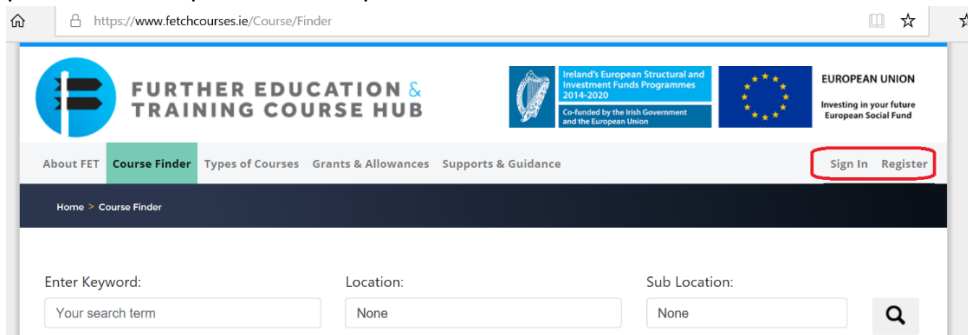


## 2021-2022 BIFE Guide for Learners and Applicants - Applying Online for a Course Using [www.fetchcourses.ie](http://www.fetchcourses.ie)

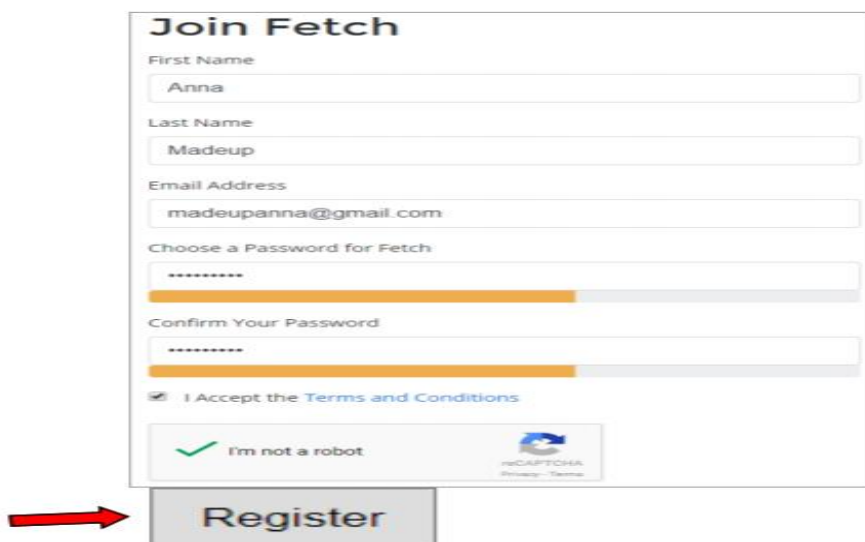
Before you begin, you will need your PPSN, your type of Social Welfare Payment and your Medical Card number (if relevant).

1. Create a new email address or open your existing email in browser.
2. Keep your email open and open a new tab in the browser and type in [www.fetchcourses.ie](http://www.fetchcourses.ie)
3. If you are already registered on [www.fetchcourses.ie](http://www.fetchcourses.ie), sign in with your email address and password then proceed to step 7.



The screenshot shows the homepage of the Fetch Courses website. The URL in the browser is <https://www.fetchcourses.ie/Course/Finder>. The page features the Fetch logo, navigation links for 'About FET', 'Course Finder', 'Types of Courses', 'Grants & Allowances', and 'Supports & Guidance'. There are also logos for 'Ireland's European Structural and Investment Funds Programmes 2014-2020' and the 'EUROPEAN UNION'. A search bar is visible with fields for 'Enter Keyword:', 'Location:', and 'Sub Location:'. The 'Sign In' and 'Register' buttons are highlighted with a red box.

