



# Quick Help Guide

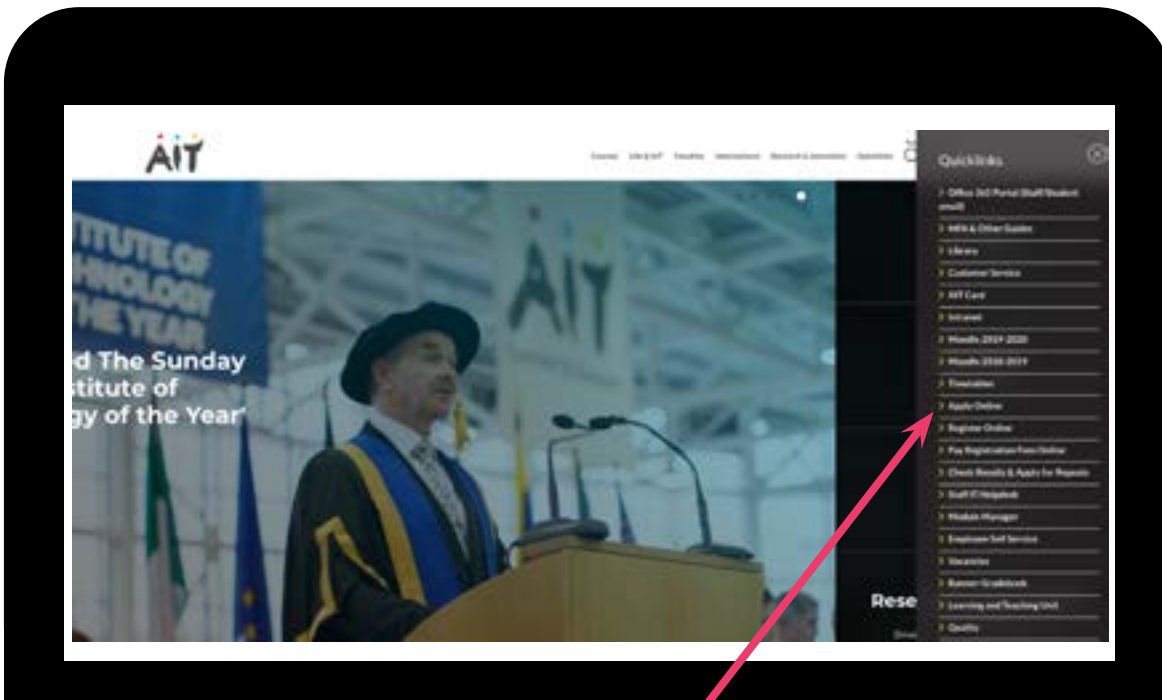
A STEP-BY-STEP GUIDE TO AIT LIFELONG LEARNING ONLINE APPLICATIONS

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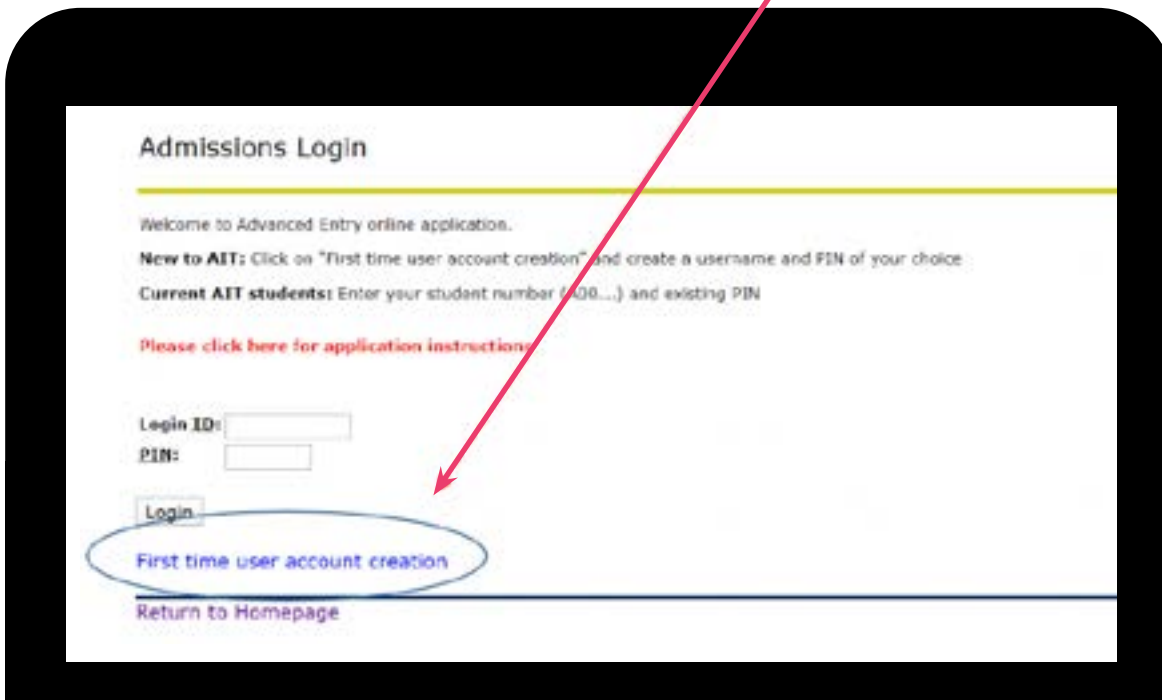
**Need help with your application?  
Contact us, we are happy to help.**

