

2026-2027 BIFE Guide for Learners and Applicants - Applying Online for a Course Using www.fetchcourses.ie

Before you begin, you will need:

- your PPSN (Inform the college if using a temporary PPSN and do not proceed below)
- your type of Social Welfare Payment (if relevant)
- your Medical Card number (if relevant)
- your course PLSS code (this can be found on your Invite to Induction email)
- access to your personal email account

INSTRUCTIONS

1. Open your existing personal email (e.g. gmail, yahoo...) in web browser **Do not use a school or college email account.**
2. Keep your email open and open a new tab in the browser and type in www.fetchcourses.ie
3. Click 'Sign In'.

If you are already registered on www.fetchcourses.ie, sign in to Fetch with your username and password. Once signed in, click on 'Course Finder' and proceed to Step 5. below.

FURTHER EDUCATION & TRAINING COURSE HUB

Rialtas na hÉireann
Government of Ireland

Có-mhaoinithe ag an Aontas Eorpach
Co-funded by the European Union

About FET Course Finder Grants & Allowances CAO **Sign In**

Sign in to Fetch

Username

Your Fetch Password

[Sign In](#)

[Forgotten your password? Click here to reset](#)
[Forgotten your username? Click here to request a reminder](#)

+ Don't have an account?

You can search and apply for courses without an account. When you apply for a course, we will ask for your details and set you up with a FETCH account at the same time so you can monitor your applications, update your details and more.

[Search Courses >](#)

4. If you are not yet registered click 'Search Courses'.

 **Don't have an account?**

You can search and apply for courses without an account. When you apply for a course, we will ask for your details and set you up with a FETCH account at the same time so you can monitor your applications, update your details and more.

Search Courses >

As stated in the image above you will be able to register your FETCH account once you apply for a course.

5. To find and apply for your course use the search facility or simply enter the course PLSS code* in the "Enter Keyword" field and click the Search Icon:

Find a Course

Enter Keyword:

Location:

None

Sub Location:

None



-- more search options --

*NOTE: You will be emailed the PLSS code (6 digit code) of your course in advance of course commencement.

6. Click on the course name that appears:

Find a Course

Enter Keyword:

500356

Location:

None

-- more

1 course found  share results

F = Full time

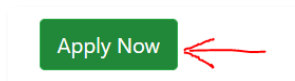
P = Part time

O = Online

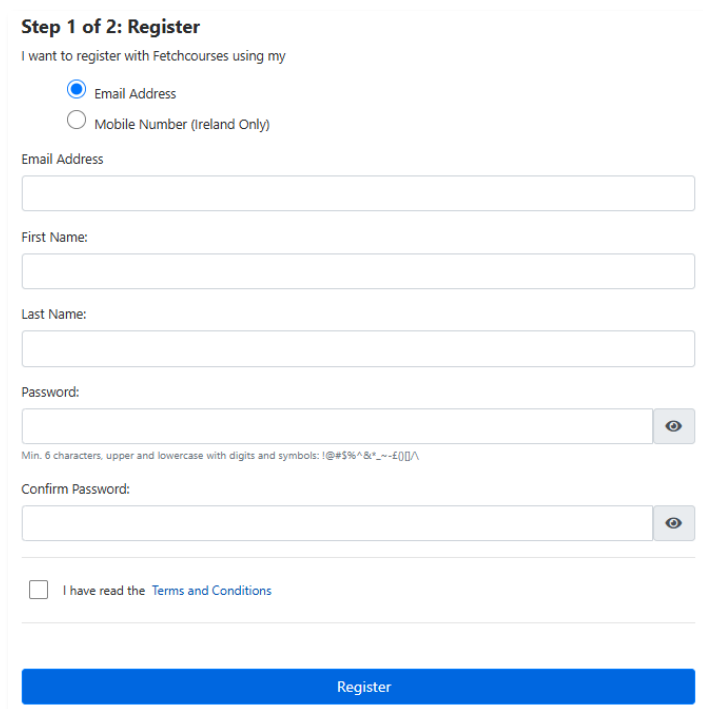
E = Evening

REF	COURSE TITLE	PROVIDER
500356	Games Development (Digital Media Production)	Bray Inst of Further Education

7. On the next screen click APPLY NOW



8. Fill in all required details making sure to use your personal email address (do not use school or college email). Choose a password you will remember **and keep it safe**, read and accept Terms and Conditions. Click 'Register'



Step 1 of 2: Register

I want to register with Fetchcourses using my

☒ Email Address
☐ Mobile Number (Ireland Only)

Email Address

First Name:

Last Name:

Password:
 