4. If you are not yet registered on [www.fetchcourses.ie](http://www.fetchcourses.ie), click 'Register'. Fill in all required details, choose a password you will remember and keep it safe, read and accept Terms and Conditions and follow the instructions on the captcha. Click 'Register'

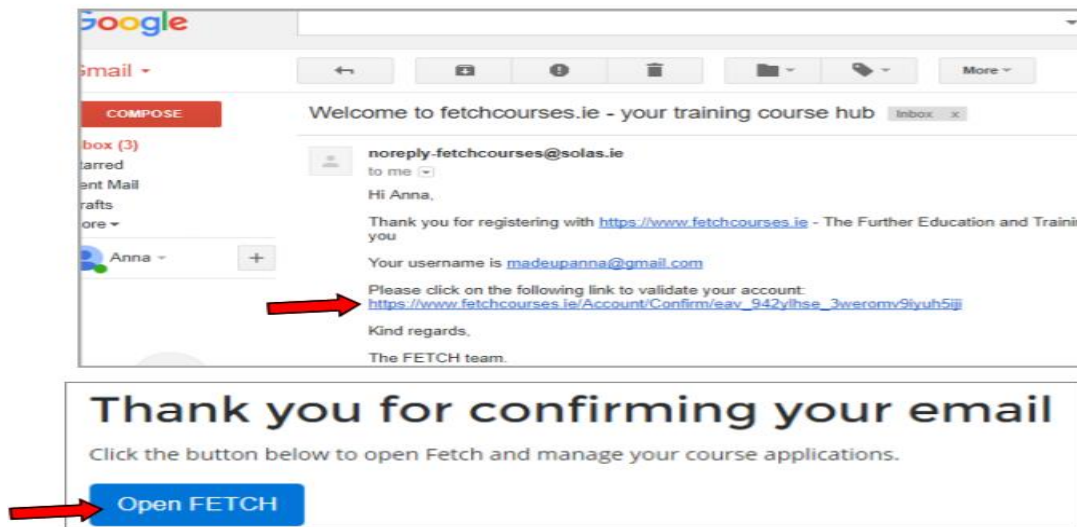


The screenshot shows the 'Join Fetch' registration form. The form fields are filled with the following information:

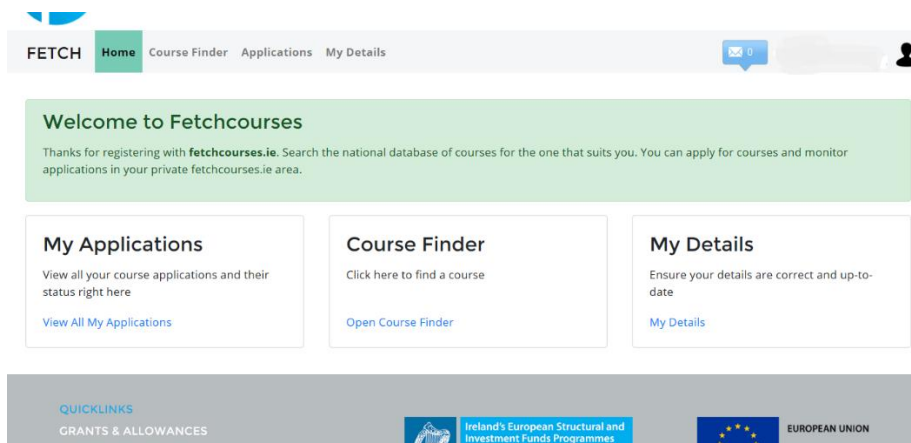
- First Name: Anna
- Last Name: Madeup
- Email Address: madeupanna@gmail.com
- Choose a Password for Fetch: [password field]
- Confirm Your Password: [password field]
- I Accept the Terms and Conditions
- I'm not a robot

A red arrow points to the 'Register' button at the bottom of the form.

