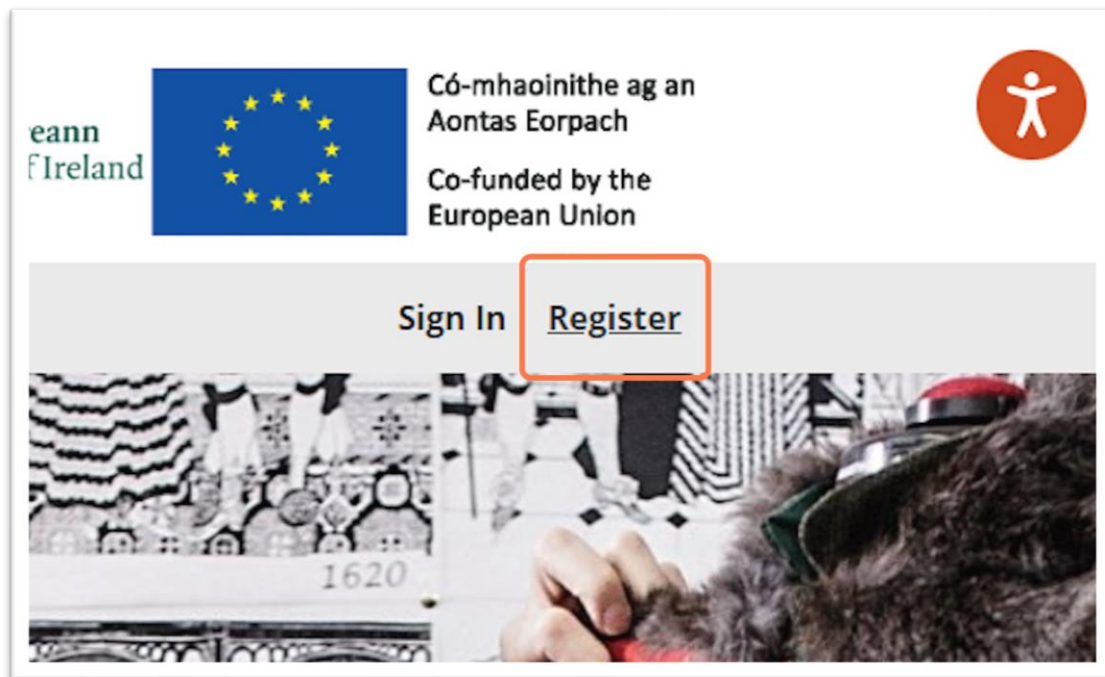


FETCHCOURSES.ie – Registration and Applying for your course.

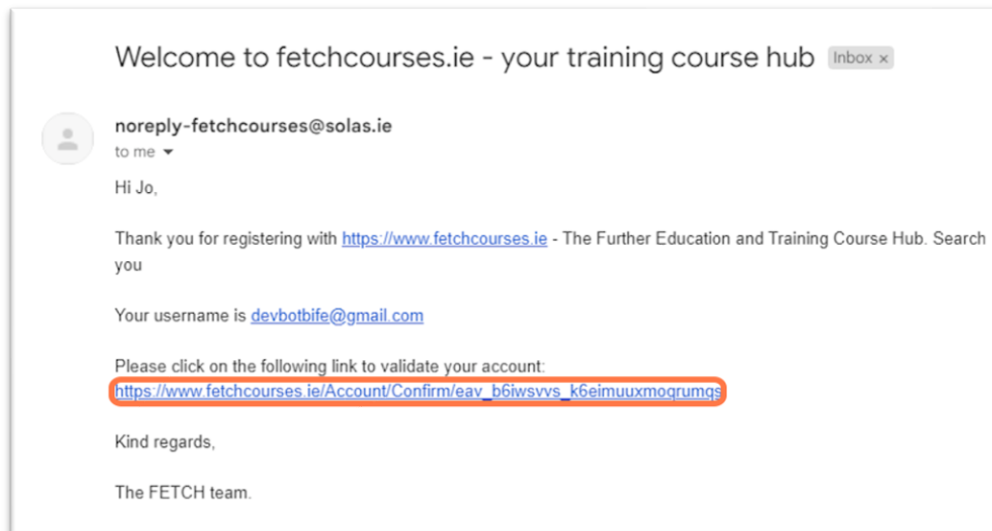
1. Go to www.fetchcourses.ie and Click on Register



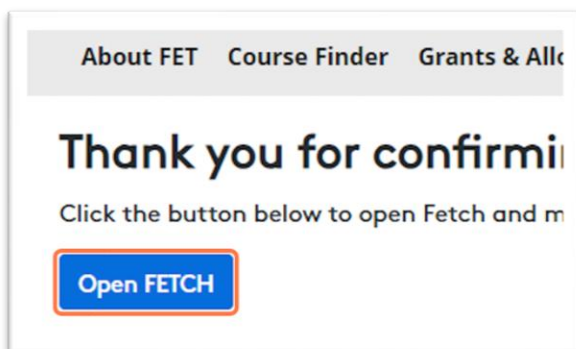
2. Complete the registration details. Use your personal email address when setting up the account. Click on Register.

