



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

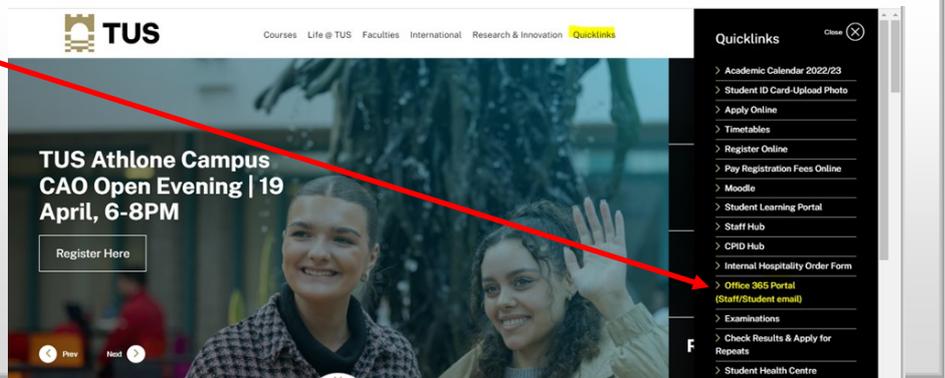
Your Student IT account is used for logging into computers on campus. It gives you access to a Microsoft Office 365 account which is accessible from any internet connection. This account includes facilities such as: online registration, student email and a facility for students to download a free version of Microsoft Office to personally owned computers or laptops.

You will need to download the **Microsoft Authenticator App** onto your smartphone in order to access your account going forward. The App symbol is:



Log onto Website: www.ait.ie

Under "Quicklinks", select "Office 365 Portal (Staff/Student email)"



Log into Office 365

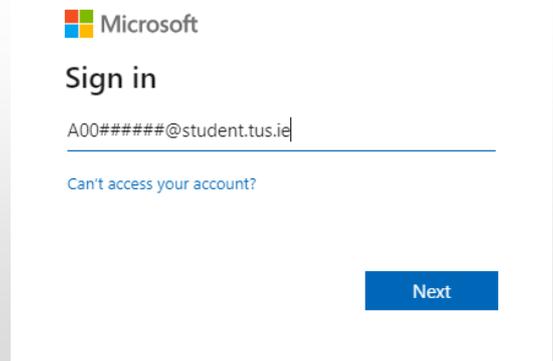
Under "Quicklinks", select "Office 365 Portal (Staff/Student email)"

Enter YOUR Student number A00#####@student.tus.ie

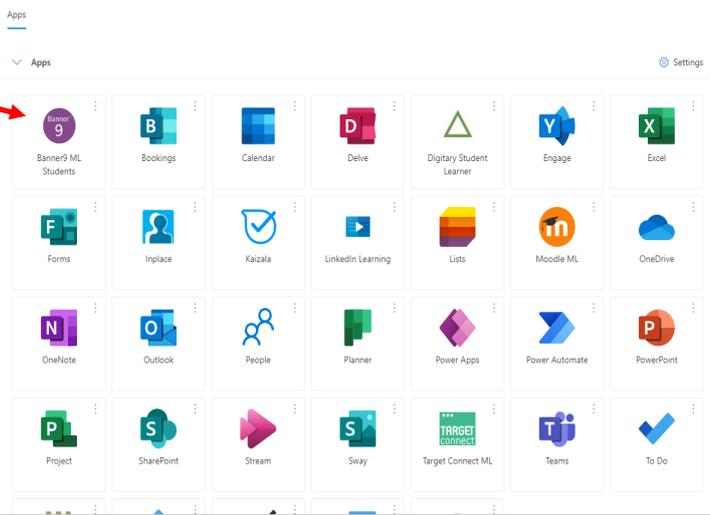
Click **Next**

Enter Your Password: This is your DOB in the format DDMMYYYY

E.g. Joe Bloggs date of birth 01/01/2002 is **01012002**



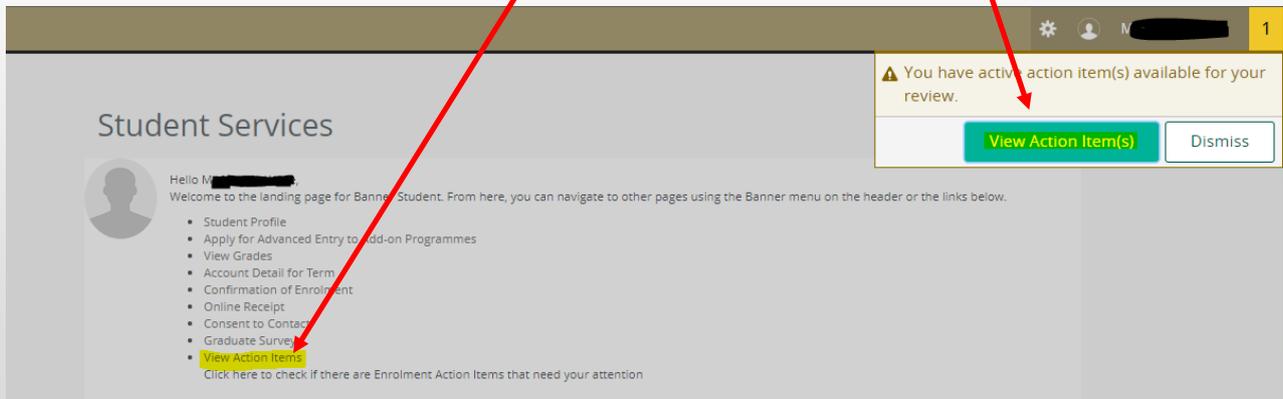
Log into Banner 9 Student



Banner 9 Student

When you click on that link you should get a popup notification - please click on "View Action Item(s)"

