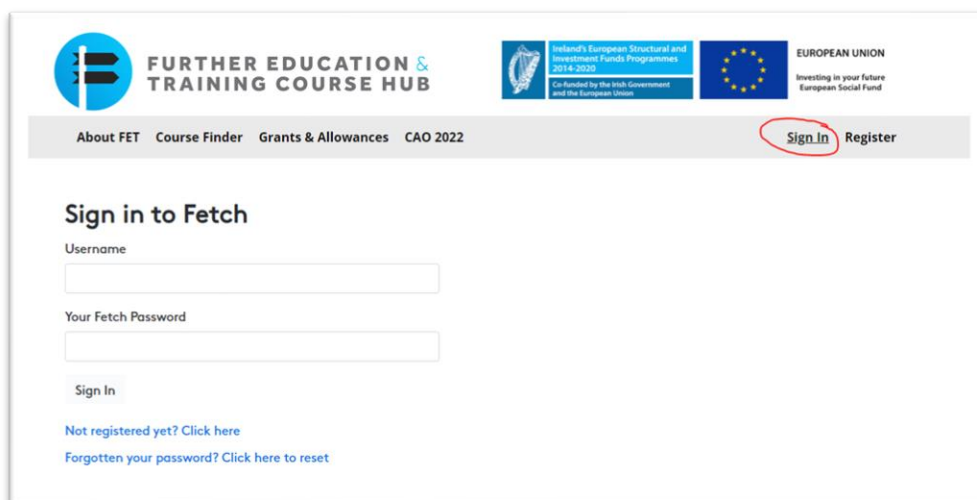


2025-2026 Updated BIFE Guide for Learners and Applicants - Applying Online for a Course Using www.fetchcourses.ie

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)

1. Open your existing personal email in browser (e.g. gmail, yahoo...). **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. If you are already registered on www.fetchcourses.ie, sign in with your email address and password then proceed to step 6.



The screenshot shows the 'Sign in to Fetch' page. At the top, there is a header with the 'FURTHER EDUCATION & TRAINING COURSE HUB' logo, navigation links (About FET, Course Finder, Grants & Allowances, CAO 2022), and a 'Sign In' button circled in red. Below the header, the 'Sign in to Fetch' section contains a 'Username' field, a 'Your Fetch Password' field, and a 'Sign In' button. There are also links for 'Not registered yet? Click here' and 'Forgotten your password? Click here to reset'.

4. If you are not yet registered on www.fetchcourses.ie, click 'Register'.



The screenshot shows the 'Register' page. At the top, there is a header with the 'FURTHER EDUCATION & TRAINING COURSE HUB' logo, navigation links (About FET, Course Finder, Grants & Allowances, CAO 2022), and a 'Register' button circled in red. Below the header, the 'Register' section contains a 'Register' button.

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'

Join Fetch

I want to register with Fetchcourses using my

☒ Email Address
☐ Mobile Number (Ireland Only)