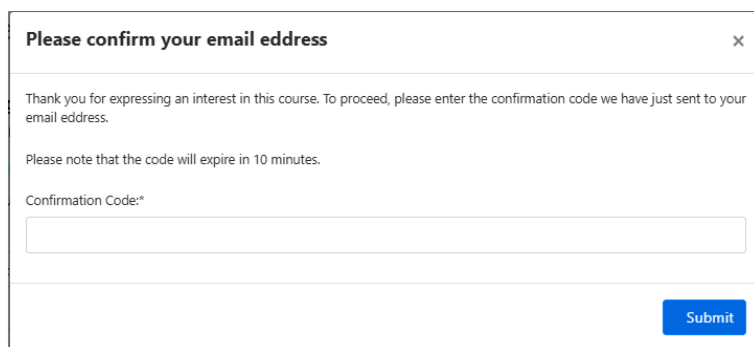
Min. 6 characters, upper and lowercase with digits and symbols: !@#\$%^&*~!-~!@#%^

Confirm Password:
 

☐ I have read the [Terms and Conditions](#)

Register

9. You will then need to enter the confirmation code found in the email from 'noreply-fetchcourses@solas.ie' to confirm your email. If you cannot find the email, check in your 'Clutter', 'Spam' or 'Other' folder.



Please confirm your email address 

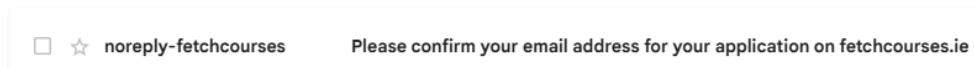
Thank you for expressing an interest in this course. To proceed, please enter the confirmation code we have just sent to your email address.

Please note that the code will expire in 10 minutes.

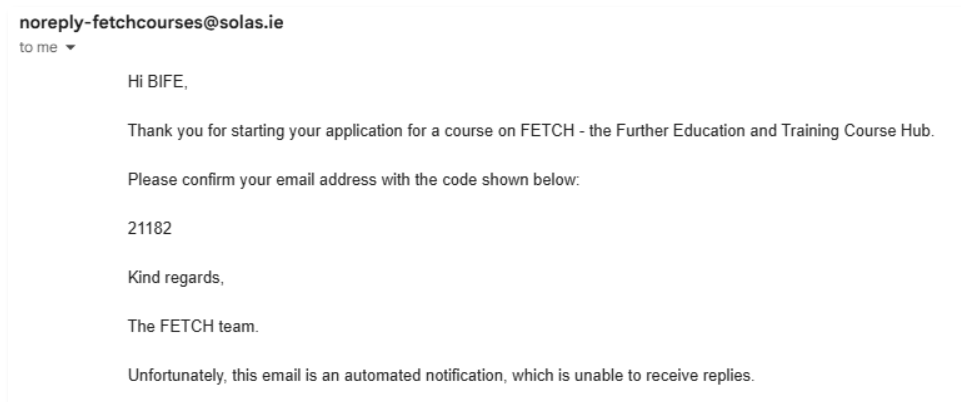
Confirmation Code:*

Submit

This new email will appear in your Inbox:



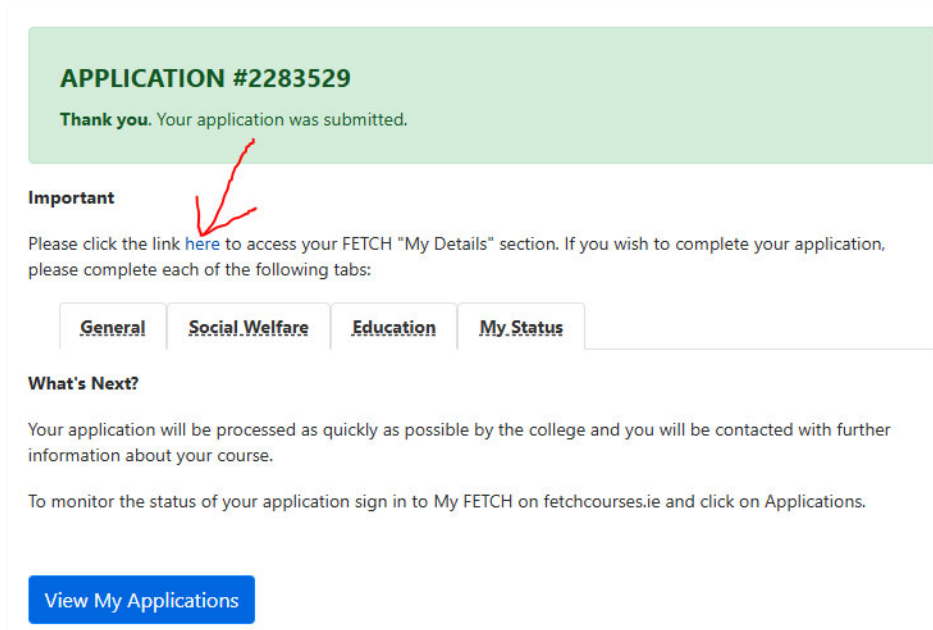
The email from **noreply-fetchcourses@solas.ie** will look similar to the one below:



10. You will then be prompted to complete step 2 of the application. Fill in all details and confirm the Agreement and click and accept the Terms.

