1. To apply for your CPD course, click on this link www.ucd.ie/apply. This will take you to the UCD applications web page. Click on '**Start a new Course Application**'.

Applications

> **My Applications**
> View applications which are in progress or that you submitted previously

> **Course Finder**
> Search for courses to apply for

> **Start a new Course Application**
> Apply for a graduate or undergraduate course in UCD

2. Select '**Create a New Account'** or '**Use an existing account'** if you were a student in UCD previously.

Use an existing Account

Email Address, ID Number or Connect Username

Password   Forgot Password

Login

Create a new Account

Creating a new account is ea
you will be asked simply for y
name and security question.

Create a New Account

! Creating a new account will automatically trigger an email from UCD to that address so make sure the email address is one you use regularly. Check your mailbox and continue with the steps below.

3. When you click **Continue**, you will be taken to the online application form. Check your personal details and then click on **Select a Course.** Select a Course

Enter the major code for your hospital or organisation:

- **X896**

and press **Enter**.

Course Finder (A - Z)

Filter Options

Search for:

☑ Open for Applications
☐ Full-Time Only
☐ Part-Time Only

4. You will see the hospital where your module is being taught along with its major code. **Your module title will not be displayed here – only the major code**.

5. After selecting the Apply button you will be taken back to the online application form.

6. Select **Add/Edit Personal Details** if you want to change /edit your contact details.

7. Select **Answer these Questions** and complete all questions.

8. If you wish to apply for a Student Card, you should upload your photo at this time.

9. Read the **Declaration** and click **Submit.**

What happens next?

> **!** You must complete all of the steps in this information sheet. Otherwise, we will not be able to register you to your module and you will not be able to access your results.
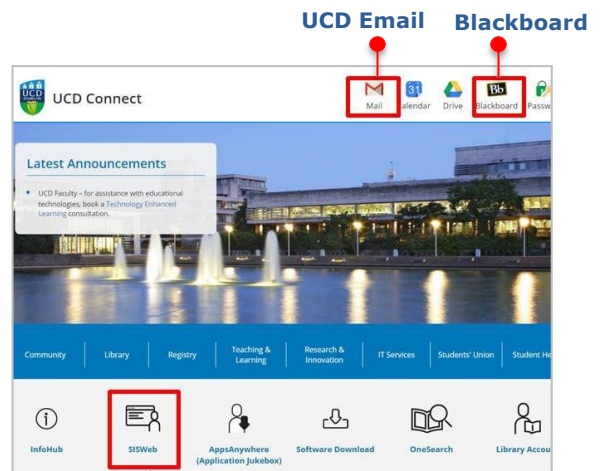
1. You will receive an email from UCD Admissions confirming your **UCD Application**. Your application will be processed within one week and the CPD Administrator in UCD will issue you with an offer.

2. You will then receive an email from UCD Admissions confirming '**Application status change'**. Upon receipt of this email, log back into your applications account and **Accept your offer**.

3. You will receive a third email from UCD Admissions confirming your '**UCD Acceptance'** - this email will include your UCD Student Number and your UCD email account (name.surname@ucdconnect.ie) will be activated.

Please ignore any additional requirements mentioned in the automatic emails such as Application Fee, Previous 3rd level attendance, English Language Requirements, Supporting documentation as these do not apply to CPD students.

UCD student information systems and email

UCD Connect provides access to UCD Email, Blackboard, SISWeb (the student records system) and Google Drive. Once you become a registered student you will have access to all of these and it is UCD policy to use your UCD email address for all official communication. To access UCD email, go to www.ucd.ie/connect and click on the **Mail** icon. Enter your student number and password.

UCD Email   **Blackboard**

SISWeb - this is where you access your results

Any questions or need assistance?

If you experience any problems with your application or have any questions, please don't hesitate to contact Mirta Knezic, Administrator - Admin Support Team by email at mirta.knezic@ucd.ie or phone 01 716 6391. The CPD and the Current students pages on our website are also a useful source of information for students.