



Quick Help Guide

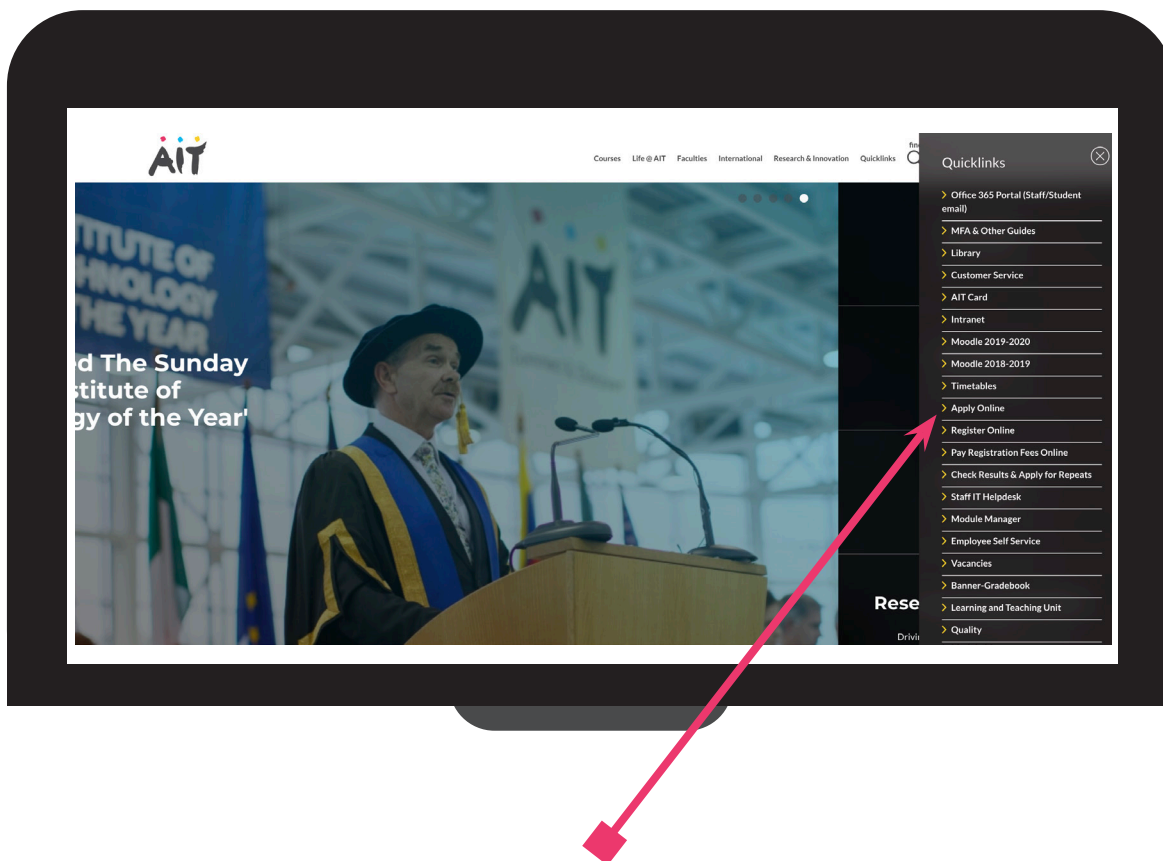
A STEP-BY-STEP GUIDE TO AIT LIFELONG LEARNING ONLINE APPLICATIONS

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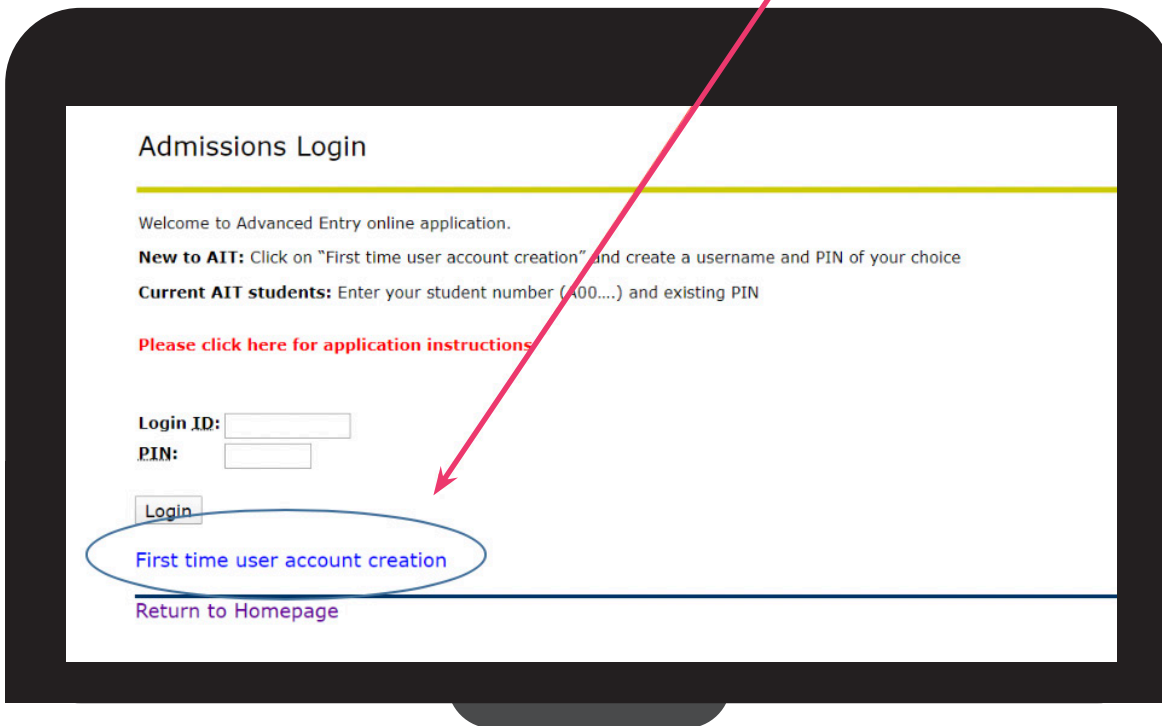
**Need help with your application?
Contact us, we are happy to help.**