Email Address *

joebloggs@gmail.com

First Name *

Joe

Last Name *

Bloggs

Choose a Password for Fetch *

Min. 6 characters, upper and lowercase with digits and symbols

average

Confirm Your Password *

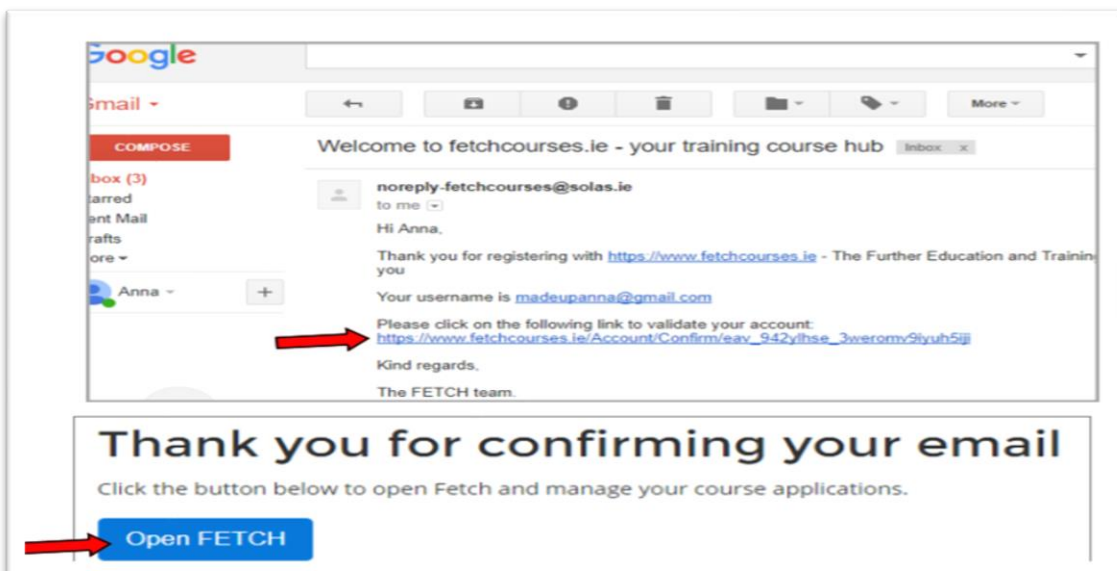
average

☒ I'm not a robot

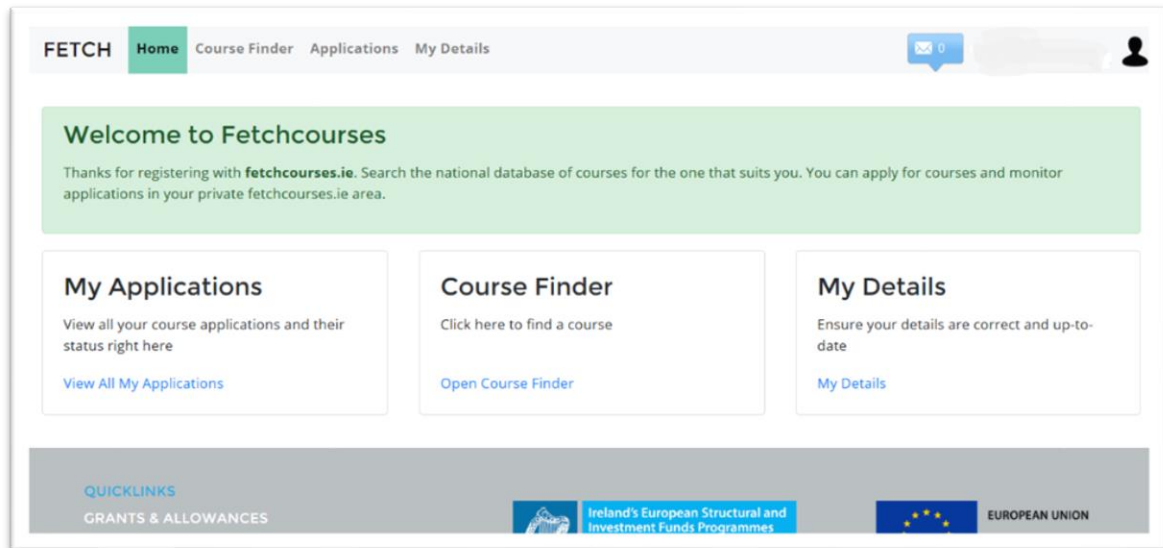
☒ I have read the [Terms and Conditions](#)

Register

- 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', 'Spam' or 'Other' folder.



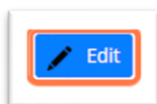
- This will bring you to your own Fetch dashboard/screen. Click on the **My Details** link in the My Details box displayed below.




7. In the **My Details** screen, Read and Accept the Data Protection Statement that pops up when you click the link shown below - "Click here to open the statement in a popup window".

Read and Scroll down on the statement and Click on Accept

8. Once you have read the Statement above, click the **Edit** button proceed to fill in all required information under all the tabs.



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 at your course Induction.

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

9. Once the steps above are complete and you have saved your profile, Click the 'Course Finder' link shown below in FETCH to access the course finder

10. Enter the 6-digit course PLSS number (provided in your Invite to Induction email) in the "Enter Keyword" field, click the search icon and then select the course that appears underneath (Psychology is shown in the example below) .

11. Enter your details on the Expression of Interest form that opens (if not already auto-completed). You must tick the box to confirm the "Agreement" and Read and Accept the "Data Acknowledgement Statement"

and then click the green **Apply Now** button.

12. Once step 11 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

13. 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'.
14. 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