A screenshot of the registration form on FetchCourses.ie. At the top right, there is a reCAPTCHA widget with a 'Privacy - Terms' link. Below the reCAPTCHA, there is a checkbox and the text 'I have read the Terms and C'. Below this, there is a 'Register' button highlighted with an orange rectangular box. At the bottom, there is a link that says 'Already registered on Fetch? Sign in here'.

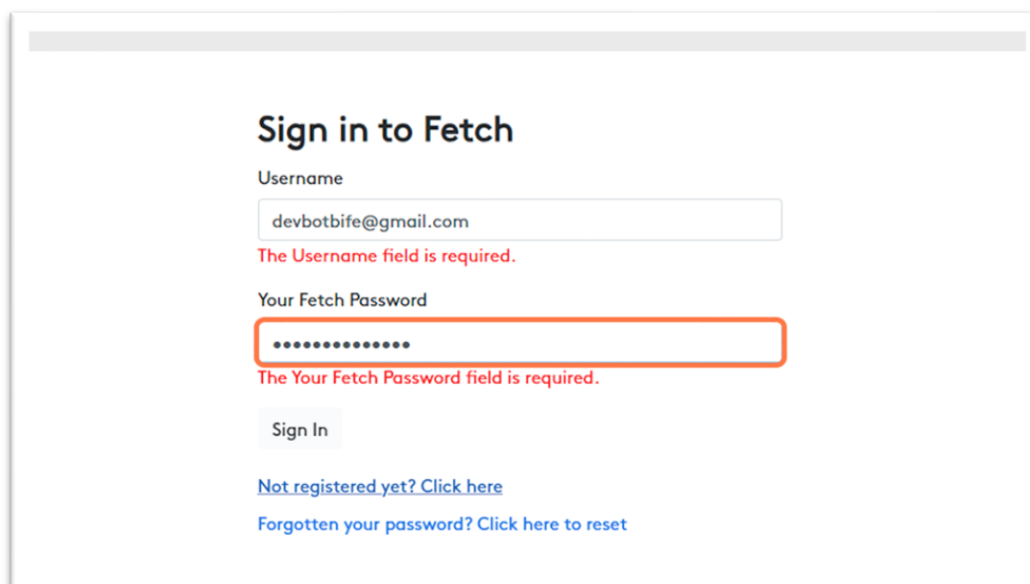
3. Click on the verification link in your email



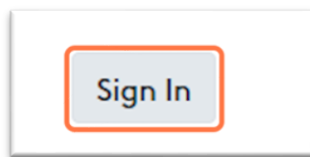
4. Click on Open FETCH



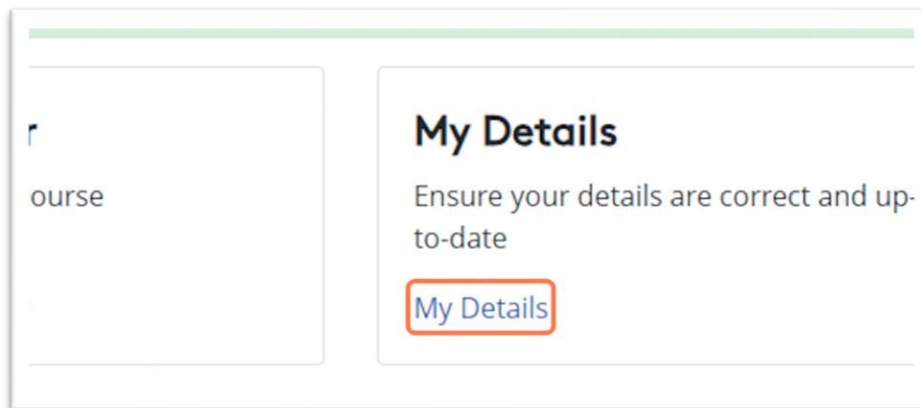
5. Enter your Username and password.



