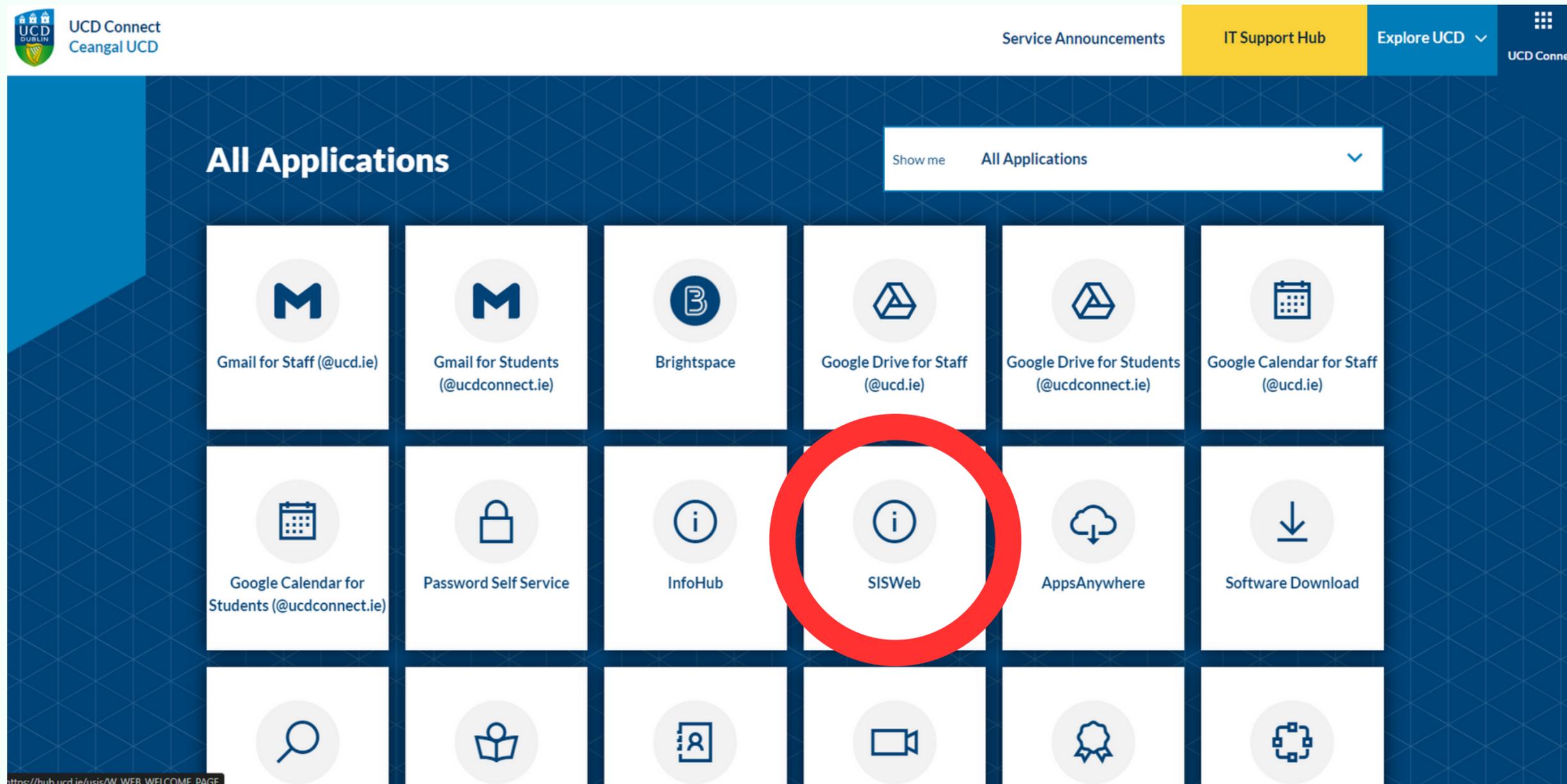




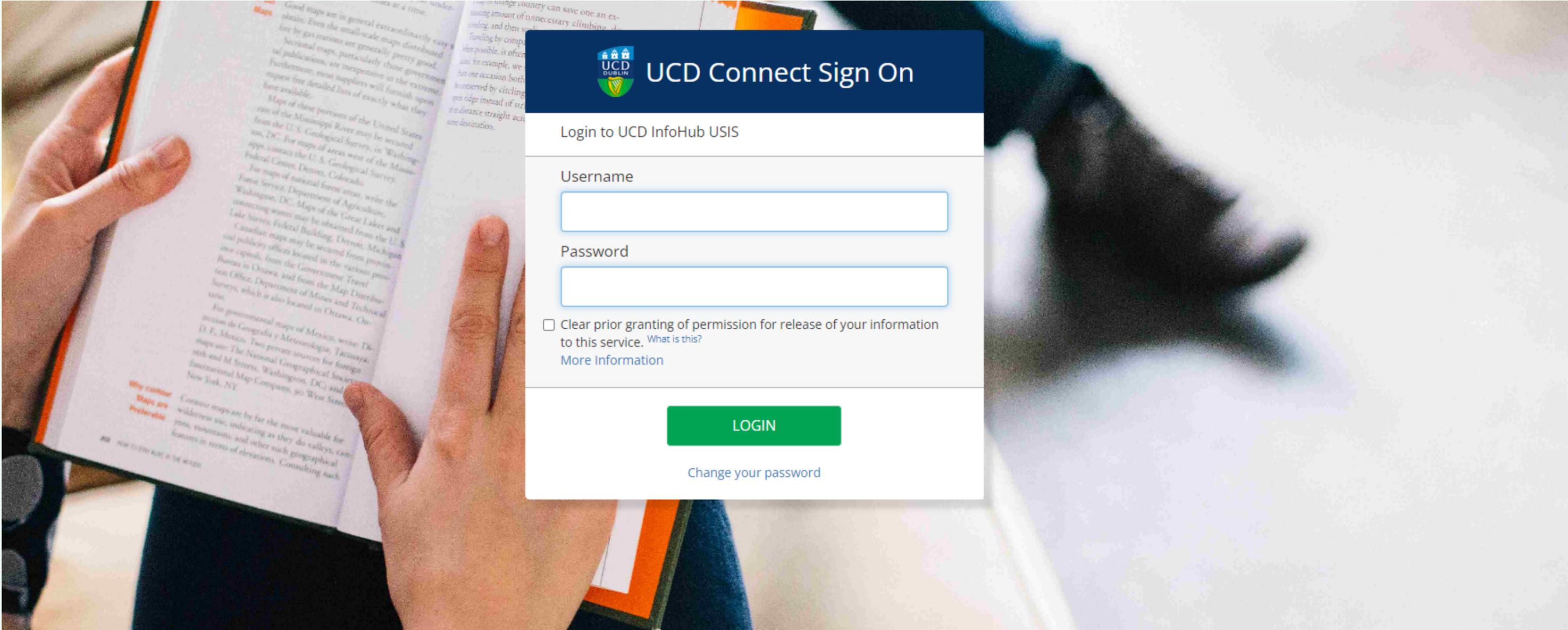
How to Nominate a Bank Account on SISWeb



Step 1: Go to UCD Connect and click on the SISWeb tab



Step 2: Sign in to SISWeb



Step 3: Once signed in, click on the “Campus” tab

The screenshot shows the SISWeb Student Information System interface. At the top, there is a navigation bar with links for UCD Home, Key Dates, Events, Noticeboard, UCD Connect, Policies & Regulations, and Current Students. Below this, the SISWeb logo and 'Student Information System' are displayed. The main navigation menu includes 'Registration, Fees & Assessment', 'Programme Services', 'Campus', and 'Applications'. The 'Campus' tab is highlighted with a red circle. Below the navigation, there is a banner for 'UView' with the text: 'You can now access information from your student record through UView in SISWeb. Click here for details.' Below the banner, there are three main sections: 'UCD Sport and Fitness Classes' with a 'My Registration' button, 'Access Your Official UCD Documents Instantly, for Free!' with a 'Read more...' link, and 'UCD Teaching and Learning Awards - Nominate Now' with a 'You are invited to nominate any UCD' link. At the bottom, there is a 'My Favourites' section with the text: 'You have not selected any Favourites yet. To do so, simply click on the ☆ under each menu item which you want to favourite.'

