How to complete your online Student Registration in TUS

Welcome to TUS.   This guide is provided to assist new students to complete the registration process in.

Contents

The first action you must undertake is to set up your Microsoft Office 365 student account (as detailed below) to allow you to access the **Banner 9 Student** application, which is the application where you will complete your online registration.

1.1   Setting up your Microsoft Office 365 student account

1. Open a web browser. We recommend Microsoft Edge as it integrates far more readily with Office 365 than other browsers, such as Google Chrome.
2. Browse to https://tus.ie
3. Click on **Student Hub** (top centre of the page).
4. On the **Student Hub** page, click **My Apps Page** (note: this is accessible directly from any internet connection by browsing to https://myapps.microsoft.com).
5. The Microsoft Sign in page for Office 365 page appears (see left image in graphics at the end of this section).
6. Enter your student username in the format is A00xxxxxx@student.tus.ie where xxxxxx is your actual student number supplied in the email offer you received from TUS). Note, the student numbers of Athlone based students will all begin with the letter "A". The student numbers of all students based in all other TUS campuses (including Moylish, LSAD, Clare Street, Thurles, Clonmel and Ennis) will begin with the letter "K".
7. Click **Next**. The window below (centre) appears, where you will enter your password.
8. Enter your Student IT Account password. This will be your date of birth in the format DDMMYYYY. Click **Sign in**.
9. The window below (right) may appear, if so, click "Don't show this again" and click **Yes**.

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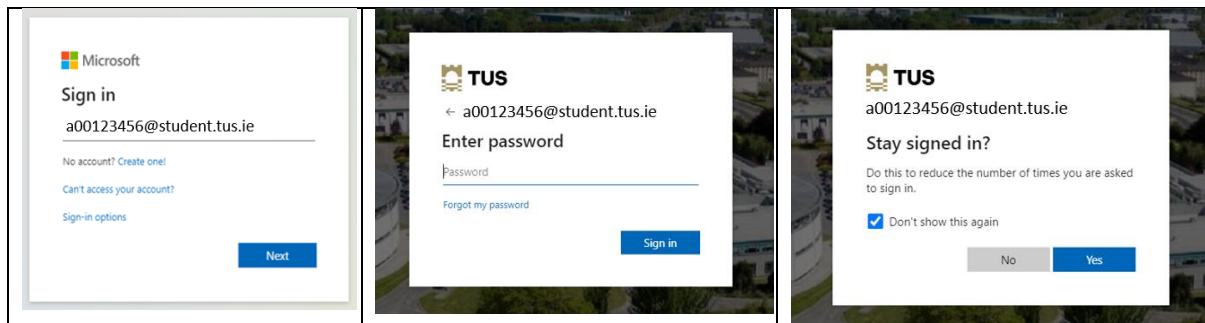
1.2   Multi Factor Authentication (MFA)

1. All Microsoft Office 365 accounts (including TUS student accounts) are protected with MFA. This means you cannot access your account with just a password. On your first login to Office 365, you will be required to register for MFA. Note, this can only be done if you have a computer or laptop **and** a smart phone (it cannot be done on a smartphone alone). You will need to watch a video which fully explains how to register for MFA. To access the video, click this link https://go.screenpal.com/watch/c0jUD2VpGLW

2. After you have successfully registered for MFA, you will be presented with a screen (see below) prompted to change your default password (currently set to your date of birth).


	The new password you choose must conform to the following:
	 1. A minimum of 12 characters long.
	 2. A minimum of at least one character from each of the following categories:
	    a. Upper case letters
	    b. Lower case letters
	    c. Numbers
	    d. Special characters (e.g. !"£$%)
	
	 Once you have changed your password, you wont have to change it again for 2 years.

