

# **A GUIDE TO APPLYING FOR PROFESSIONAL DEVELOPMENT - SHORT COURSES AT NCAD**

From clicking APPLY to  
accessing course materials

What?	Where?	Details	Who to ask for assistance?
New My NCAD account and password	<u>MyNCAD</u> portal	<ul style="list-style-type: none"> <li>MyNCAD is a portal, where students submit applications, complete registration, pay fees and access grades.</li> <li>To apply for a specific course, click on “APPLY” on the course page on the NCAD website</li> <li>If you have not created an account previously, please click on “New Account” <ul style="list-style-type: none"> <li>To create a MyNCAD Password use: <ul style="list-style-type: none"> <li>Minimum 8 characters</li> <li>Mixed cases (both upper and lower)</li> <li>Both A-Z and non A-Z characters (digits or punctuation)</li> </ul> </li> </ul> </li> <li>Next time you log in use: <ul style="list-style-type: none"> <li>Username</li> <li>For current students your username is your Student ID number.</li> </ul> </li> <li>New applicants use their email address as their username until they are registered. After registration, IT will contact them with new login details.</li> </ul>	<ul style="list-style-type: none"> <li>If you lose your MyNCAD password pre-registration, please contact: <b><u>studentrecords@staff.ncad.ie</u></b></li> <li>and CC: <b><u>registration@staff.ncad.ie, postgraduate@ncad.ie</u></b></li> </ul>
Provide your details	<u>MyNCAD</u> portal	<ul style="list-style-type: none"> <li>Provide Contact Details (Mobile, email address),</li> <li>Home Address, Personal Data (Nationality as per passport, Domicile - country of permanent address),</li> <li>Education History (Education institutions and Awards),</li> <li><u>Language</u>, Additional Details (info on returning students and “Where did you hear about us” survey)</li> </ul>	<ul style="list-style-type: none"> <li>If you lose your MyNCAD password pre-registration, please contact: <b><u>studentrecords@staff.ncad.ie</u></b></li> <li>and CC: <b><u>postgraduate@ncad.ie</u></b></li> </ul>

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Submit your application documents	<u>MyNCAD</u> portal	<ul style="list-style-type: none"> <li>▪ Please upload: <ul style="list-style-type: none"> <li>▫ CV</li> <li>▫ Certified Transcripts, Certified Copies of Degrees/ Certs/Qualifications</li> <li>▫ Statement of Interest</li> <li>▫ <u>Language Cert</u> - if needed</li> </ul> </li> <li>▪ The documents will be reviewed by the academic team who will advise on your eligibility for the programme.</li> <li>▪ In some cases you might be asked for additional information or to attend an interview.</li> </ul>	<ul style="list-style-type: none"> <li>▪ If you lose your MyNCAD password pre-registration, please contact: <b><u>studentrecords@staff.ncad.ie</u></b></li> <li>▪ and CC: <b><u>postgraduate@ncad.ie</u></b></li> </ul>
Accept the Course Offer	<u>MyNCAD</u> portal	<ul style="list-style-type: none"> <li>▪ Following review of your application, you will receive a notification to your personal email from the NCAD Admissions team on whether you have been offered a place on the course.</li> <li>▪ You must accept your offer by clicking on the link in the email, logging in to your MyNCAD account and following the steps on screen.</li> <li>▪ By Accepting the Offer formally you express an interest in becoming a student.</li> <li>▪ Once you have accepted your offer in the MyNCAD portal, you will receive an email with the subject: "Confirmation of Offer Accepted at NCAD", if you do not receive this email, please contact <b><u>postgraduate@ncad.ie</u></b></li> </ul>	<ul style="list-style-type: none"> <li>▪ If you lose your MyNCAD password pre-registration, please contact: <b><u>studentrecords@staff.ncad.ie</u></b></li> <li>▪ and CC: <b><u>postgraduate@ncad.ie</u></b></li> </ul>

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Register	<u>MyNCAD</u> portal	<ul style="list-style-type: none"> <li>▪ In the weeks before the course begins, registration will open and you will receive an email inviting you to register from <b><u>registration@staff.ncad.ie</u></b></li> <li>▪ Your log in details will be the same used to submit your application. To register:               <ol style="list-style-type: none"> <li>1. LOGIN TO MyNCAD</li> <li>2. Click on the 'CONFIRM PLACE'</li> <li>3. Follow the directions on screen to complete your online registration</li> </ol> </li> <li>▪ It is important that you register as soon as possible once you receive this email. Registration closes before the course commences. This is to allow adequate time for you to be set up on all relevant systems prior to your course commencing.</li> <li>▪ As part of the registration you will               <ul style="list-style-type: none"> <li>▫ Pay the course fee (Professional Ceratificates) or a portion of the fee (Professional Diplomas, MAs, MFAs, MRes, PhD)</li> <li>▫ Confirm your personal details</li> <li>▫ Enter your Next of Kin</li> <li>▫ Upload copy of your passport</li> <li>▫ Upload a passport style photo</li> <li>▫ For <u>course supported by HCI</u>, complete the HCI Micro-Credential Funding Application in the portal and submit required documents</li> </ul> </li> <li>▪ By registering you formally become a NCAD student.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Registration queries: <b><u>registration@staff.ncad.ie</u></b></li> </ul>