## Step 1 Setting up an account




- Visit the AIT website [www.AIT.ie](http://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



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

### 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**:

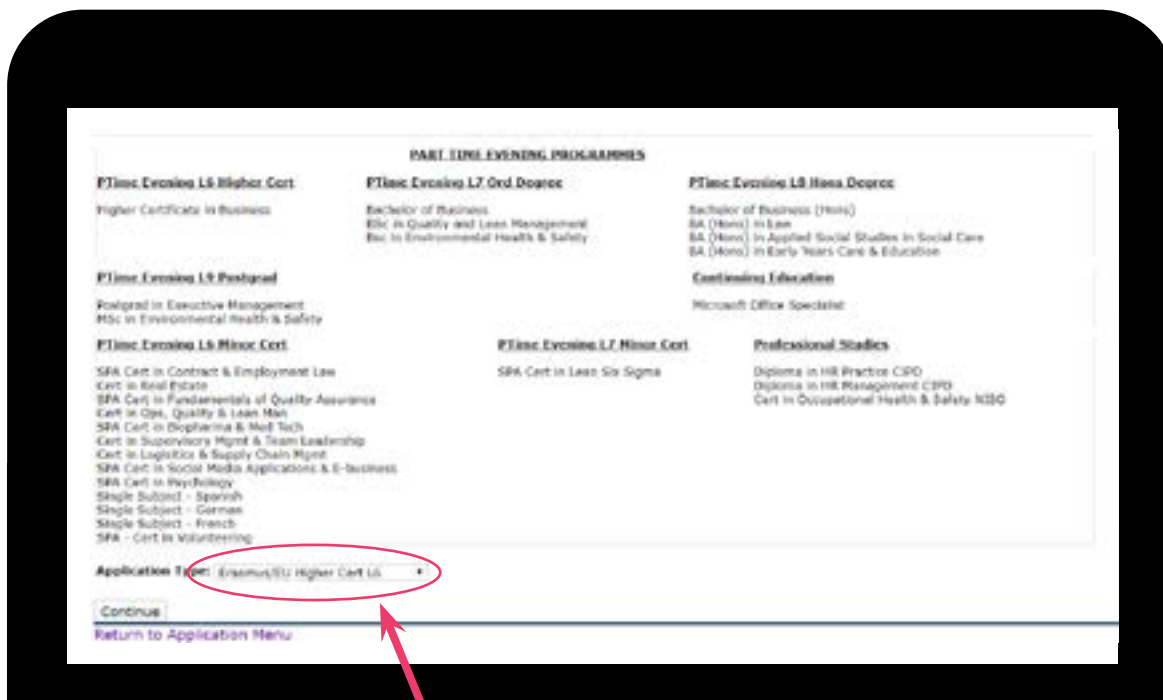
[Return to Homepage](#)

