

## Registering with the Disability Support Service on the MindaClient Student Portal

### Step 1

Click on **Register now** – you must use your A00... student email

This is the first part of the registration process. Once you have submitted your form and uploaded your documentation. We will arrange a meeting to go through the information you have provided and put your supports in place. Supports will only be put in place once you have signed the relevant documentation after our meeting.

**IMPORTANT:** you have to create an account first, so click on **Create Account Now** (image below)

TUS

TUS Midlands Student Portal

Email

Password

LOG IN

Forgot your password? [Reset it now](#) →

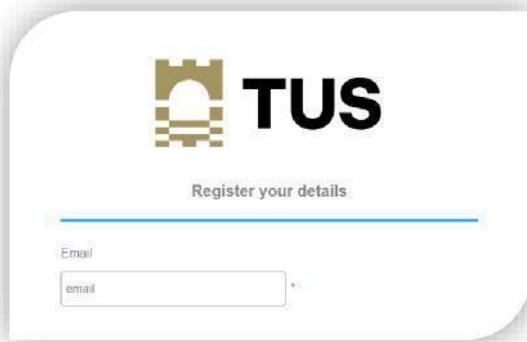
Don't have an account? [Create account now](#)

For support with this portal please contact [disability.midlands@tus.ie](mailto:disability.midlands@tus.ie)

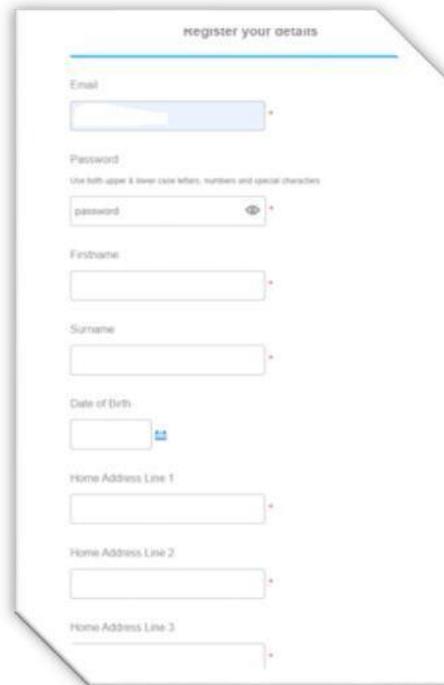
Powered by MindaClient ©2025 [www.mindaclient.com](http://www.mindaclient.com)

## Step 2

Complete the Register your Details page



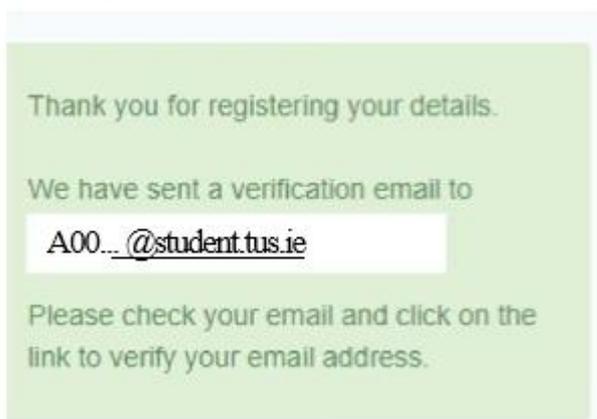
The image shows a partial view of the TUS registration form. At the top is the TUS logo, which consists of a stylized castle tower icon followed by the letters 'TUS'. Below the logo is the heading 'Register your details'. Underneath, there is a horizontal line and a label 'Email' above a text input field containing the placeholder text 'email'.



The image shows the full 'register your details' form. The title 'register your details' is at the top. The form contains the following fields from top to bottom: an 'Email' field; a 'Password' field with a note 'Use both upper & lower case letters, numbers and special characters' and a toggle for visibility; 'Firstname' and 'Surname' fields; a 'Date of Birth' field with a calendar icon; 'Home Address Line 1', 'Home Address Line 2', and 'Home Address Line 3' fields.

## Step 3

You will be sent an email to your A00... student email (sample below) Click on the **Verify Email Address Here** to confirm your email



Check Clutter, Junk or Spam for email verification (see below example)

## Check Clutter, Junk or Spam for email verification (see below example)

Thank you for registering your details with us. Your reference number is \_\_\_\_\_. Please quote this number when communicating with us.

