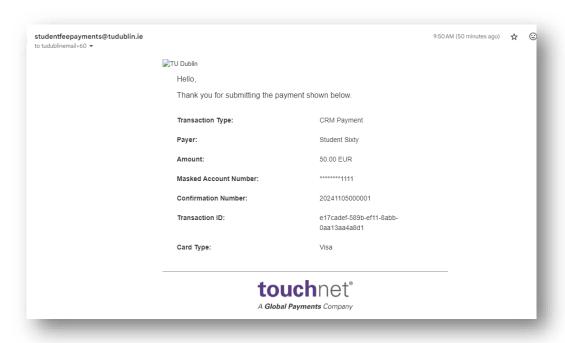


Selecting **Continue** will display a confirmation message indicating that your application has been successfully submitted. This message will confirm that your application is now complete and provide any next steps or additional information you may need.



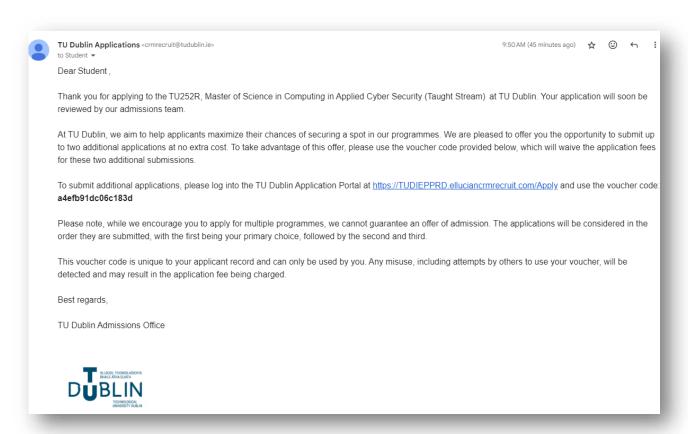
#### Receipt

You will receive a receipt from our payment gateway partner to your email address



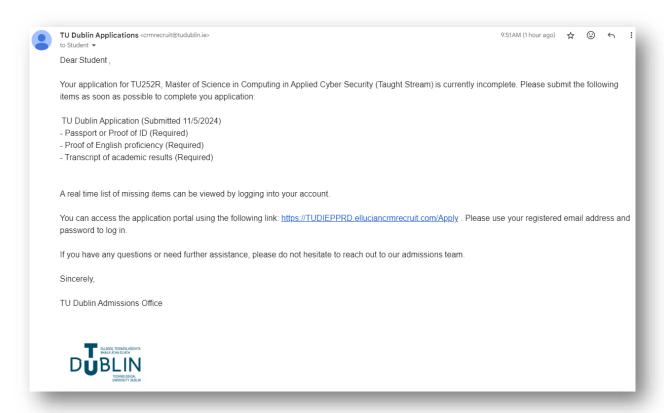
#### Voucher

You will also receive an email from TU Dublin containing a voucher code that allows you to submit two additional applications without paying the application fee.

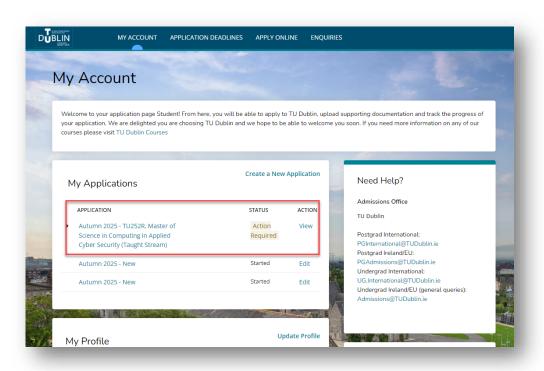


## **Review Application**

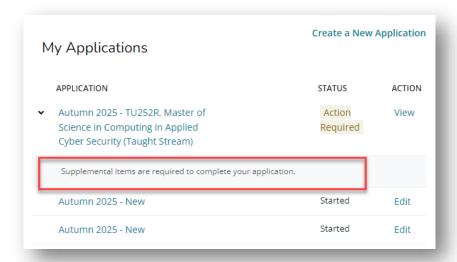
If your application requires supplemental items, you will receive an email outlining the necessary actions to complete your application. This email will resemble the example below. You can either click the link provided in the email or log in to your TU Dublin account to address the required items.