- 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:**

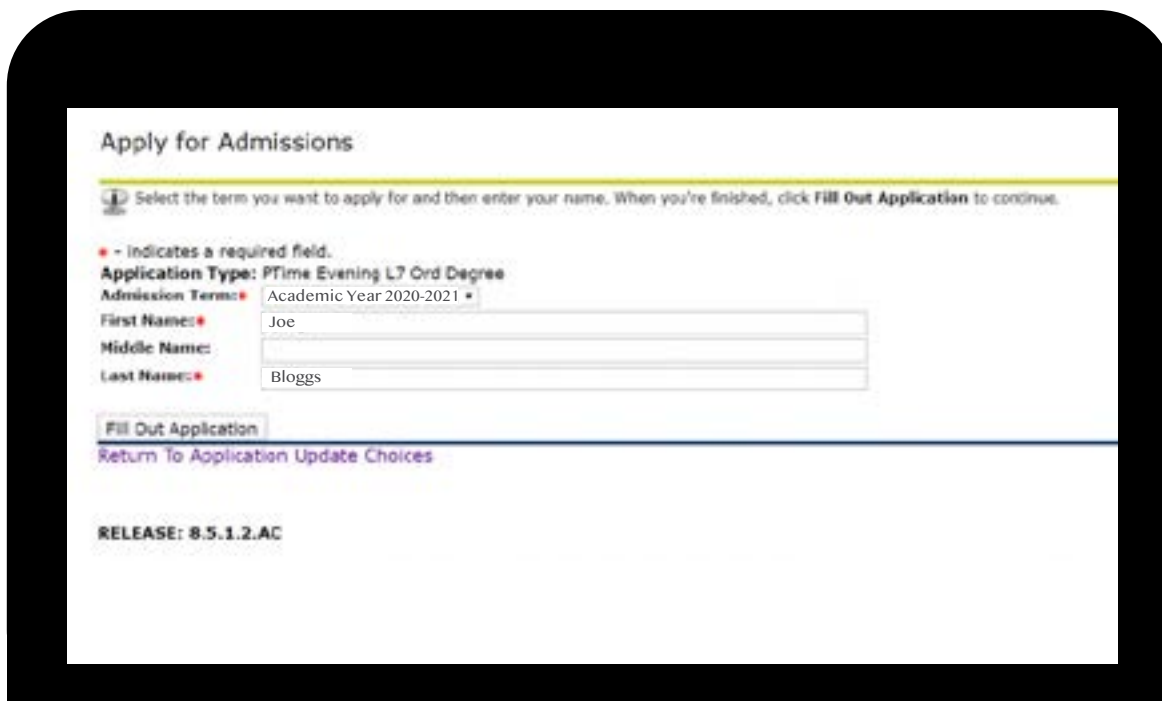
Remember to write down your Login ID and PIN and keep them safe.

