

UCD Summer School Booking Guide

- www.ucd.ie/myucd/summerschool

This article is a step-by-step guide on how to make a UCD Summer School booking at www.ucd.ie/myucd/summerschool.

Before continuing please read all the instructions carefully.

Payment for the Summer School is by credit or debit card only.


A discount is available for applicants whose families are in receipt of job-seekers or disability payments from the Department of Social Protection. Contact kathy.l.murphy@ucd.ie with Social Protection Summer School in the subject line to receive a discount code.


1. Select the Summer School you would like to book by clicking Add to Basket


For example if you wish to attend the UCD English, Drama & Film Summer School click Add to Basket

Home >

UCD Summer School

 There are 3 items in your basket [View Basket](#)

Event Title	Dates	Venue/Location	Fee €	Status	
 UCD Summer School					
UCD Architecture Summer School	02 Jun 2015	Richview Sch of Architecture	35.00		
UCD English, Drama & Film Summer School	02 Jun 2015	Newman Building	35.00	Available	Add to Basket
UCD Information & Social Computing Summer School	02 Jun 2015	Newman Building	35.00	Available	Add to Basket
UCD History Summer School	03 Jun 2015	Newman Building	35.00	Available	Add to Basket



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2. Select Create a New Account

Applicants must create a new account for the secure payments system. This is separate to any existing myUCD account.

Please login or create an account to access this page.

Use an existing Account


Email, UCD ID or Username

Password [Forgot Password](#)

[Login](#)

Create a new Account.

Creating a new account is easy and only takes a minute - you will be asked simply for your email address, Password, name and security question.

[Create a New Account](#) 

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3. Fill in the Create a new Account Form

The First Name and Last Name fields should be populated with the name of the prospective student attending the UCD Summer School.

Example Security Questions:

What is my mother's maiden name?, What was my first teacher's name? What is the name of my favourite book?

Create a new Account

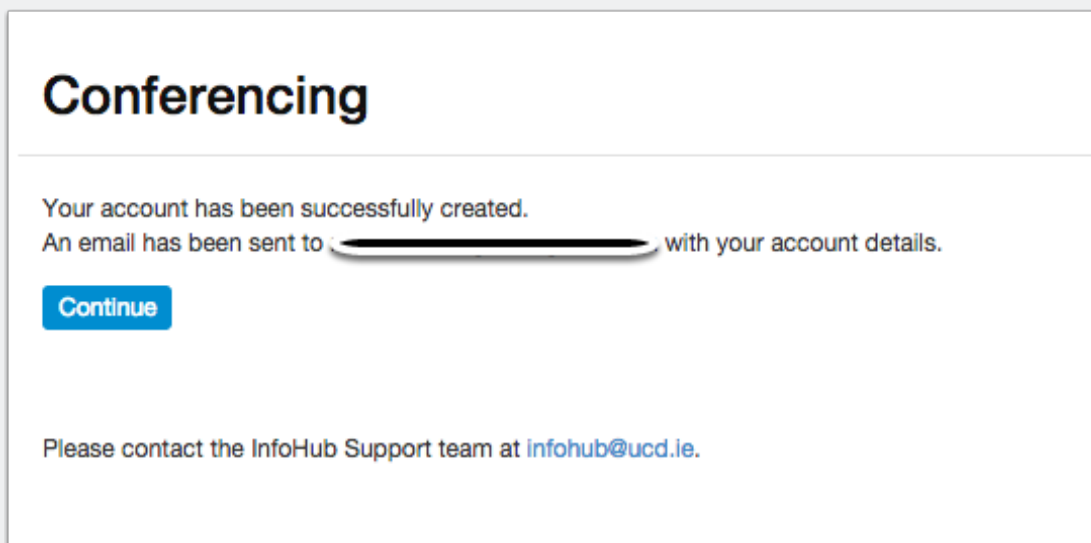
If you are a UCD student, alumnus or staff member then you should use your existing account.
Please enter the details requested below including a password, security question and answer.

* Indicates a required field.

First Name *	<input type="text"/>	<i>Also known as Given Name</i>
Last Name *	<input type="text"/>	<i>Also known as Family Name or Surname</i>
Email *	<input type="text"/>	
Mobile Number	<input type="text"/>	
Phone Number	<input type="text"/>	
Password *	<input type="password"/>	<i>Must be at least 6 characters in length</i>
Re-enter Password *	<input type="password"/>	
Security Question *	<input type="text"/>	
Security Answer *	<input type="text"/>	

4. After creating your account you will receive an on-screen confirmation message. Click Continue

A confirmation email will be sent to your email address. Please make sure your Spam settings are set correctly.



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5. Fill in the Additional Booking Details. Be sure to click Save when finished

Home > UCD Summer School >

Additional Booking Details

Please provide the following additional information about your booking:

School Name *	<input type="text"/>
School Address *	<input type="text"/>
Home Address *	<input type="text"/>
Mobile No *	<input type="text"/>
Home Telephone No. *	<input type="text"/>
Parent's First Name *	<input type="text"/>
Parent's Surname *	<input type="text"/>
Parent's Email Address *	<input type="text"/>
Parent's Contact Telephone No *	<input type="text"/>
Do you have any special dietary requirements or allergies [nut, gluten etc.]? *	<input type="text"/>
How did you hear about the Summer School? *	<input type="text"/>

←

Please enter either your parent's mobile number or their landline

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6. After clicking Save do one of the following:

- (1) Click Add Another to book another Summer School or
- (2) If applicable, Add Discount Code
- (3) Click Proceed to Checkout

Please review the items in your basket below. You can remove one by clicking the **Remove** button or add additional items by clicking on the **Add Another** button.