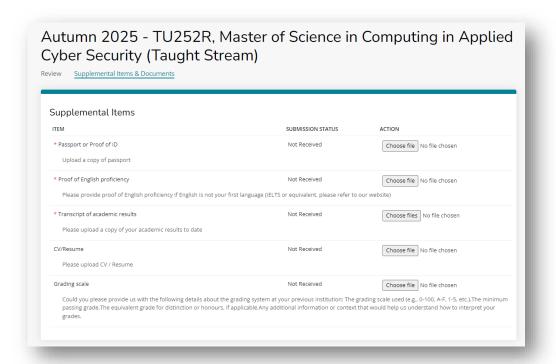
In **My Account** in the **My Applications** section you can view your applications, the status of your application is **Action Required** this application requires your attention for one or more items.



Selecting status Action Required will display what is required to complete your application.

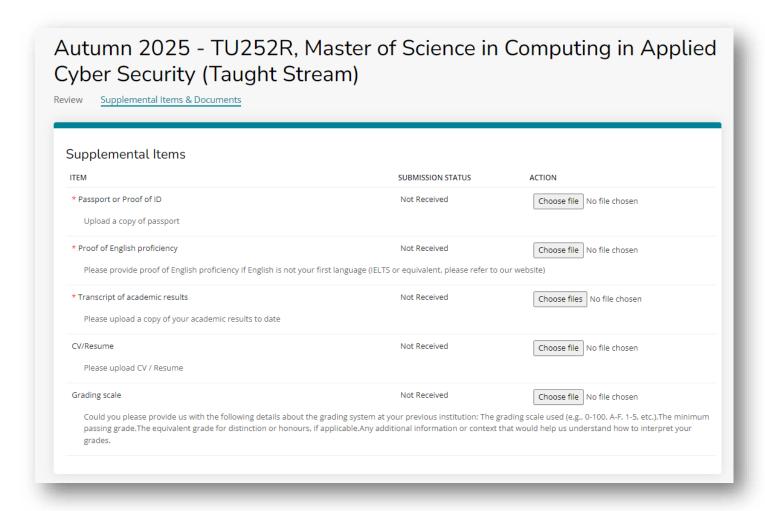


Selecting action View will display the Supplemental Items & Documents required

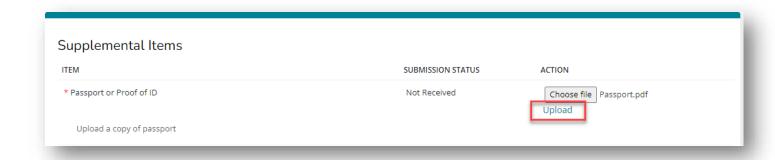


## Supplemental Items

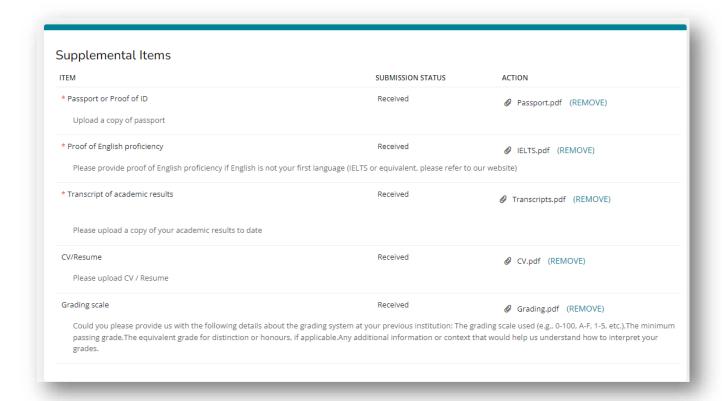
Each Item requires an action, in the example below proof of Passport ID, proof of English proficiency, Academic results, CV/Resume and Grading scale are required.



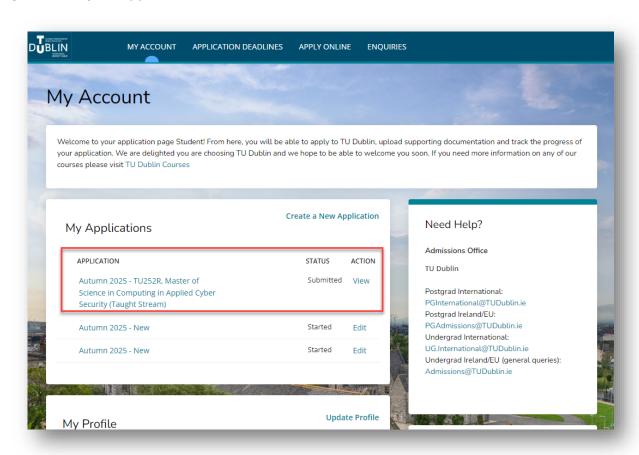
Select **Choose File** and upload the relevant document from your device, now select **Upload** to complete the process.