Step 1 Setting up an account



- Visit the AIT website **www.AIT.ie**
- Click on the **Quicklinks** section on the right hand side of the screen
- Select the **Apply Online** tab

Click on 'First time user account creation' only



The screenshot shows a web page titled "Admissions Login". Below the title is a yellow horizontal line. The page contains the following text:

Welcome to Advanced Entry online application.

New to AIT: Click on "First time user account creation" and create a username and PIN of your choice

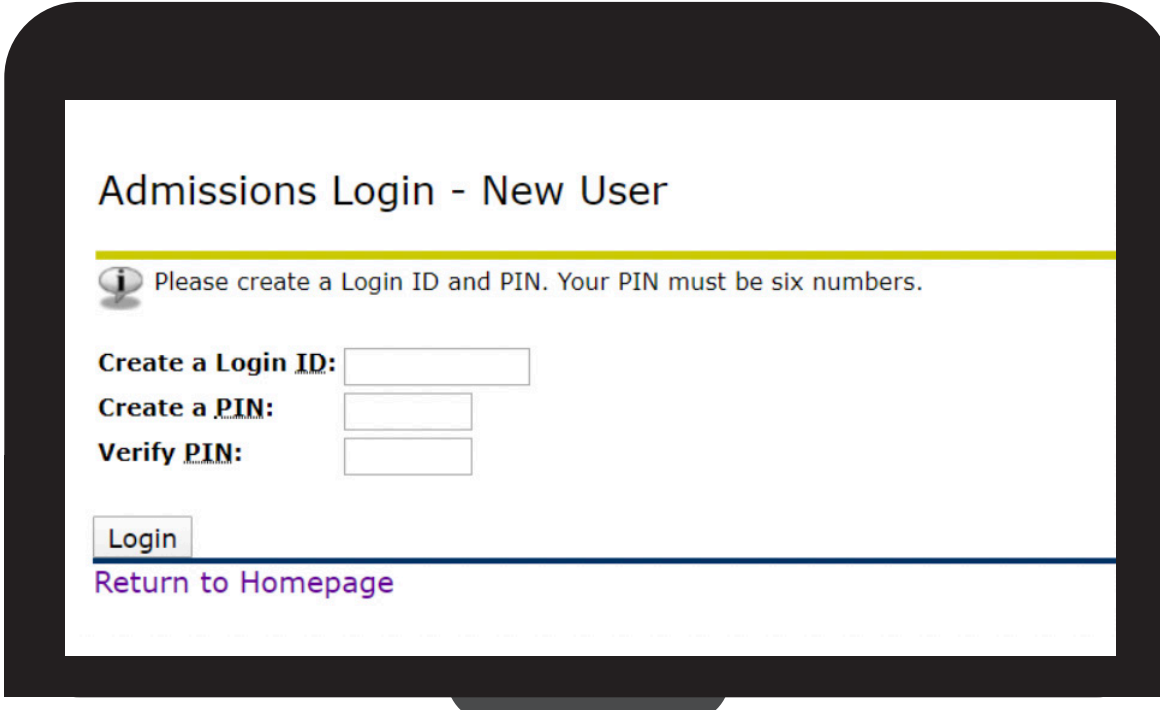
Current AIT students: Enter your student number (A00....) and existing PIN

Please click here for application instructions

Below this text are two input fields: "Login ID:" and "PIN:". Below the input fields is a "Login" button. Below the "Login" button is a link "First time user account creation" which is circled in blue. Below this link is a link "Return to Homepage". A red arrow points from the text "Click on 'First time user account creation' only" to the "First time user account creation" link.