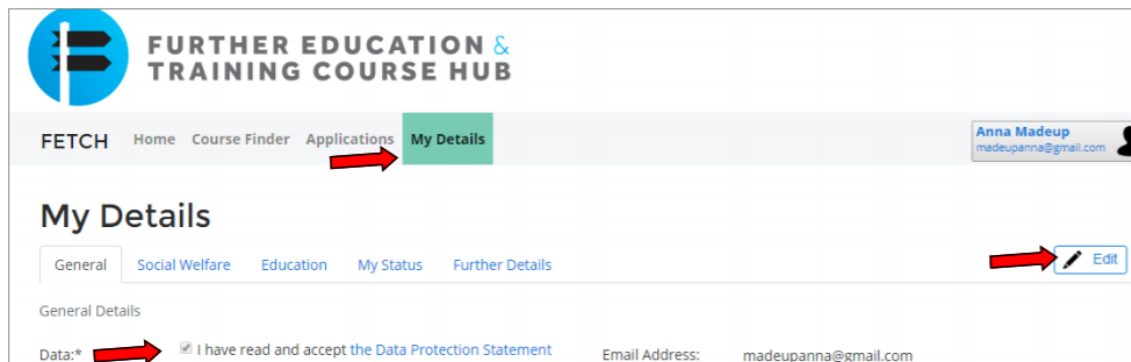
- You will then need to go to your email and click the link sent from 'noreply-fetchcourses@solas.ie' to confirm your email. If you cannot find the email, check in your 'Clutter' or 'Other' folder.



- This will bring you to your own Fetch dashboard/screen



- Select My Details tab and click the Edit button, fill in all required information.



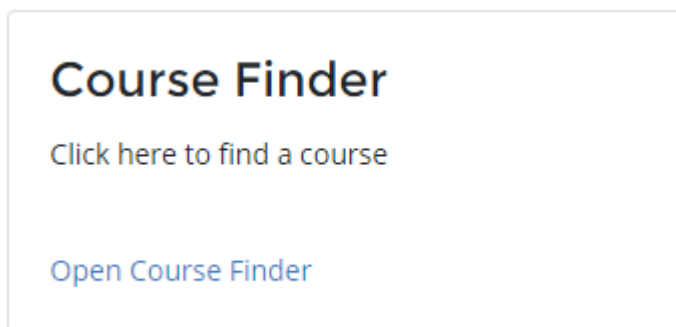
- It is important to fill in your details in each tab - by clicking on 'Social Welfare', 'Education' and 'My Status'. The Edit button should be clicked to enter your details, it is important to click 'Save' in each section before moving to the next. The 'Further Details' will not be required until you start on the course, and it is optional to complete. If you have already started the course, you can fill in these details now if you choose to.

A registration form is displayed with the following fields and options:

- Mobile Number: [text input]
- Phone Number: [text input]
- Date of Birth:\* [text input with value 1/1/1999]
- Gender:\*  Male  Female
- PPSN:\* [text input with value 1234567A and a red 'x' icon]
- Agreement:\*  I confirm that the information given on this form is accurate and agree to receive follow up communications in relation to this course.
- Terms:\*  I have read and accept [the Data Acknowledgement Statement](#)

At the bottom of the form, there are two buttons: a green 'Apply Now' button and a red 'Cancel' button. A red arrow points to the 'Apply Now' button.

- Click the link shown below in FETCH to access the course finder



- Enter the course number provided by your coordinator in the Enter Keyword field and select the course

11. Click the green Apply Now button as shown.

Enter Keyword:

288232

Location:

None

-- more search options --

SEARCH RESULTS

288232 - Music Production Year 1

Print

Save

Apply Now

12. Enter your details on the application form that opens and click the green Apply Now button

13. When completed sign out of Fetch account (top right-hand corner) and sign out of your email.



14. Once the College/Centre has accepted and verified your application, you can check the status of your application online by logging into your Fetch account and clicking 'View All My Applications'.

15. You can log into [www.fetchcourses.ie](http://www.fetchcourses.ie) anytime in the future to update your details, apply for other courses or check the status of course applications.