Once all Supplemental items are uploaded and Submission status is received.

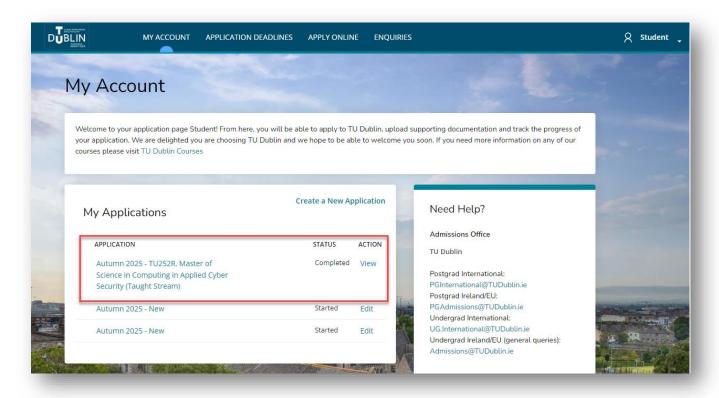


In My Account your application status is now at Submitted status.



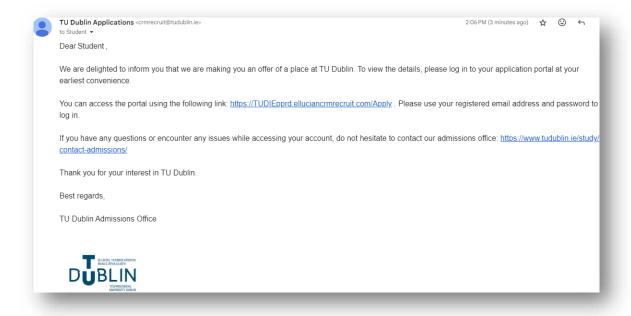
## **Application Status**

The TU Dublin Admissions team will review your application. If they determine that you have successfully completed the application process, your application status will change from **Submitted** to **Completed**. Following this, your application will be evaluated by TU Dublin's academic assessors in the next stage of the application review process.



#### Offer Letter

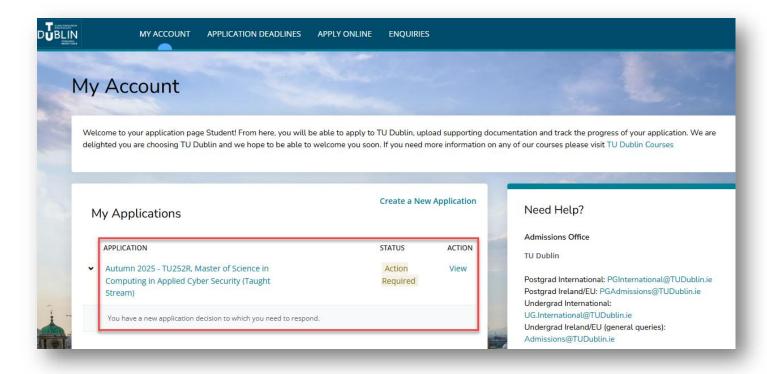
If your application is successful, you will receive an Offer Letter, example below.



#### **EU Applicants**

NB: For Non-EU Applicants please click on link Non-EU Applicants to proceed.

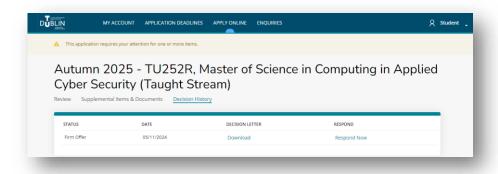
In your My Account section the Application status is now at Action Required.



The **Action Required** section allows you to view any outstanding requirements or additional documents. Selecting **View** will open a new section called **Decision History**, where you can review updates and decisions made regarding your application.

#### **Decision History**

The warning message alerts you that multiple items require your attention. Please review each tab to ensure your application is complete.