To complete the registration process, please verify your email address by clicking on this link. Verify [Email Address Here](#)

If you did not initiate this process, please notify us at [support@mindaclient.com](mailto:support@mindaclient.com)

Kind Regards

[noreply@mindaclient.com](mailto:noreply@mindaclient.com)

### Step 4

Click on **Go to Log In**

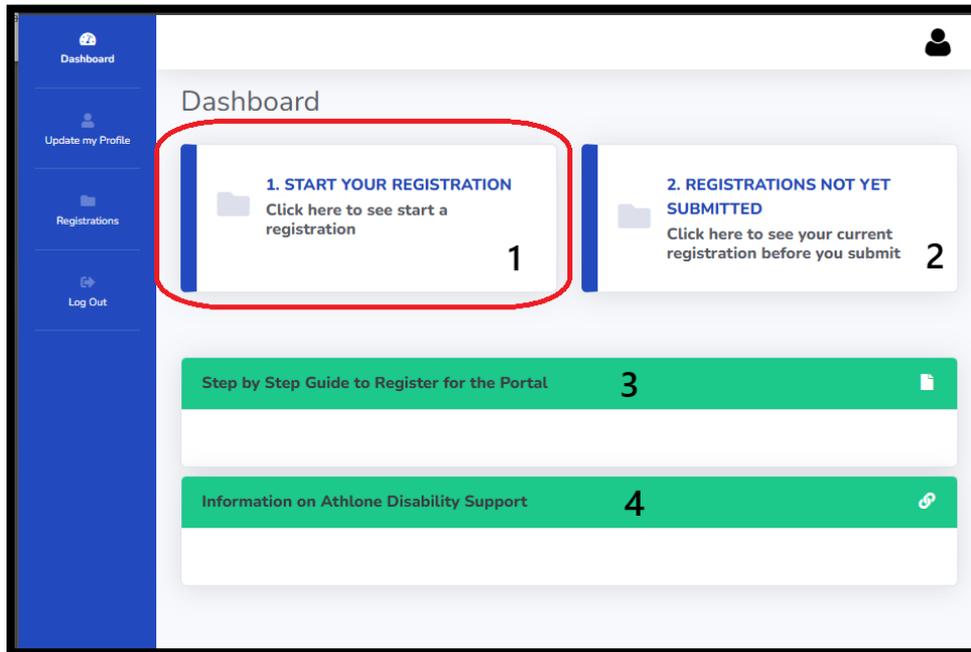


This account has already been verified.

GO TO LOG IN

## Step 5

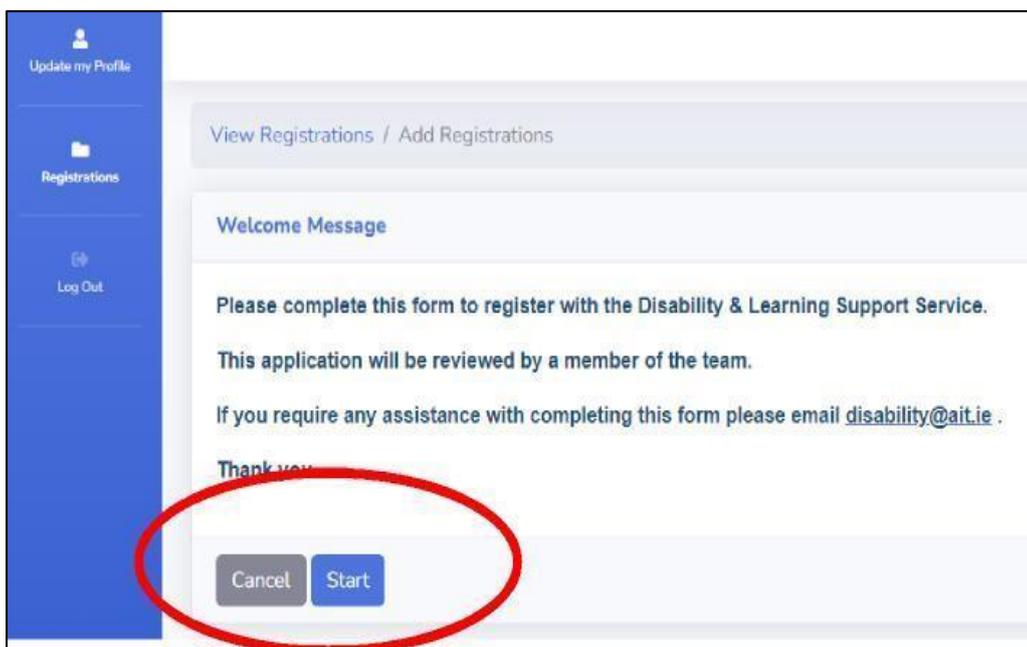
Click on **Student Registration Form**



- 1 = This is where you click to **START** your application. You do not have to submit in one go you can start your application and return to it at any time to finish or edit it prior to submitting it.
- 2 = This is where you will find the registration you have started and not yet submitted
- 3 = This is a step by step guide on how to work through this process
- 4 = This is a link to our website where you can find more information on TUS Disability Services