NOTE:

If you have used the AIT application process before you will need to enter your Student ID and Pin



The screenshot shows a web form titled "Admissions Login - New User". Below the title is a yellow horizontal line. Underneath the line is an information icon (a lowercase 'i' in a circle) followed by the text "Please create a Login ID and PIN. Your PIN must be six numbers." Below this instruction are three input fields: "Create a Login ID:" followed by a text box, "Create a PIN:" followed by a text box, and "Verify PIN:" followed by a text box. At the bottom left of the form is a "Login" button. At the bottom right is a link that says "Return to Homepage" in purple text. The entire form is enclosed in a dark grey rounded rectangle that resembles a tablet screen.

Admissions Login - New User

Please create a Login ID and PIN. Your PIN must be six numbers.

Create a Login ID:

Create a PIN:

Verify PIN:

Login

[Return to Homepage](#)

- Create a **Login ID**, eg Joe Bloggs
- Choose a 6 digit **PIN number** ie.123456
- Once this is complete you will return to finish your application

NOTE:

Remember to write down your Login ID and PIN and keep them safe.

Step 2 Select your programme

PART TIME EVENING PROGRAMMES

| <u>PTime Evening L6 Higher Cert</u> | <u>PTime Evening L7 Ord Degree</u> | <u>PTime Evening L8 Hons Degree</u> |
|--|---|---|
| <u>PTime Evening L9 Postgrad</u> | <u>Professional Studies</u> | <u>Continuing Education</u> |
| <u>PTime Evening L6 Minor Cert</u> Cert in Payroll Applications & Mgt Cert in Intro to Good Manufacturing Practice Cert in Intro to BioPharma and Med Tec Cert in Employee Development Cert in Contract Law, Customs, Regulatory Env Cert in Customer Service, Mgt and Value Cert in Supervisory Mgt Skills for Team Leaders Cert in Social Media and E-Business Cert in Marketing, Sales, Theory & Practice | Cert in Occupational Health & Safety NISO <u>PTime Evening L7 Minor Cert</u> Cert in Introduction to Project Mgt | Bachelor of Business (Hons) <u>PTime Evening L8 Minor Cert</u> Cert in Employment & Contract Legislation |

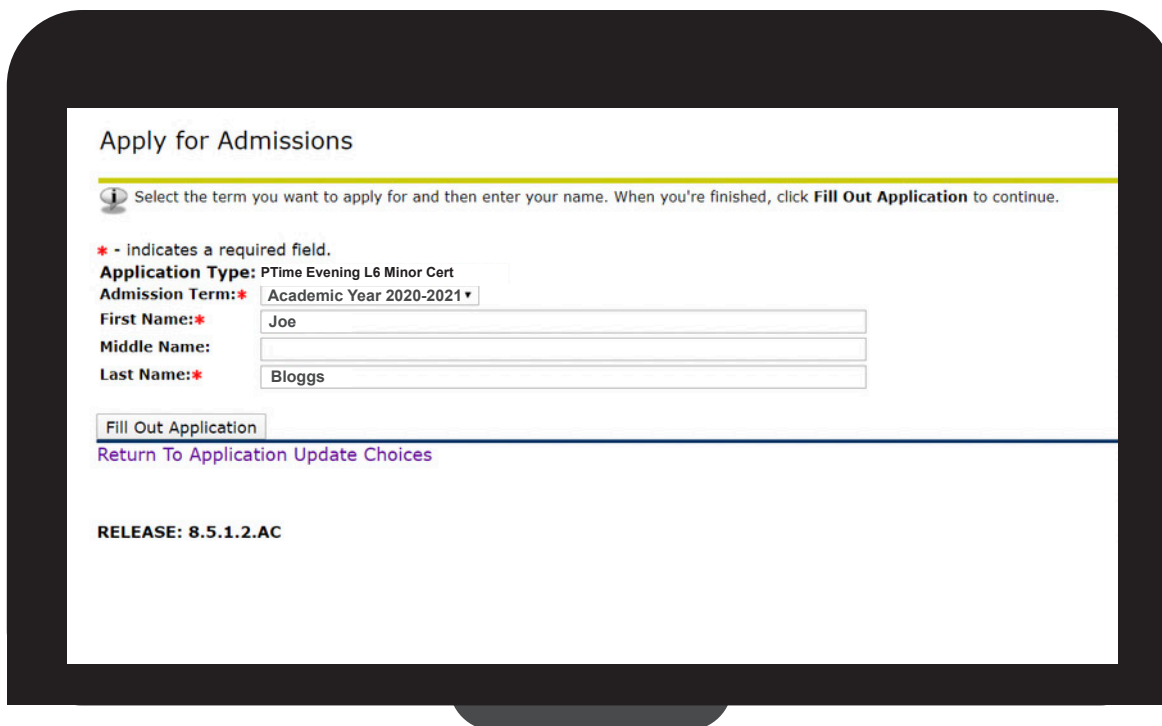
Application Type: PTime Evening L6 Minor Cert

[Continue](#)

[Return to Application Menu](#)

- All programmes are listed under the headings above, ie. **PTime Evening L6 Higher Cert**
- Select the **Application Type** in the drop down box
- Enter the **Heading** that the course is under

Step 3 Apply for Admissions



The screenshot shows a web form titled "Apply for Admissions". At the top, there is a yellow horizontal bar. Below it, an information icon and text instruct the user to select a term and enter their name, with a button labeled "Fill Out Application". A red asterisk indicates required fields. The form includes a dropdown for "Application Type" (set to "PTime Evening L6 Minor Cert"), a dropdown for "Admission Term" (set to "Academic Year 2020-2021"), and text input fields for "First Name" (Joe), "Middle Name", and "Last Name" (Bloggs). A "Fill Out Application" button is located below the name fields. A link "Return To Application Update Choices" is also present. At the bottom, the text "RELEASE: 8.5.1.2.AC" is displayed.