### Step 2 Select your programme



- 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



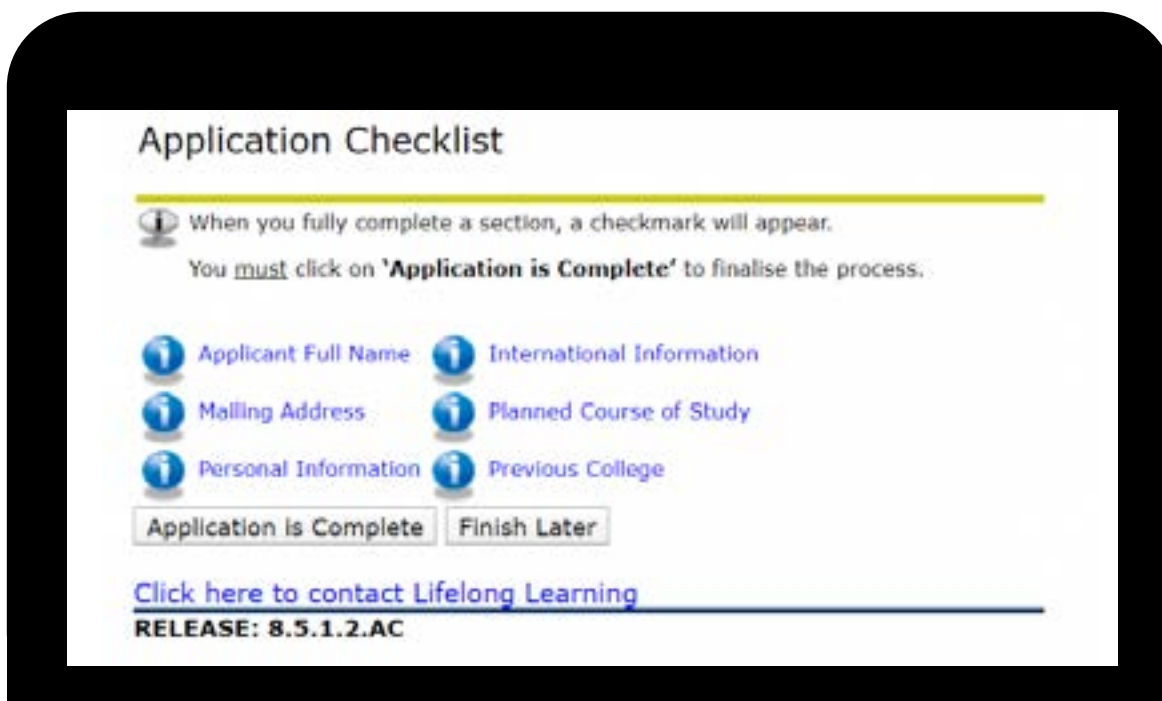
The screenshot shows a web form titled "Apply for Admissions". At the top, there is a yellow bar with the text: "Select the term you want to apply for and then enter your name. When you're finished, click **Fill Out Application** to continue." Below this, a red asterisk indicates a required field. The form displays the following information and input fields:

- Application Type:** PTime Evening L7 Ord Degree
- Admission Term:** Academic Year 2020-2021
- First Name:** Joe
- Middle Name:** (empty field)
- Last Name:** Bloggs

Below the input fields, there is a button labeled "Fill Out Application" and a link labeled "Return To Application Update Choices". At the bottom of the form, the text "RELEASE: 8.5.1.2.AC" is visible.

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

## Step 4 Application Checklist



**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

**Applicant Full Name** (Checklist item 1 of 6)

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

\* - indicates a required field.

Last Name:

First Name:

Previously Attended?:  Yes  No  Not Reported

Previously Applied?:  Yes  No  Not Reported

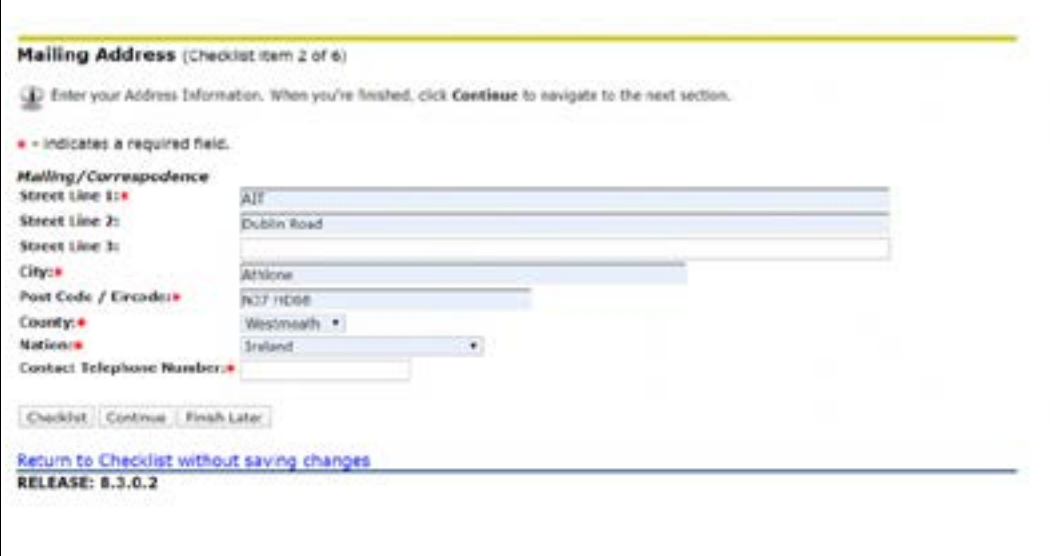
[Return to Checklist without saving changes](#)

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



**Mailing Address** (Checklist item 2 of 6)

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

• - indicates a required field.

**Mailing/Correspondence**

Street Line 1:

Street Line 2:

Street Line 3:

City:

Post Code / Eircode:

County:

Nation:

Contact Telephone Number:

[Return to Checklist without saving changes](#)

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)

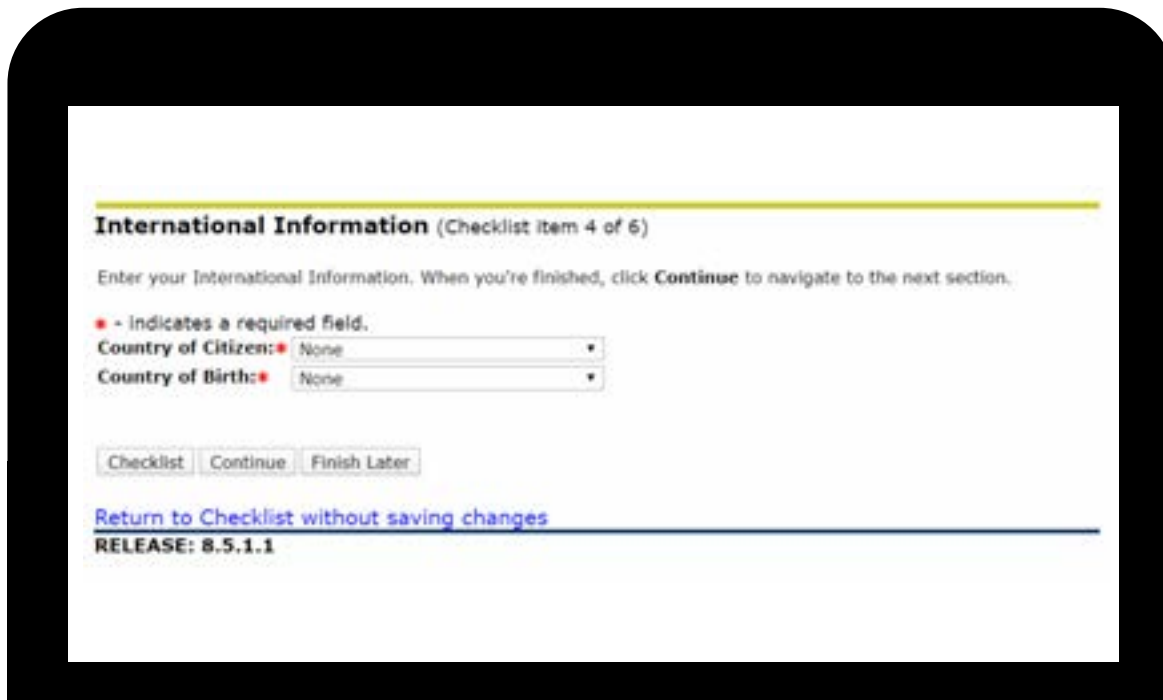
**Resident:** \*  Yes  No

[Return to Checklist without saving changes](#)