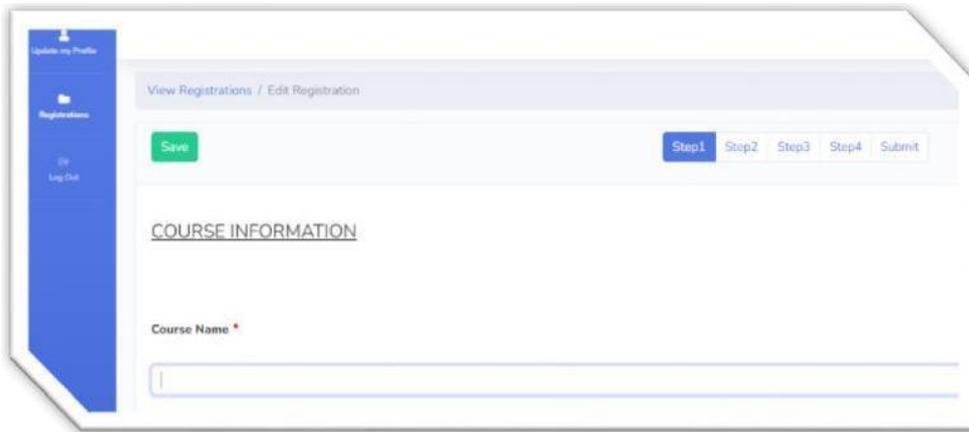
## Step 6

Click on **Start**



## Step 7

Fill in the information and click on **NEXT** at the bottom of the each page



View Registrations / Edit Registration

Save

Step1 Step2 Step3 Step4 Submit

COURSE INFORMATION

Course Name \*



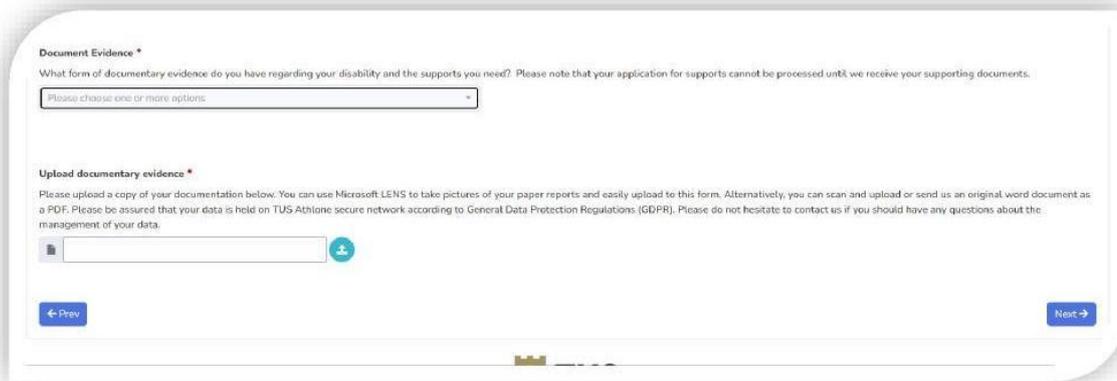
management of your data

Prev

Next

## Step 8

Upload your documentation (if you have not already submitted paperwork)



Document Evidence \*

What form of documentary evidence do you have regarding your disability and the supports you need? Please note that your application for supports cannot be processed until we receive your supporting documents.

Please choose one or more options

Upload documentary evidence \*

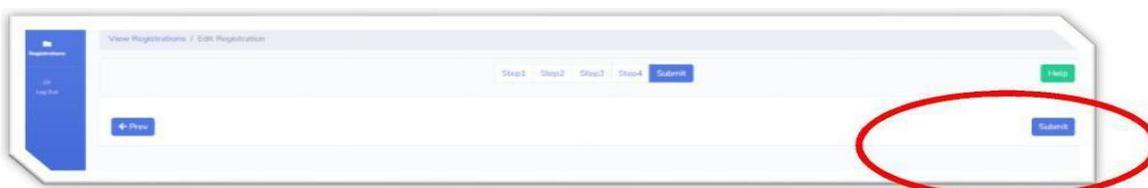
Please upload a copy of your documentation below. You can use Microsoft LENS to take pictures of your paper reports and easily upload to this form. Alternatively, you can scan and upload or send us an original word document as a PDF. Please be assured that your data is held on TUS Athlone secure network according to General Data Protection Regulations (GDPR). Please do not hesitate to contact us if you should have any questions about the management of your data.

Prev

Next

## Step 9

When you have completed each section click **Submit**



View Registrations / Edit Registration

Step1 Step2 Step3 Step4 Submit

Prev

Submit