Apply for Admissions

Select the term you want to apply for and then enter your name. When you're finished, click **Fill Out Application** to continue.

* - indicates a required field.

Application Type: PTime Evening L6 Minor Cert

Admission Term: Academic Year 2020-2021 ▼

First Name: Joe

Middle Name:

Last Name: Bloggs

[Fill Out Application](#)

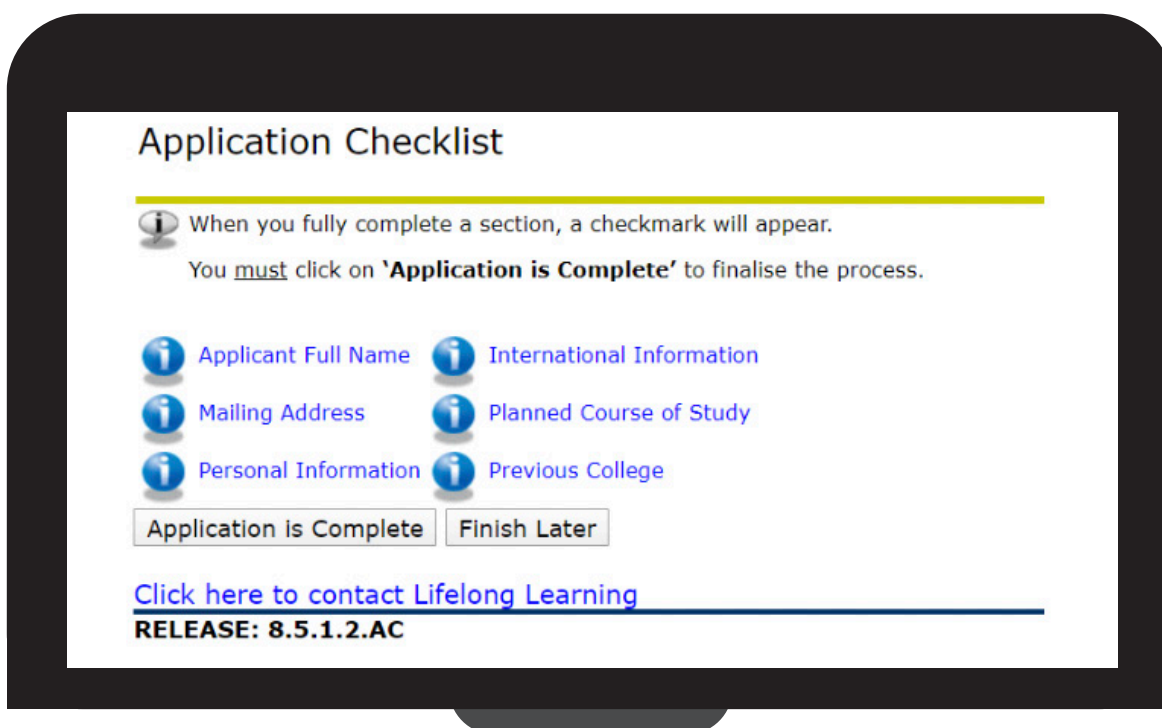
[Return To Application Update Choices](#)

RELEASE: 8.5.1.2.AC

NOTE:

You will be asked to select the specific course in **Step 9** of the application process.

Step 4 Application Checklist

A screenshot of a web application titled "Application Checklist". The page has a white background with a black border. At the top, the title "Application Checklist" is in black. Below it is a yellow horizontal line. A small information icon (a lowercase 'i' in a circle) is followed by the text: "When you fully complete a section, a checkmark will appear." Below this, it says "You must click on '**Application is Complete**' to finalise the process." There are six items listed in two columns, each with a blue information icon: "Applicant Full Name", "International Information", "Mailing Address", "Planned Course of Study", "Personal Information", and "Previous College". At the bottom, there are two buttons: "Application is Complete" and "Finish Later". Below the buttons is a blue link: "Click here to contact Lifelong Learning". At the very bottom, it says "RELEASE: 8.5.1.2.AC".

Application Checklist

When you fully complete a section, a checkmark will appear.
You must click on '**Application is Complete**' to finalise the process.