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

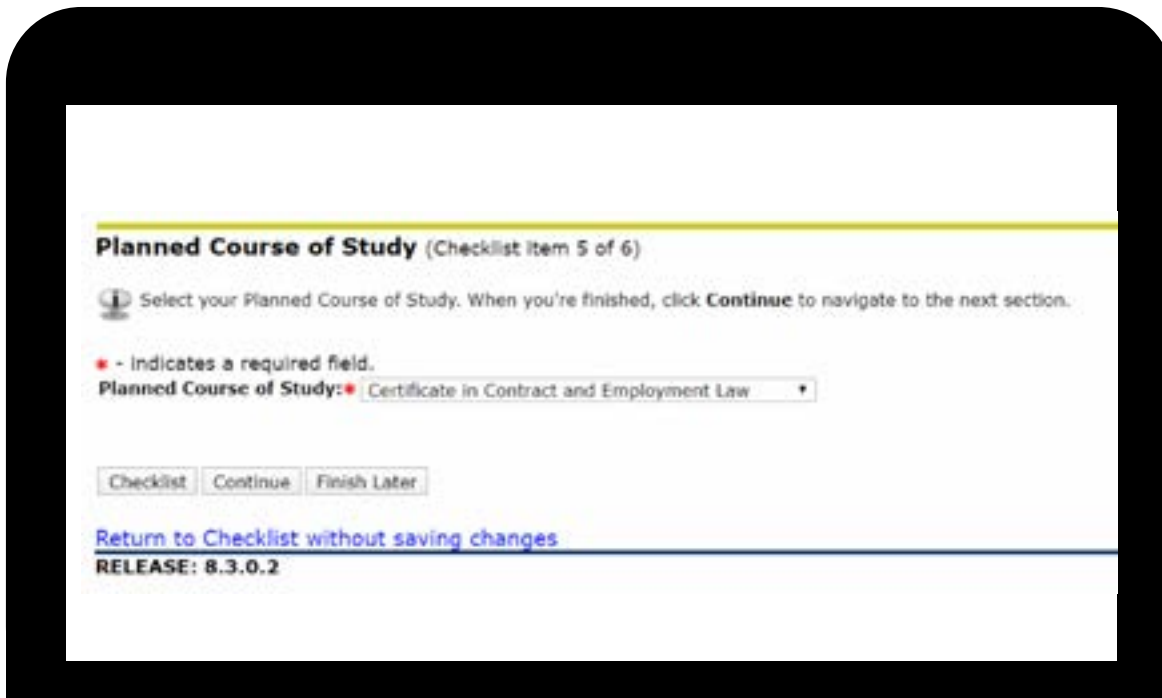
## Step 8 International Information



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 legend indicates that a red asterisk (\*) denotes a required field. There are two dropdown menus: "Country of Citizen:" and "Country of Birth:", both currently set to "None". At the bottom of the form, there are three buttons: "Checklist", "Continue", and "Finish Later". A blue link "Return to Checklist without saving changes" is also present. The release version "RELEASE: 8.5.1.1" is displayed at the very bottom.

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

## Step 9 Planned Course of Study



The screenshot shows a web form titled "Planned Course of Study (Checklist Item 5 of 6)". It includes an information icon and instructions: "Select your Planned Course of Study. When you're finished, click **Continue** to navigate to the next section." A legend indicates that a red asterisk (\*) denotes a required field. The "Planned Course of Study" field is a dropdown menu with a red asterisk and the selected value "Certificate in Contract and Employment Law". Below the form are three buttons: "Checklist", "Continue", and "Finish Later". A blue link reads "Return to Checklist without saving changes". At the bottom, the text "RELEASE: 8.3.0.2" is displayed.