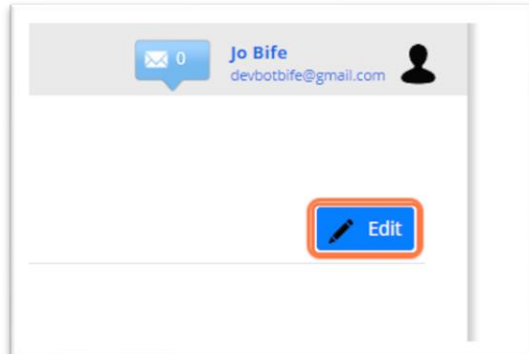
6. Click Sign In



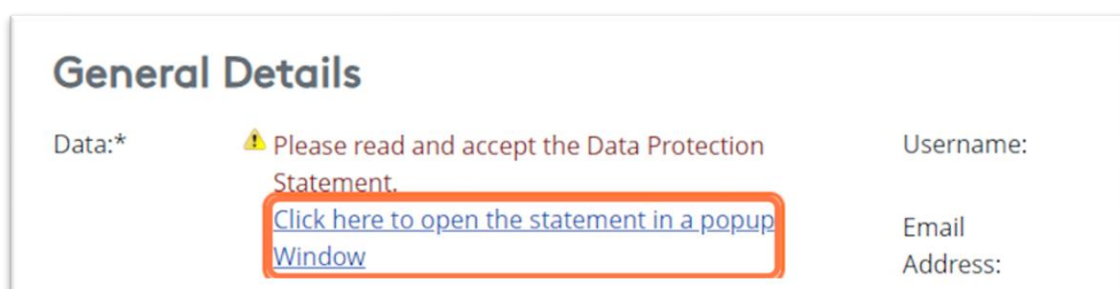
11. Click on My Details



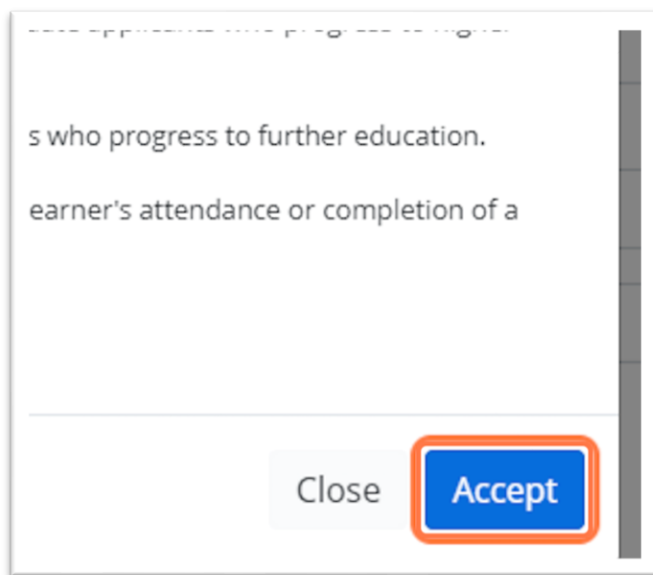
12. Click on Edit at the top right of the screen.



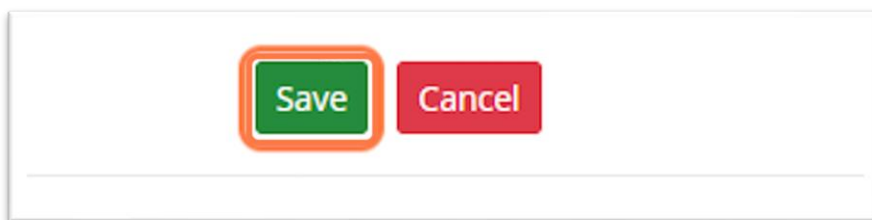
13. You need to read and accept the Data Protection Statement. Click on "Click here to open the statement in a popup Window"



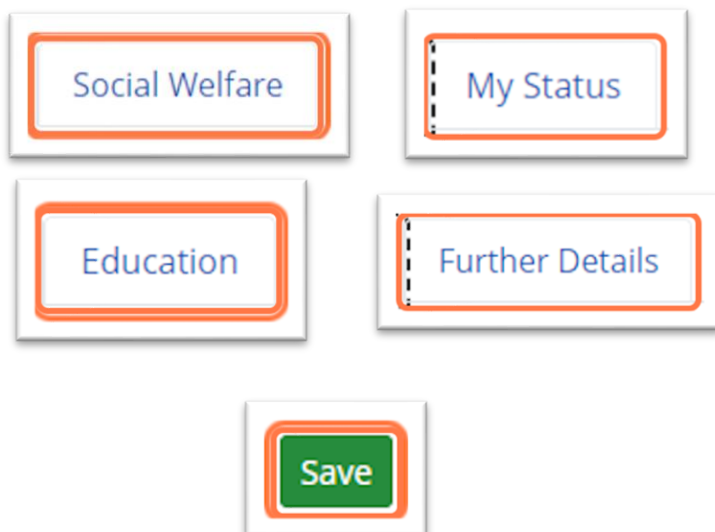
14. Read and Scroll down on the statement and Click on Accept