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Pay	<u>MyNCAD</u> portal	<ul style="list-style-type: none"> <li>▪ Payment is part of the registration process.</li> <li>▪ <b>Professional Certificate:</b> students are required to pay the full fee at the time of registration.</li> <li>▪ <b>HCI funded courses:</b> Once it is determined that the student qualifies for HCI, NCAD will then issue a refund for the amount covered by the funding.</li> <li>▪ <b>CFA scholarship:</b> if you are a recipient of a CFA scholarship please complete the registration process up to the payment stage and then email <a href="mailto:feesandgrants@staff.ncad.ie">feesandgrants@staff.ncad.ie</a></li> <li>▪ You pay with a card via <u>MyNCAD</u> portal.</li> <li>▪ If you wish to pay with an invoice, please flag it ahead of time with <a href="mailto:feesandgrants@staff.ncad.ie">feesandgrants@staff.ncad.ie</a></li> </ul>	<ul style="list-style-type: none"> <li>▪ Please direct any fee related questions to <a href="mailto:feesandgrants@staff.ncad.ie">feesandgrants@staff.ncad.ie</a>;</li> <li>▪ If you lose your MyNCAD password pre-registration, please contact: <a href="mailto:studentrecords@staff.ncad.ie">studentrecords@staff.ncad.ie</a></li> <li>▪ and CC: <a href="mailto:registration@staff.ncad.ie">registration@staff.ncad.ie</a>, <a href="mailto:postgraduate@ncad.ie">postgraduate@ncad.ie</a></li> </ul>
Activate your new NCAD Google Workspaces Account	Email	<ul style="list-style-type: none"> <li>▪ As a student in NCAD you will be provided with an NCAD Google Workspaces Account (Email; Calendar; and Drive for document storage) for use during your time of study in NCAD.</li> <li>▪ <a href="mailto:itsupport@ncad.ie">itsupport@ncad.ie</a> will send activation details (link, username and temporary password) to your personal email.</li> <li>▪ You <b>must</b> activate your NCAD Google Workspaces account to access course information.</li> </ul>	<ul style="list-style-type: none"> <li>▪ If you cannot log back into the MyNCAD portal post-registration please contact <a href="mailto:itsupport@ncad.ie">itsupport@ncad.ie</a></li> <li>▪ If you cannot activate your NCAD Google Workspaces account please contact <a href="mailto:itsupport@ncad.ie">itsupport@ncad.ie</a></li> <li>▪ IT Support for students on campus is 13:30 - 16:00 Monday to Friday.</li> </ul>

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New My NCAD account and password	<u>MyNCAD</u> portal	<ul style="list-style-type: none"> <li>Once registered you will receive a new temporary password from NCAD IT Support for MyNCAD.</li> <li>Your username will be your student number (not your full email address)</li> </ul>	
Accept invitation to Canvas	NCAD Email	<ul style="list-style-type: none"> <li><u>Canvas</u> is the learning management system (LMS) that NCAD uses to support students' learning.</li> <li>Here you will access practical info, announcements, readings, assessment and feedback.</li> <li>An invitation to join Canvas will be sent to your NCAD Google Inbox.</li> </ul>	<ul style="list-style-type: none"> <li>For any issues regarding Canvas please contact Renée Koch <a href="mailto:kochr@staff.ncad.ie">kochr@staff.ncad.ie</a></li> <li>Login credentials for Canvas are the same as for MyNCAD. If you forget your password or have difficulties logging in to Canvas, please contact <a href="mailto:itsupport@ncad.ie">itsupport@ncad.ie</a></li> </ul>
Collect your Student Card	Student Information Desk, main campus	<ul style="list-style-type: none"> <li>All postgraduate students (except those studying Professional Certificates) who have uploaded a copy of their passport and a passport style photo, and who input all required information correctly, will receive a student/library card.</li> <li>Our Student Records Dept will contact you when your student card is ready to collect. This will be at least a couple of weeks into the academic year. When available, your card can be collected from the Student Information Desk, through the concourse of the NCAD main campus, unless otherwise stated by Student Records.</li> <li>The Student Information Desk is usually open from Monday to Friday, 11am to 1pm and 2pm to 4pm.</li> </ul>	<ul style="list-style-type: none"> <li>Please direct questions to <a href="mailto:information@staff.ncad.ie">information@staff.ncad.ie</a> +353-(0)1-636-4200</li> </ul>

Please note that you will be setting up passwords for **two separate accounts**:

- Single Sign-on, for
  - MyNCAD account - student portal - and
  - Canvas - learning management system
- NCAD Google Apps Account

We recommend that you use a password manager, as losing a password may delay your access to the teaching and learning materials or even make you miss out on your place.

Courses supported by Creative Futures Academy, CCI Skillnet and Design Skillnet might have additional requirements - for all those questions contact CFA Coordinator Joanna Crawley [\*\*crawleyj@staff.ncad.ie\*\*](mailto:crawleyj@staff.ncad.ie)