Applicant Full Name International Information
Mailing Address Planned Course of Study
Personal Information Previous College

Application is Complete Finish Later

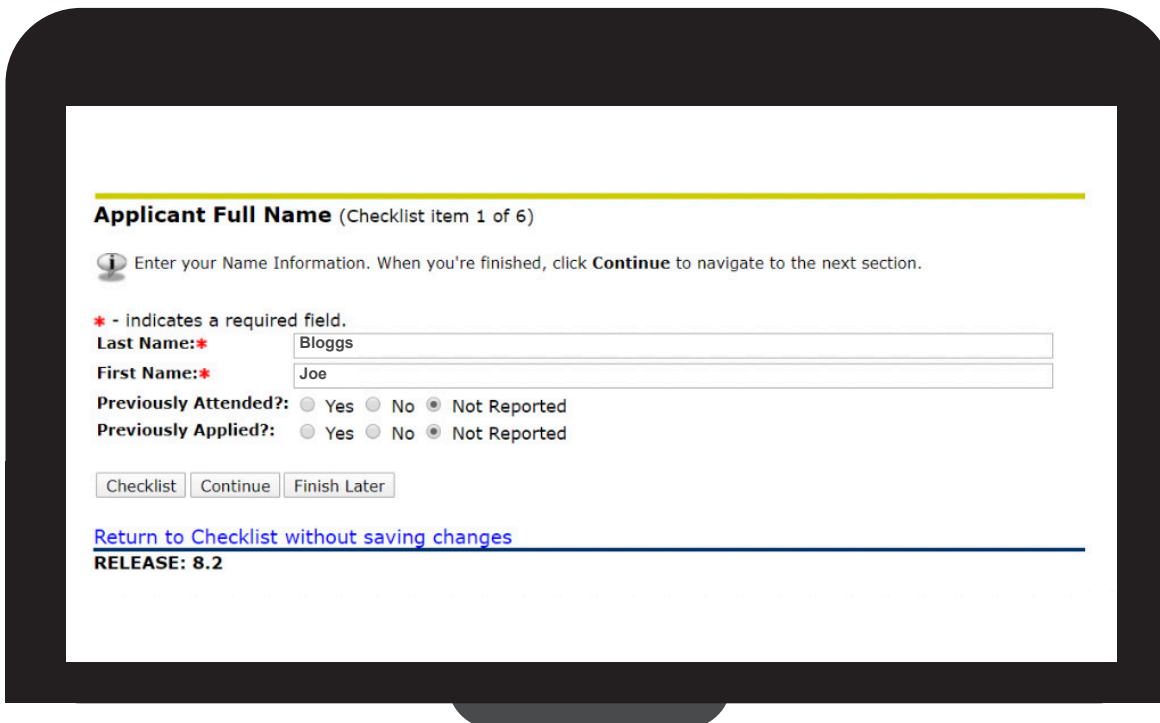
[Click here to contact Lifelong Learning](#)

RELEASE: 8.5.1.2.AC

NOTE:

Each of the 6 sections **MUST** be completed and verified with a checkmark in order to finalise the application process.

Step 5 Applicant Full Name



The screenshot shows a web form titled "Applicant Full Name (Checklist item 1 of 6)". Below the title is an information icon and a message: "Enter your Name Information. When you're finished, click **Continue** to navigate to the next section." A legend states: "* - indicates a required field." The form contains two text input fields: "Last Name:*" with the value "Bloggs" and "First Name:*" with the value "Joe". Below these are two sets of radio buttons: "Previously Attended?:" with options Yes, No, and Not Reported (selected), and "Previously Applied?:" with options Yes, No, and Not Reported (selected). At the bottom are three buttons: "Checklist", "Continue", and "Finish Later". A blue link "Return to Checklist without saving changes" is also present. The footer of the form area says "RELEASE: 8.2".

- Enter your **Name** Information
- Click **Continue** to navigate to the next section

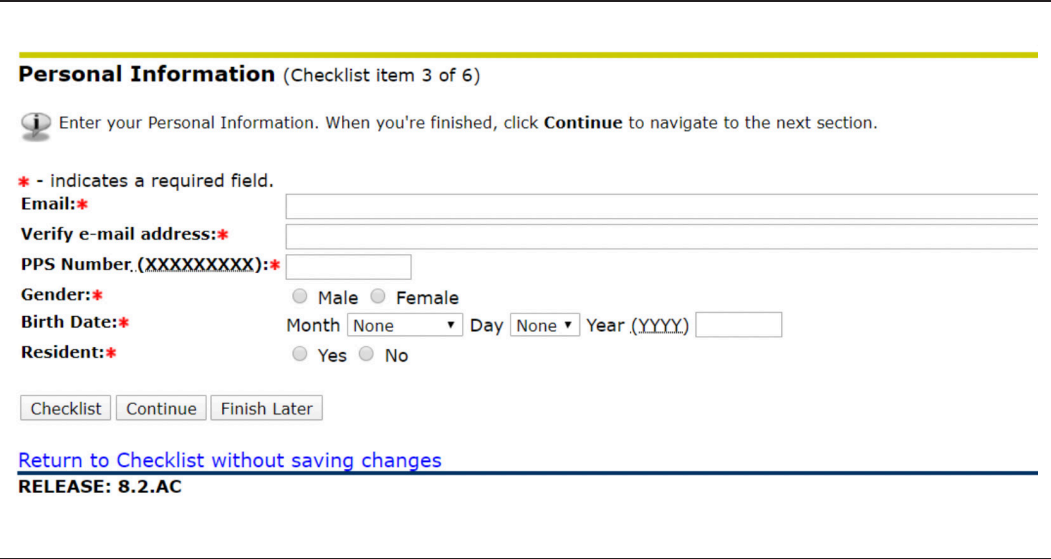
NOTE:
Previously Attended / Previously Applied
refers **SPECIFICALLY** to Athlone I.T.

