We look forward to welcoming you for the New Academic Year.

Please check the TUS website [www.tus.ie](http://www.tus.ie/) for starting dates.

Please ensure your online registration is completed before you commence study

**Microsoft 365 College Account Activation:**

**Important: You will need your mobile phone and laptop/PC to complete account activation.**

|  |
| --- |
| Your Student ID number is K |
| Login to your college Microsoft 365 [My Apps (microsoft.com)](https://myapplications.microsoft.com/) account using the following credentials: |
| USERNAME:  [K\*\*\*\*\*\*\*@student.tus.ie](mailto:K*******@student.tus.ie) |
| PASSWORD: Your student email password is your date of birth in the format DDMMYYYY (example 01012000) (You will be promoted to change password after initial login. |
| Please follow the instructions on screen. You will then be redirected to the TUS My Apps dashboard |
|  |
| *For queries regarding Microsoft 365 Multi-Factor-Authentication (MFA) or account login queries please contact* [*itservicedesk.midwest@tus.ie*](mailto:itservicedesk.midwest@tus.ie) |

**On-Line Course Registration:**

**Important: You must complete your Course Registration on a laptop/PC**

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| --- |
| Please ensure your Microsoft 365 College account is activated before attempting the Course Registration Process. |
| From 365 Apps click Banner9 MW Students [Student Self Service Banner](https://ssb.midwest.tus.ie/StudentSelfService/ssb/studentCommonDashboard) |
| From the landing page **Click View Action Items** to complete your registration. |
| Please ensure you clear your browser cache before logging in and when logged in make sure your language settings are English/Ireland. User guides can be viewed here [Banner user guides](https://moodle.midwest.tus.ie/course/view.php?id=8172)  For queries regarding registration on student self- service banner please e-mail [registration.midwest@tus.ie](mailto:registration.midwest@tus.ie) |
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Please contact [timetable.midwest@tus.ie](mailto:timetable.midwest@tus.ie) for all timetable queries.

**Letters of registration can be requested from your school office.**

Wishing you the very best during your forthcoming year of study.