**Respond Now** will take you to the **Application Response** page, allowing you to either **Accept** or **Decline** the offer.

**Download** will allow you to obtain your Offer Letter which contains Payment and Registration information. Sample below

#### Sample Offer Letter



Application Number: 918a7d508d4de502

Dear Student.

Congratulations and welcome to TU Dublin.

I am delighted to offer you a place in Year 1 of our TU252R, Master of Science in Computing in Applied Cyber Security (Taught Stream) programme commencing in Autumn 2025. We are excited to have you join our vibrant community.

The fee for your programme is  $\in$ 8,500.00 per year, which includes all student services. If your employer is funding your study, please contact us at <u>admissions@tudublin.ie</u> to arrange next steps.

#### Accepting & Registering on your programme:

To accept your place, please go to your account on the <u>application portal</u> and follow the instructions. You will need your username, which is your email address. Once you have accepted you will have access to all University Services. You will receive your invitation to register on the programme about 2-4 weeks prior to the start date.

#### **Further Information:**

You will find a lot more information and advice on our website <u>TU Dublin Getting Started</u> and why not follow us on social media <u>@tudublin</u> or join us at university events at <a href="https://www.tudublin.ie/opendays/postgraduate/">https://www.tudublin.ie/opendays/postgraduate/</a>

We look forward to welcoming you to TU Dublin. Embarking on this new journey is a significant step, and we wish you every success in your studies.

Yours sincerely,

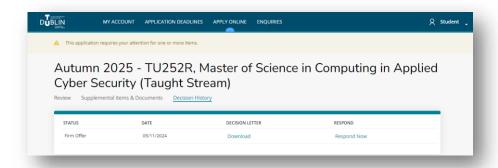
Bob Ó Mhurcú Senior Manager – Admissions TU Dublin

> OT Baile Átha Cliath Teach na Páirce Ghráinseach Ghormáin 191 An Cuarbhóthar Thuaidh DO7 EWV4, Éire

TU Dublin Park House Grangegorman 191 North Circular Road D07 EWV4, Ireland

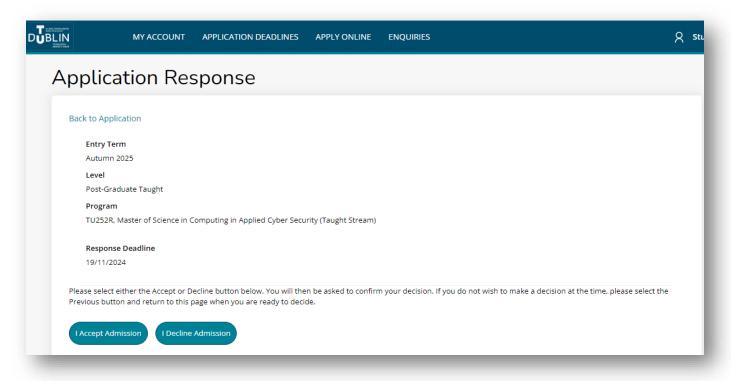
- +353 1 220 5000 - tudublin.ie

Seoladh Cláraithe / Registered Address
OT Baile Átha Cliath - Teach na Páirce Ghráinseach Ghormáin
191 An Cuarbhóthar Thuaidh, DO? EWV4, Éire
TU Dublin - Park House Grangegorman
191 North Circular Road, DO? EWV4, Ireland



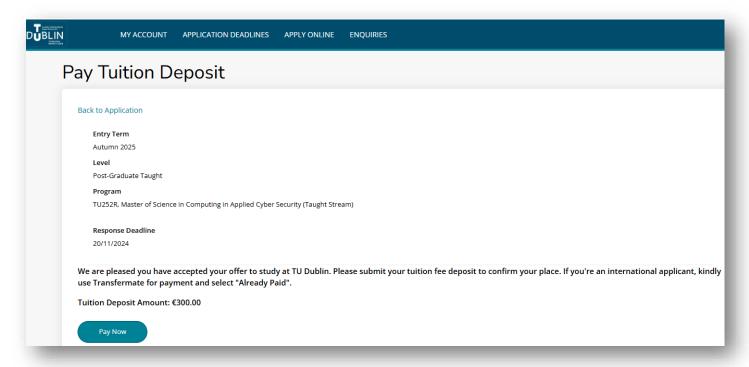
Select **Respond Now** and select **I Accept Admission** if you wish to accept your offer, or select **I Decline Admission** if you wish to decline offer. If you do not wish to make a decision at this time, please select **Back to Application** and return to this page when you are ready to decide.