If the popup doesn't appear, you can still click on View Action Items under Student Services.



The screenshot shows the Banner 9 Student Services interface. At the top right, a notification popup displays a warning icon and the text: "You have active action item(s) available for your review." Below this text are two buttons: a green "View Action Item(s)" button and a white "Dismiss" button. A red arrow points from the text above to the "View Action Item(s)" button. On the left side of the page, under the "Student Services" heading, there is a list of links. The "View Action Items" link is highlighted in yellow, and a red arrow points from the text above to this link. The main content area includes a welcome message and a list of service options such as "Student Profile", "Apply for Advanced Entry to Add-on Programmes", "View Grades", "Account Detail for Term", "Confirmation of Enrolment", "Online Receipt", "Consent to Contact", "Graduate Survey", and "View Action Items".

Complete any Action Items

There will be a number of Action Items/Pages with information to complete and confirm.

When you click on the item on the left hand side it will open a window to the right with the information

You must click on **Submit** on each page/action item.

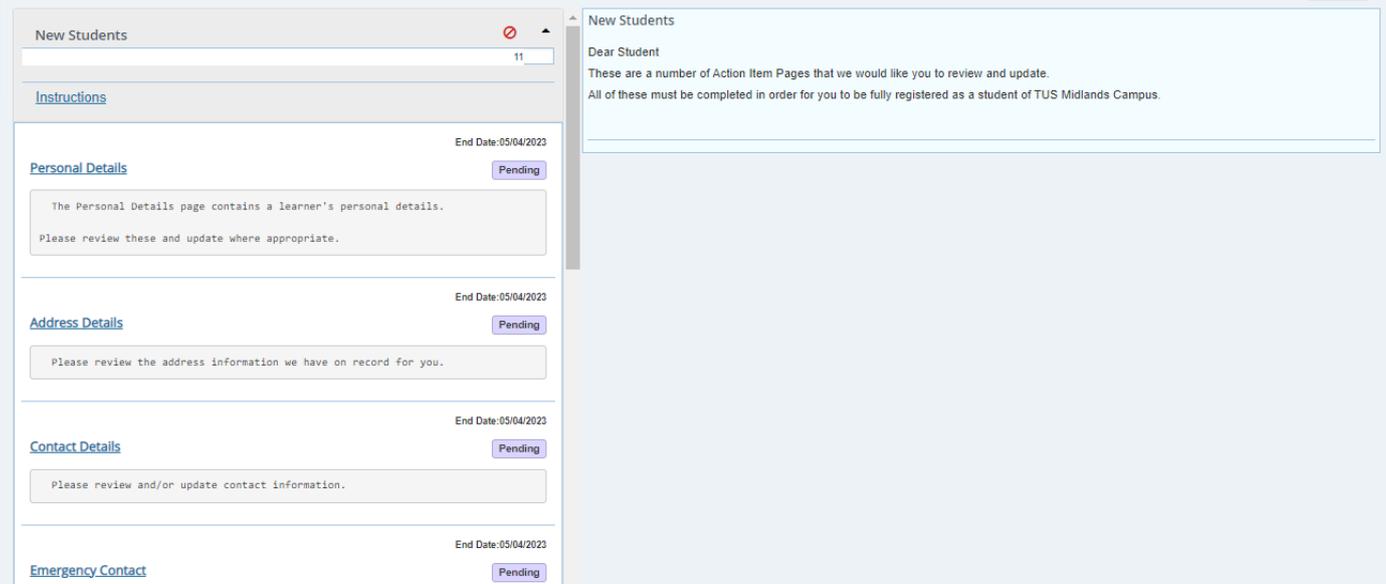
Action Item Processing

Action Item Processing

Welcome

You have the following items that require your attention.

Return



The screenshot displays the "Action Item Processing" page. On the left, a sidebar lists several action items, each with a "Pending" status and an "End Date: 05/04/2023". The items are: "New Students" (with a count of 11), "Personal Details", "Address Details", "Contact Details", and "Emergency Contact". Each item has a corresponding "Pending" button. On the right, a larger pane shows the details for the "New Students" action item. It includes a "Dear Student" message: "These are a number of Action Item Pages that we would like you to review and update. All of these must be completed in order for you to be fully registered as a student of TUS Midlands Campus." A "Return" button is located in the top right corner of the page.