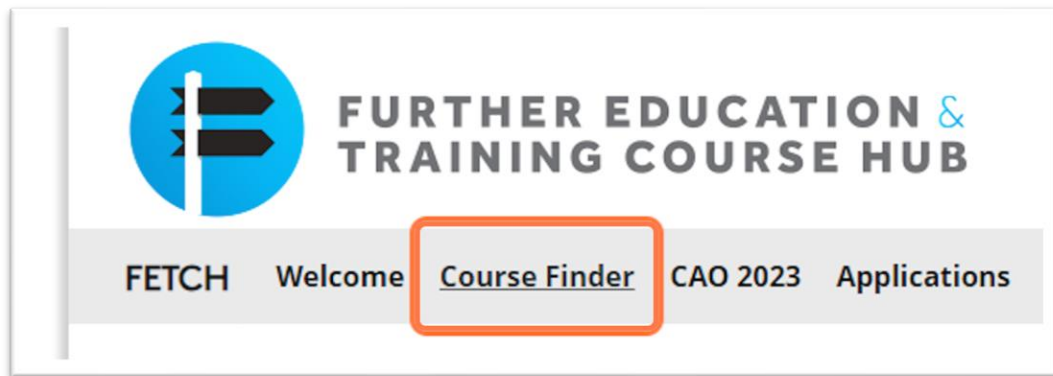
15. You will need to complete the General Information section. Once all information has been entered, Click on Save



16. Click on the Social Welfare tab and complete all relevant fields. Repeat for the 'Education', 'My Status' and 'Further Details' tabs.
The 'Further Details' will not be required until you start on the course, and it is optional to complete. It is important to click 'Save' in each section before moving to the next.



22. At the top of the screen, Click on Course Finder



24. Enter your course name or course PLSS code (provided by your course coordinator) in the Search Term:

The screenshot displays the 'Courses' search page. The heading 'Courses' is followed by the sub-heading 'Find your perfect course'. There are two input fields: 'Enter Search Term:' containing the text '399583' and 'Location:' with a dropdown menu currently showing 'None'. A link '-- more search op' is visible below the location dropdown. Below these fields are four colored buttons: 'F = Fulltime' (red), 'P = Parttime' (purple), 'O = Online' (yellow), and 'E = Evening' (teal). At the bottom, a dark grey table header is visible with the following columns: REF, COURSE TITLE, PROVIDER, and LOCATION.

26. Click on the Search icon

This screenshot is a close-up of the search interface. It shows the 'Location:' label above a dropdown menu. The dropdown menu is open, displaying the text 'one' and a downward-pointing arrow. To the right of the dropdown menu is a square button with a magnifying glass icon, which is highlighted with an orange rectangular box.

27. Click on your course from the results list

F = Fulltime P = Parttime O = Online E = Evening		
REF	COURSE TITLE	PROVIDER
399583	Psychology Advanced (Social and Vocational Integration)	Bray Inst of Further Education
<< < 1 > >>		


28. In the next screen, click on Apply Now

Advanced Psychology course supports progression for those who are interested in pursuing psychology or related fields in higher education as well as people-focussed careers in the community and private sectors. The applications of Psychology, its concepts and theories form the centre of this exciting and innovative course.

You can apply online at www.bife.ie.

[Apply Now](#)

29. Complete any missing fields in the form. Click on the Data Acknowledgement Statement – “click here to open in a popup Window”

Gender:*	<input type="radio"/> Male <input type="radio"/> Female
PPSN:*	<input type="text" value="***"/>
Agreement:*	<input type="checkbox"/> I confirm that the information given on this form is accurate and agree to receive follow up communications in relation to this course.
Terms:*	<div> Please read and accept the Data Acknowledgement Statement - click here to open in a popup Window</div>
<div>Apply Now Cancel</div>	

30. Click on Accept

ve, I acknowledge that the data controllers may
course and to contact me with follow-up
s and/or access requests regarding my personal

Close Accept

31. Check I confirm that the information given on this form is accurate and agree to receive follow up communications in relation to this course....

Agreement:* ☒ I confirm that the information
and agree to receive follow up
to this course.
You must agree before submitting

Terms:* ☒ I've read and accepted the Dat

32. Click on Apply Now

and agree to receive follow up
to this course.
You must agree before submitting

Terms:* ☒ I've read and accepted the
Statement

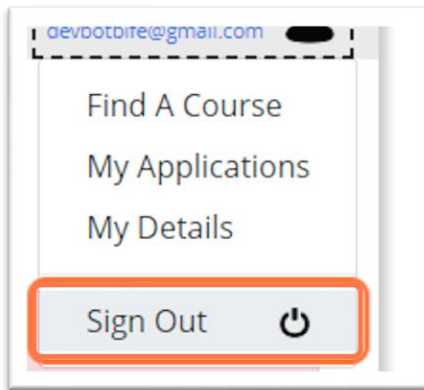
Apply Now Cancel

33. Click on your account at the top right of the screen and Sign Out.

0

Jo Bife
devbotbife@gmail.com

34. Click on Sign Out



THANK YOU