#### Application Response

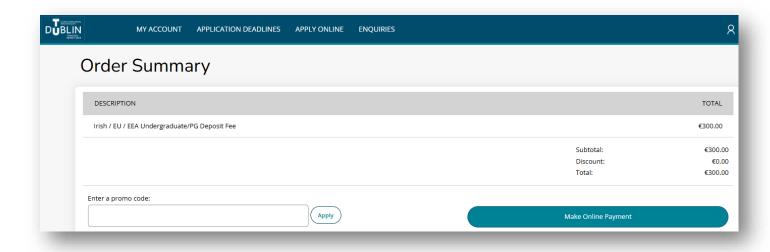


Selecting I Accept Admission will take you to the Pay Tuition Deposit page. Selecting I Decline Admission will stop and close the application.

## Pay Tuition Deposit

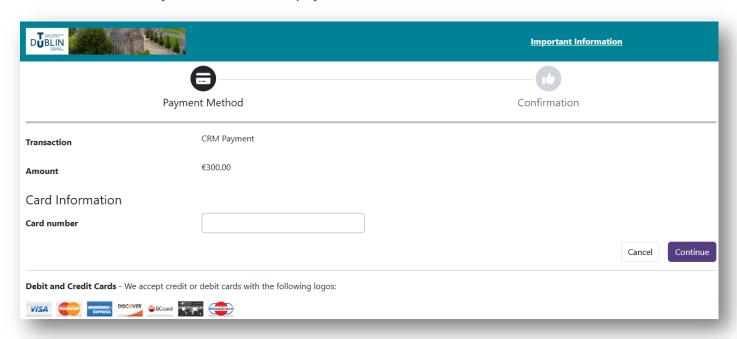


Select Pay Now to submit your tuition fee deposit to confirm your place.

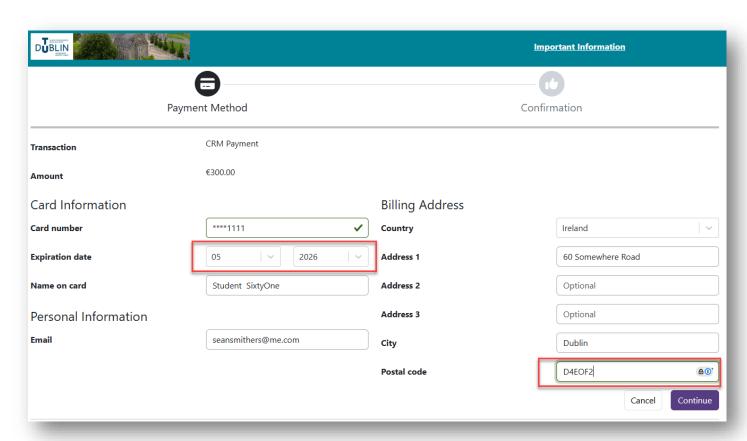


If you have a promo code, enter it now. Then, select Make Online Payment to complete your deposit.

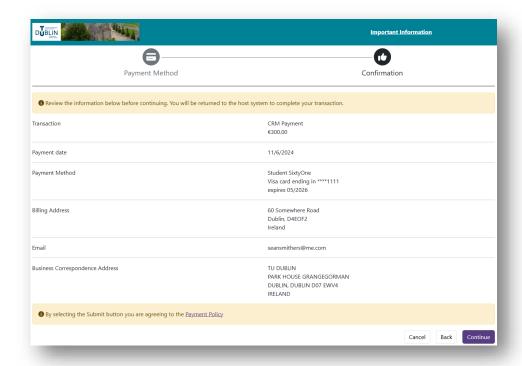
Enter the card number you'd like to use for payment.



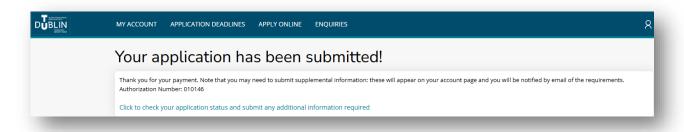
Enter the card number's **Expiration Date** and confirm the billing address **Postal code**.



Please review the payment information before continuing.



Your application is now submitted, you can check your Application status in My Account



## **Applicant Accepted**

Your Application status is now at Applicant Accepted.