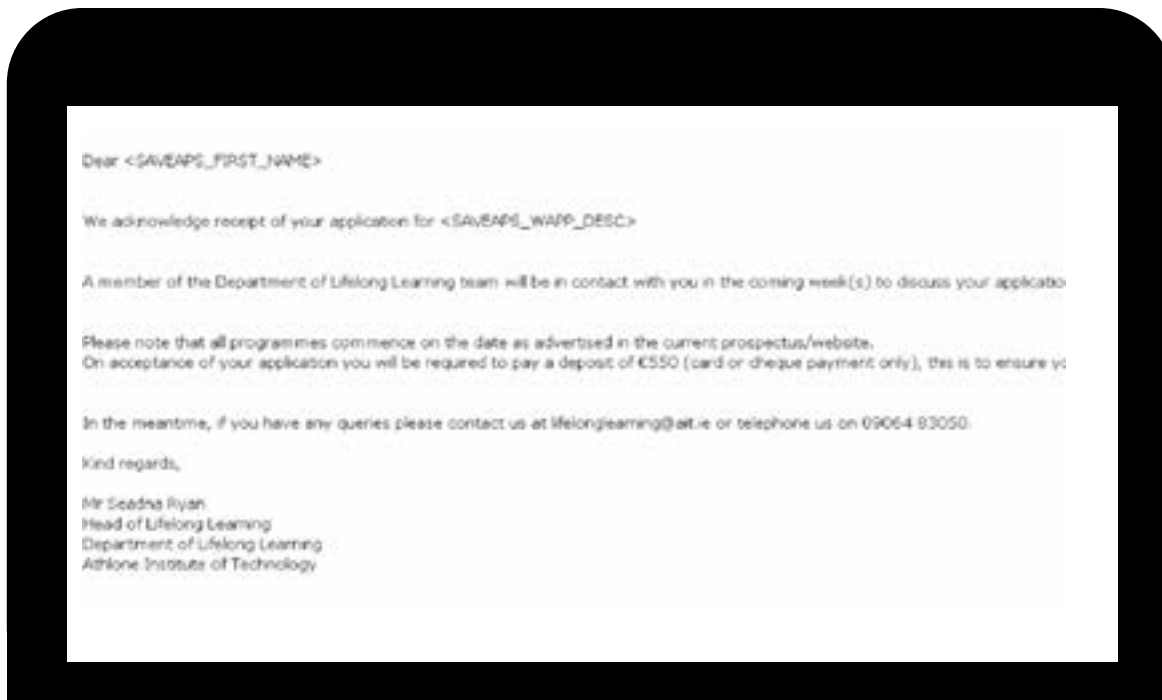
- Select your **Planned Course of Study**
- Click **Continue** to navigate to the next section

## Step 10 Previous College Education

The screenshot shows a web form titled "Previous College (Checklist Item 6 of 6)". Below the title is a help icon and the instruction: "Enter your current or previous college information in the fields below." A section titled "If College not found:" contains several input fields: "College Name:", "Street1:", "Street2:", "City:", "College Attend From Date:" (with dropdowns for Month, Day, and Year), "College Attend To Date:" (with dropdowns for Month, Day, and Year), "College Degree:" (with a dropdown menu), and "If not found, enter degree:". Below these fields is a button labeled "Enter or View another College or Degree". At the bottom of the form 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 reads "RELEASE: 8.5.1.2".

- Enter your current or previous **College** Information
- 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.



## Athlone Institute of Technology

Faculty of Continuing, Professional, Online and Distance Learning  
Department of Lifelong Learning  
Dublin Road  
Athlone  
Co. Westmeath  
N37 HD68

Email: [lifelonglearning@ait.ie](mailto:lifelonglearning@ait.ie)  
Tel: + 353 (0)90 648 3050