Add Another ← 1

Code	Title	Fee €			
SS014	UCD Architecture Summer School	35.00	Remove	Add Discount Code	Edit Booking Details
Total Charge		35.00			

← 2

Before paying for the items in this basket, please ensure all personal details are correct by clicking on the **Update Personal Information** button. Then click on **Proceed to Checkout** button to pay for the items.

Update Personal Information **Proceed to Checkout** ← 3

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7. Review your Basket Summary

(1) Optionally enter a second email address for a receipt to be sent to.

(2) Click Pay Now to be taken to the secure payments page. Ensure pop-up blockers are disabled before clicking Pay Now. Only click Pay Now once.

Home > Basket for Summer School Applicant >

Basket for Summer School Applicant

Please check the details of the payment below and click 'Pay Now' to continue.

Our payment service provider's secure webpage will open in a new tab to allow you to complete the transaction.

Payment on behalf of:	Summer School Applicant
Amount:	€ 65.00
Payment Reference:	456851

Your receipt will be emailed to:

To receive a copy of the receipt, enter a second email address:

Summer School Applicant Email Address

1 →

Do not click 'Pay Now' more than once as this will result in duplicate payments.

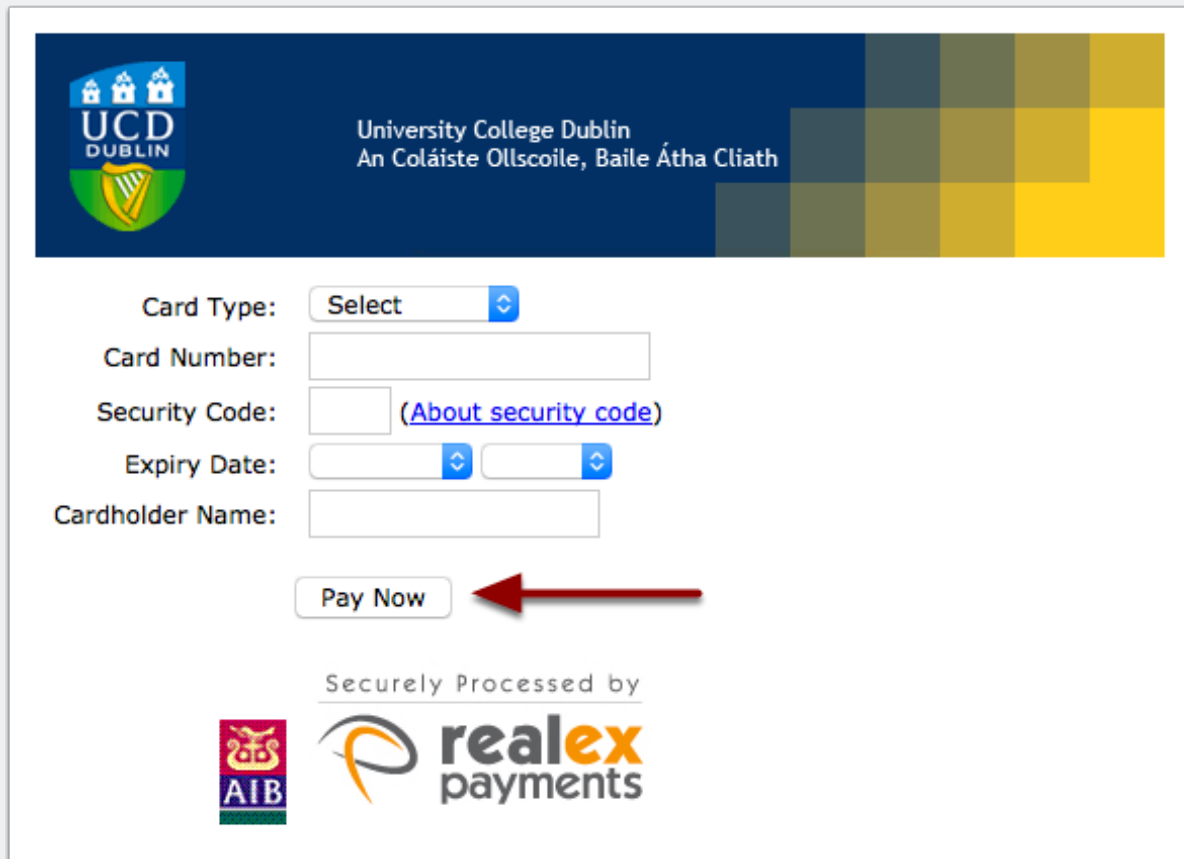
Popup blockers must be turned off for the payment screen to appear.

Pay Now ← 2

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8. Fill in the Credit Card Payment Form

Click Pay Now after entering Credit Card details



The screenshot shows a payment form for UCD Summer School. At the top left is the UCD Dublin logo. To its right, the text reads "University College Dublin" and "An Coláiste Ollscoile, Baile Átha Cliath". Below this is a form with the following fields: "Card Type:" with a dropdown menu set to "Select"; "Card Number:" with a text input field; "Security Code:" with a text input field and a link "(About security code)"; "Expiry Date:" with two dropdown menus; and "Cardholder Name:" with a text input field. Below the form is a "Pay Now" button, which is highlighted by a red arrow pointing to it from the right. At the bottom of the form, it says "Securely Processed by" followed by the logos for AIB and realex payments.

9. After successful payment you will be brought to the My Bookings page