Step 6 Mailing Address


The screenshot shows a web form titled "Mailing Address (Checklist item 2 of 6)". Below the title is a help icon and text: "Enter your Address Information. When you're finished, click **Continue** to navigate to the next section." A note states: "* - indicates a required field." The form is divided into a section titled "Mailing/Correspondence" with the following fields: "Street Line 1:*" (text input with "AIT"), "Street Line 2:" (text input with "Dublin Road"), "Street Line 3:" (text input), "City:*" (text input with "Athlone"), "Post Code / Eircode:*" (text input with "N37 HD68"), "County:*" (dropdown menu with "Westmeath" selected), "Nation:*" (dropdown menu with "Ireland" selected), and "Contact Telephone Number:*" (text input). At the bottom of the form are three buttons: "Checklist", "Continue", and "Finish Later". Below the buttons is a blue link: "Return to Checklist without saving changes". At the very bottom, it says "RELEASE: 8.3.0.2".

- Enter your **Address** Information
- Click **Continue** to navigate to the next section

Step 7 Personal Information



Personal Information (Checklist item 3 of 6)

 Enter your Personal Information. When you're finished, click **Continue** to navigate to the next section.

* - Indicates a required field.

Email:*

Verify e-mail address:*

PPS Number.(XXXXXXXX):*

Gender:* ☐ Male ☐ Female

Birth Date:* Month Day Year (YYYY)

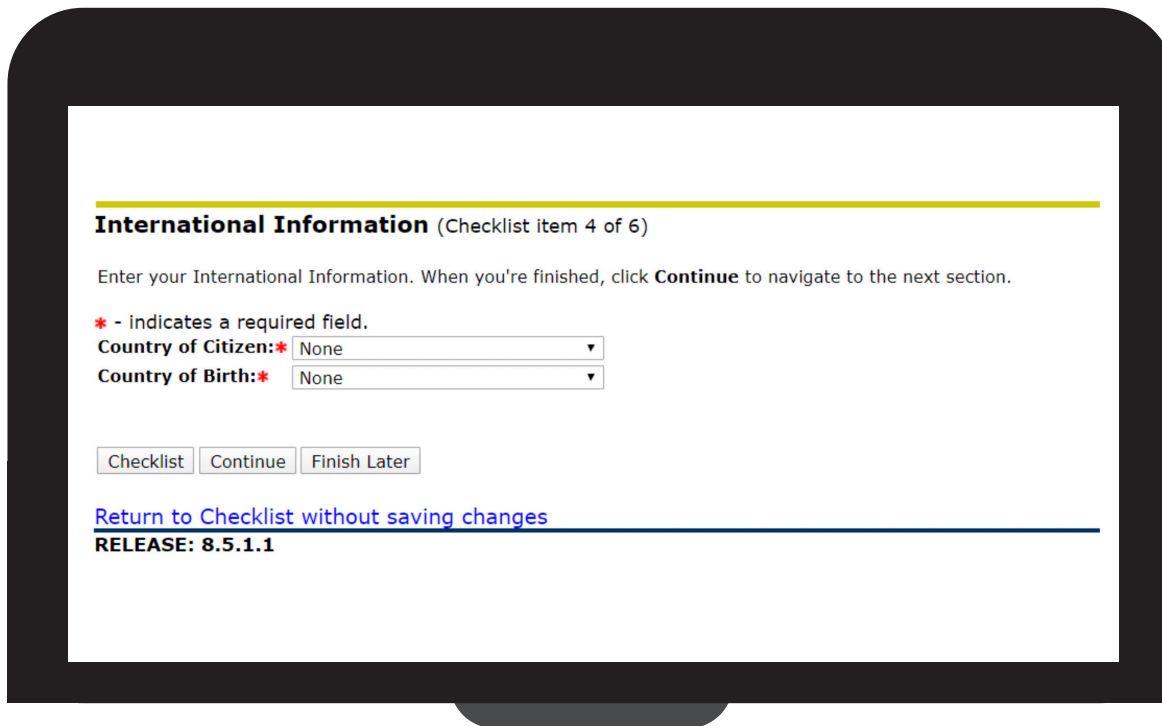
Resident:* ☐ Yes ☐ No

[Return to Checklist without saving changes](#)

RELEASE: 8.2.AC

- Enter your **Personal Information**
- Click **Continue** to navigate to the next section

Step 8 International Information



The screenshot shows a web form titled "International Information (Checklist item 4 of 6)". Below the title is a yellow horizontal line. The instructions state: "Enter your International Information. When you're finished, click **Continue** to navigate to the next section." A red asterisk is followed by the text "- indicates a required field." There are two dropdown menus: "Country of Citizen:*" and "Country of Birth:*", both currently set to "None". Below these are three buttons: "Checklist", "Continue", and "Finish Later". At the bottom, there is a blue link "Return to Checklist without saving changes" and a footer "RELEASE: 8.5.1.1".