3. You are now logged into Microsoft Office 365 and the webpage displayed to you is the "**myapps.microsoft.com**" page (known as the **MyApps** page). You will see a number of applications (apps) which are available to you as a student to use. For registering, you will need to click on the one is called **Banner9 Student.**
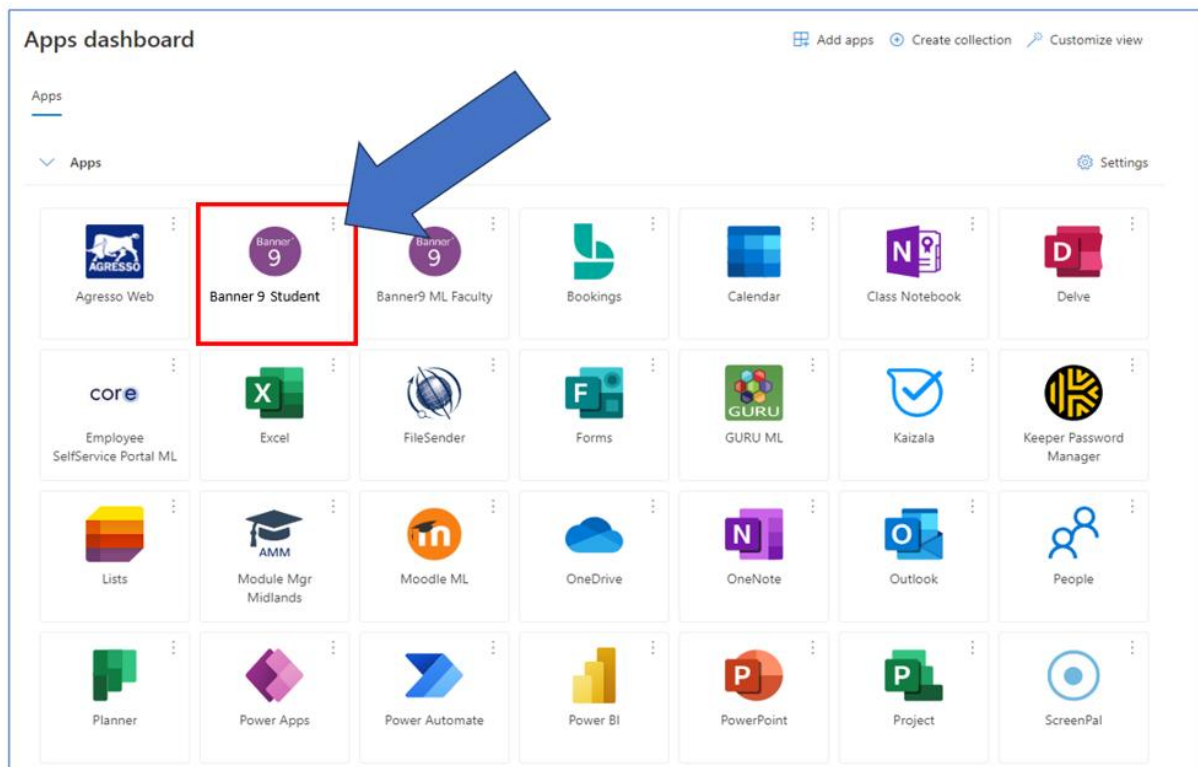
1.3 Completing your Online Registration

4. Note: The steps required to complete your online registration **CANNOT** be completed on a smartphone and **MUST** be completed on a laptop or computer.
5. When you click on the **Banner** app you will see a popup notification: "View Action Item(s)" Please select.
6. If the popup is not available you can select "View Action Items" in the Student Services menu.

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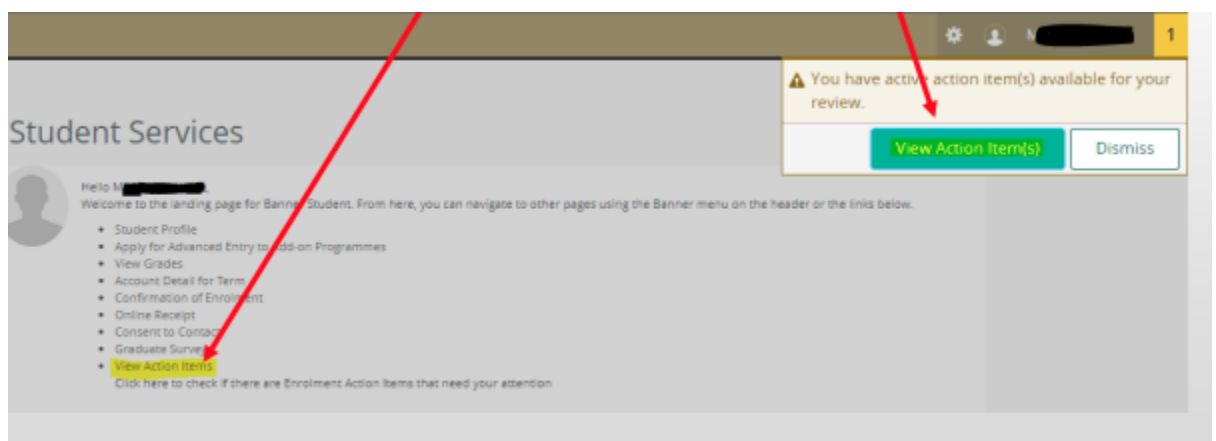
1.4   Complete any Action Items

7. There will be a number of Action Items/Pages with information to complete and confirm.
8. When you click on the item on the left side it will open a window to the right with the information
9. You must click on **Submit** on each page/action item.

10. Once completed you will be fully registered on your programme and will have access to your student email, Moodle and OneDrive.