Step 4: Go to “My Electronic Payments”

The screenshot shows the SISWeb Student Information System interface. The top navigation bar includes links for UCD Home, Key Dates, Events, Noticeboard, UCD Connect, Policies & Regulations, and Current Students. The main header features the SISWeb logo and navigation links for Registration, Fees & Assessment, Programme Services, Campus, and Applications. The breadcrumb trail shows 'Home / Campus'. The main content area is titled 'Campus' and contains a grid of service links. A red rectangular box highlights the 'My Electronic Payments' link, which is described as 'View details of electronic payments from UCD to you and update your bank account information'. Other visible links include My Student Events, UCD Residences, My Student Health Account, My Clubs and Societies, Alumni Association Membership, UCD Parking Permits, UCD Notice Board, UCD Sport & Fitness Membership, My Email Archive, UCD Events Calendar, My HR Forms, and Book Student Training.

UCD Home Key Dates Events Noticeboard UCD Connect Policies & Regulations Current Students

SISWeb Student Information System

Registration, Fees & Assessment Programme Services Campus Applications

Home / Campus

Campus

- › My Student Events
My Student Events - An online calendar of events coming up in UCD. You can submit an event for approval through this link. ☆
- › UCD Residences
Book campus accommodation and pay residential fees ☆
- › My Student Health Account
View transactions on your Student Health Account, make payments and download receipts ☆
- › My Electronic Payments
View details of electronic payments from UCD to you and update your bank account information ☆
- › UCD Sport & Fitness Membership
Sign up for access to UCD Sport & Fitness ☆
- › My Email Archive
View emails sent to you via UCD's Targeted Communications System in the past 12 months ☆
- › What's on at UCD cinema
View listing of upcoming films in UCD Cinema and book tickets online ☆
- › My Clubs and Societies
See what clubs and societies have recorded you as a member ☆
- › Alumni Association Membership
Enter Alumni Association Membership page ☆
- › UCD Parking Permits
View how to apply for a UCD parking permit along and access your unique Parking PIN ☆
- UCD Notice Board
The UCD Notice Board is a central location to post information for all students and staff ☆
- › UCD Events Calendar
An online calendar of events coming up in UCD. You can submit an event for approval through this link. ☆
- › My HR Forms
My Hourly Paid Set-Up Forms ☆
- › Book Student Training
Book Student Training ☆

Step 5: Click on “Enter Bank Account Details”

Home / Campus / My Electronic Payments 🖨️ ⬅️

My Electronic Payments

Past & Pending Payments -

Payment From	Details	Amount (€)	Payee Bank Account	Last Update	Status
You have no past or pending payments					

Nominate a Bank Account -

To receive any pending or future payments from UCD, please enter the details of a bank account to which payments can be made by electronic fund transfer.

Enter Bank Account Details

You will need the name of the bank, the name of the account holder and the identity number/codes of the bank branch and account.

SEPA (Single Euro Payment Area) countries including Ireland: You must enter valid BIC and IBAN codes for bank accounts in any in these countries:

Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Gibraltar, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Taiwan, United Kingdom.

Step 6: Enter the details of your bank account and press “save”

My Nominated Bank Account

Country*

Ireland

Please enter the country where your Bank is located

Name of Bank/Branch*

Account Holder Name*

BIC/SWIFT/RTN*

IBAN*

Notes

The last two entries identify the bank branch and individual account to which payment will be made. Exactly what you enter here depends on the country where the nominated account is located, as follows:

1. SEPA (Single Euro Payment Area) countries including Ireland: You must enter valid BIC and IBAN codes for payments to be made to bank accounts in any in these countries: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Gibraltar, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Taiwan, United Kingdom.

2. U.S.A.: Enter the BIC of the bank branch. If the BIC is unavailable, use the nine-digit Routing Transit Number (RTN) for INTERNATIONAL WIRE TRANSFERS instead but BIC is strongly recommended. Enter the Account Number in the IBAN Field.

3. Canada: Enter the BIC or electronic Routing Number (9 digits with a leading zero) of the bank branch. Enter the Account Number in the IBAN Field.

4. Rest of the World: Many countries in Europe but outside the SEPA zone, in the Middle East and elsewhere use BIC (also known as SWIFT Code) and IBAN for electronic money transfers. Please consult your bank and enter BIC and IBAN if either are available for your nominated account. Only if they are not available, should you enter the Branch Code in the BIC field and Account Number in the IBAN field.