International Information (Checklist item 4 of 6)

Enter your International Information. When you're finished, click **Continue** to navigate to the next section.

* - indicates a required field.

Country of Citizen:*

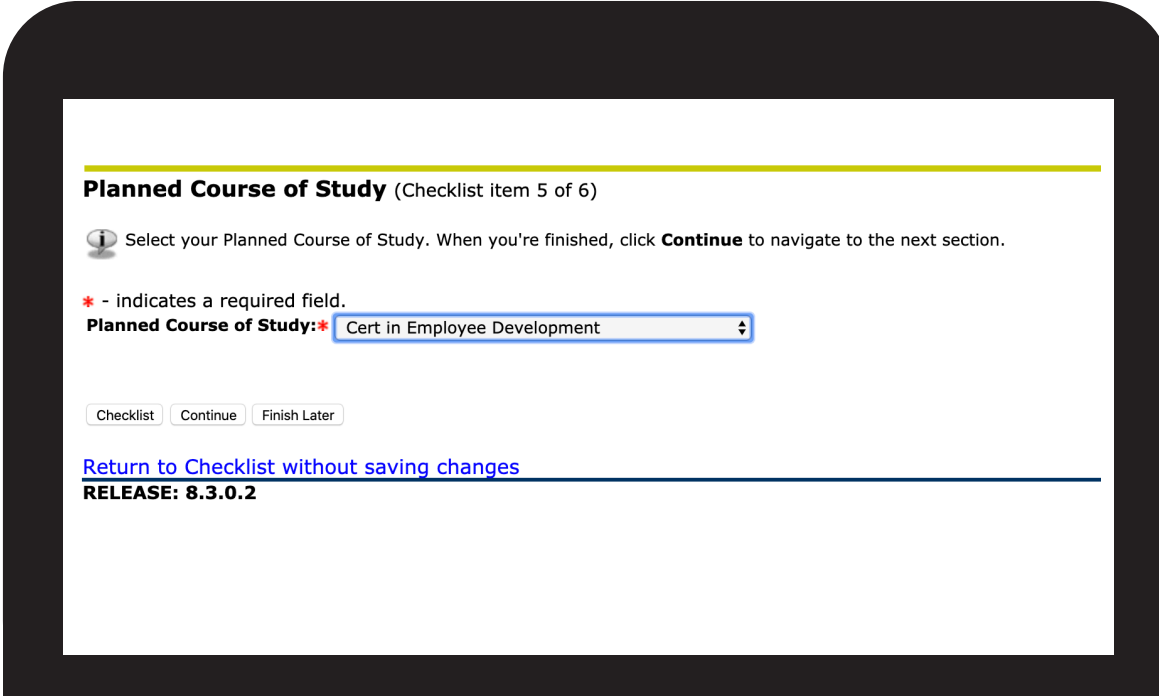
Country of Birth:*

[Return to Checklist without saving changes](#)


RELEASE: 8.5.1.1

- Enter your **International** Information
- Click **Continue** to navigate to the next section

Step 9 Planned Course of Study



Planned Course of Study (Checklist item 5 of 6)

 Select your Planned Course of Study. When you're finished, click **Continue** to navigate to the next section.

* - indicates a required field.