A screenshot of a web form titled 'Step 2 of 2: Apply for Course'. The form contains the following fields and options: 'First Name:*' with input 'BIFE'; 'Last Name:*' with input 'FETCH'; 'Address:*' with a dropdown menu showing 'Click here to search for address...'; 'Term Address:' with a checked checkbox 'Term Address Is Same As Above'; 'Email Address:' with input 'bifefetch@gmail.com'; 'Mobile Number:' with an empty input field; 'Phone Number:' with an empty input field; 'Date of Birth:*' with three dropdown menus each showing '--'; 'Nationality:*' with a dropdown menu showing '--'; 'Gender:*' with radio buttons for 'Male' and 'Female'; 'PPSN:*' with an empty input field; 'Agreement:*' with a checkbox and text 'I confirm that the information given on this form is accurate and agree to receive follow up communications in relation to this course.'; 'Terms:*' with a checkbox and text 'I've read and accepted the Data Acknowledgement Statement' followed by a link 'Click here to open and read the Data Acknowledgement Statement'; and two buttons at the bottom: 'Apply Now' (green) and 'Cancel' (red).

11. Click on the link shown below to complete your application.



APPLICATION #2283529

Thank you. Your application was submitted.

Important

Please click the link [here](#) to access your FETCH "My Details" section. If you wish to complete your application, please complete each of the following tabs:

[General](#) [Social Welfare](#) [Education](#) [My Status](#)

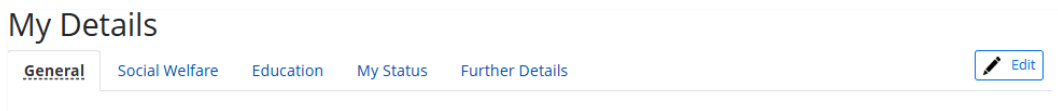
What's Next?

Your application will be processed as quickly as possible by the college and you will be contacted with further information about your course.

To monitor the status of your application sign in to My FETCH on fetchcourses.ie and click on Applications.

[View My Applications](#)

12. This will bring you to your own Fetch **My Details** dashboard/screen.



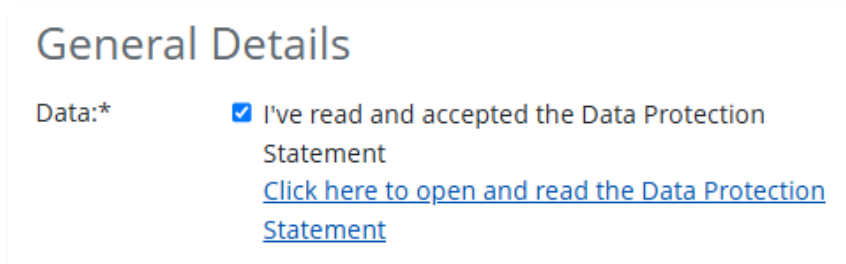
My Details

[General](#) [Social Welfare](#) [Education](#) [My Status](#) [Further Details](#) [Edit](#)

13. Click the EDIT button in the top right-hand corner



Read, scroll and Accept the Data Protection Statement that pops up when you click the link shown below - "Click here to open the Data Protection Statement".



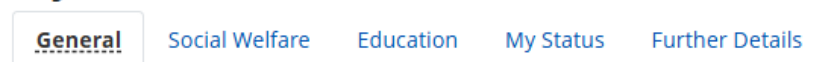
General Details

Data:* ☒ I've read and accepted the Data Protection Statement

[Click here to open and read the Data Protection Statement](#)

Tick the check box to confirm "I've read and accepted the Data Protection Statement".

14. Proceed to fill in all required information under all the tabs:

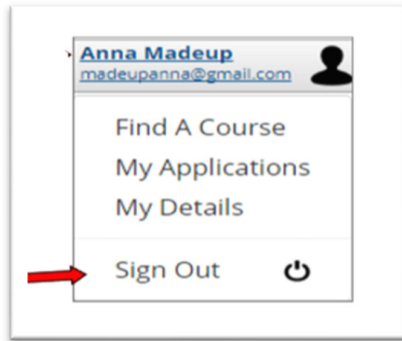


[General](#) [Social Welfare](#) [Education](#) [My Status](#) [Further Details](#)

It is important to fill in your details in each section tab – do this by clicking on ‘General’, then ‘Social Welfare’, then ‘Education’ and ‘My Status’ as shown below. You will complete the ‘Further Details’ section on your course Induction Day at BIFE.

Note: It is important to click ‘Save’  at each section before moving to the next section.

15. Once step 14 is completed sign out of your Fetch account (top right-hand corner) and sign out of your email.



IMPORTANT: Ensure that you bring your FETCH Username and Password to your course Induction day

16. 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 ‘Applications’.
17. You can log into www.fetchcourses.ie anytime in the future to update your details, apply for other courses or check the status of course applications.

THANK YOU