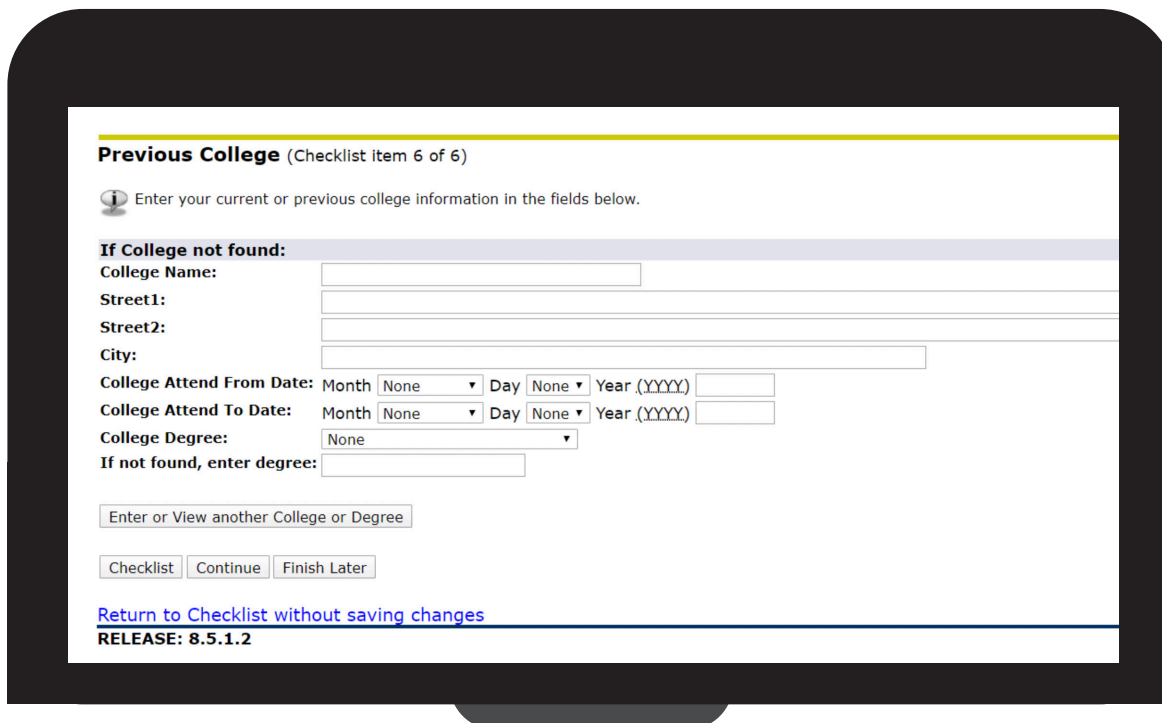
Planned Course of Study:*

[Return to Checklist without saving changes](#)


RELEASE: 8.3.0.2

- Select your **Planned Course of Study**
- Click **Continue** to navigate to the next section

Step 10 Previous College Education



Previous College (Checklist Item 6 of 6)

 Enter your current or previous college information in the fields below.

If College not found:

College Name:

Street1:

Street2:

City:

College Attend From Date: Month Day Year (YYYY)

College Attend To Date: Month Day Year (YYYY)

College Degree:

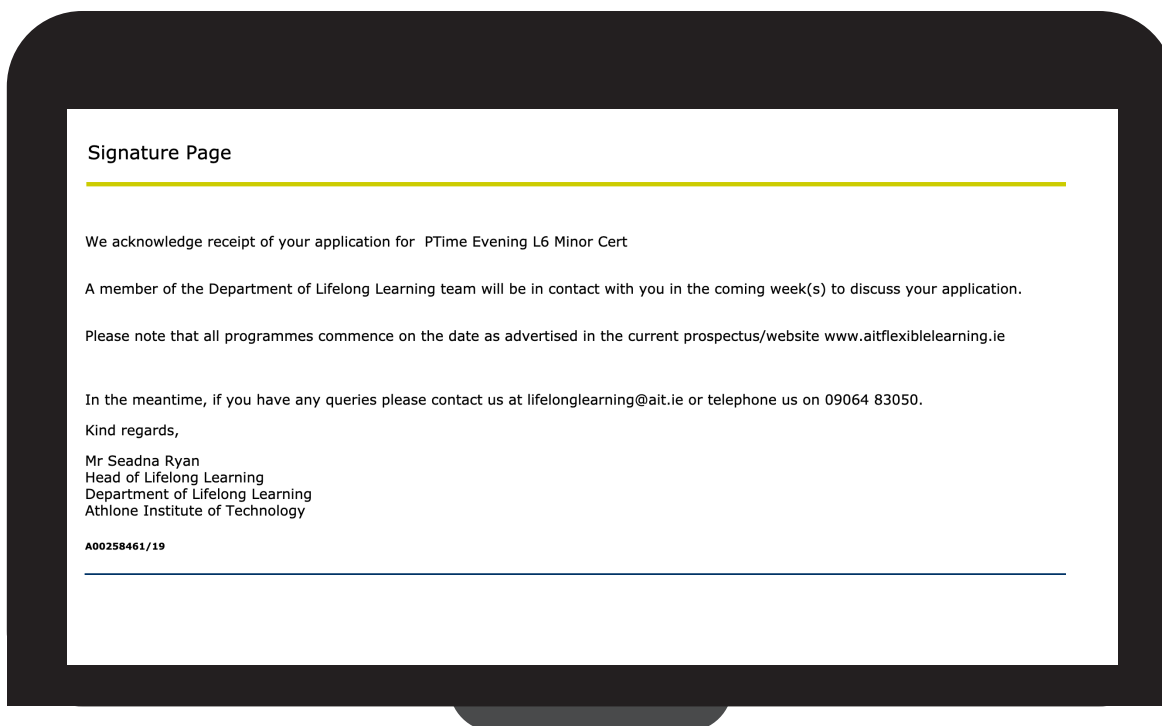
If not found, enter degree:

[Return to Checklist without saving changes](#)

RELEASE: 8.5.1.2

- Enter your current or previous **College** Information, if applicable.
- Click **Continue** to navigate to the next section

Step 11 Confirmation of Application



- Once your application is complete you will receive the message above

NOTE:

If you don't receive the above message, your application is incomplete. Please go back over the sections and complete any missing details.



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