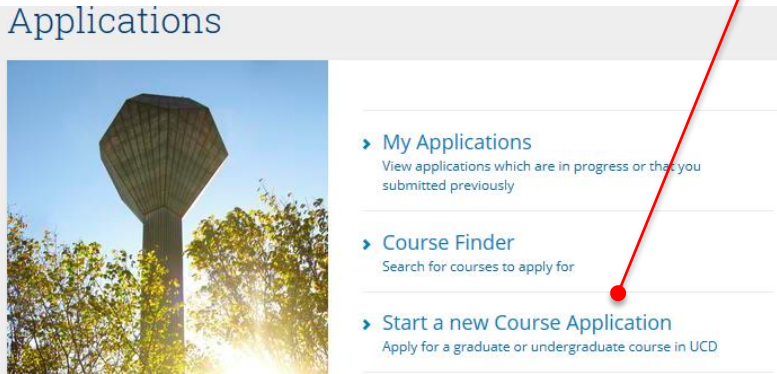


- To apply for your CPD course, click on this link www.ucd.ie/apply. This will take you to the UCD applications web page. Click on **'Start a new Course Application'**.



- Select **'Create a New Account'** or **'Use an existing account'** if you were a student in UCD previously.

! Creating a new account will automatically trigger an email from UCD to that address so make sure the email address is one you use regularly. Check your mailbox and continue with the steps below.

- When you click **Continue**, you will be taken to the online application form. Check your personal details and then click on **Select a Course**. [Select a Course](#)
Enter the code for your hospital or organisation:
Major code: **X639** and press **Enter**.

- You will see the hospital where your module is being taught along with its major code. **Your module title will not be displayed here – only the major code.**

Course (click to view course web page)	Description	For Entry in	Closing Date (if applicable)	Click to
Mater Misericordiae University Hospital UCD NMHS (CPD) (X494)	Graduate Taught	Sep 2016	Open for Applications	Apply
Mater Misericordiae University Hospital UCD NMHS May (CPD) (X730)	Graduate Taught			Apply
Mental Health NMHS (CPD) (X634)	Continuing Professional Education			Apply
St Vincents Healthcare Group UCD NMHS (CPD) (X492)	Continuing Professional Education	Sep 2016	Open for Applications	Apply
St Vincents Healthcare Group UCD NMHS May (CPD) (X731)	Graduate Taught	May 2017	Open for Applications	Apply

! Click on the **Apply** button.

5. After selecting the Apply button you will be taken back to the online application form.
6. Select **Add/Edit Personal Details** if you want to change /edit your contact details.
7. Select **Answer these Questions** and complete all questions.
8. If you wish to apply for a Student Card, you should upload your photo at this time.
9. Read the **Declaration** and click **Submit**.

! You must complete all of the steps in this information sheet. Otherwise, we will not be able to register you to your module and you will not be able to access your results.

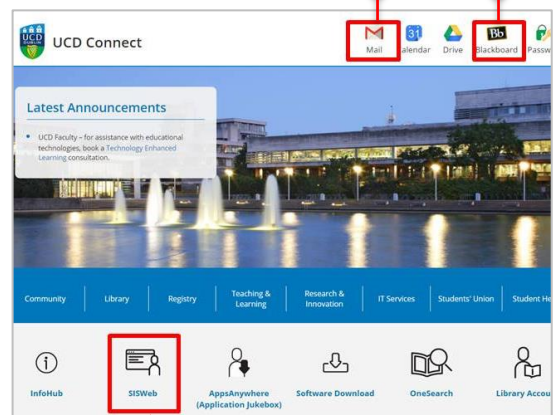
What happens next?

1. You will receive an email from UCD Admissions confirming your **UCD Application**. Your application will be processed within one week and the CPD Administrator in UCD will issue you with an offer.
2. You will then receive an email from UCD Admissions confirming '**Application status change**'. Upon receipt of this email, log back into your applications account and **Accept your offer**.
3. You will receive a third email from UCD Admissions confirming your '**UCD Acceptance**' - this email will include your UCD Student Number and your UCD email account (name.surname@ucdconnect.ie) will be activated.

Please ignore any additional requirements mentioned in the automatic emails such as Application Fee, Previous 3rd level attendance, English Language Requirements, Supporting documentation as these do not apply to CPD students.

UCD student information systems and email
[UCD Connect](http://www.ucd.ie/connect) provides access to UCD Email, Blackboard, SISWeb (the student records system) and Google Drive. Once you become a registered student you will have access to all of these and it is UCD policy to use your UCD email address for all official communication. To access UCD email, go to www.ucd.ie/connect and click on the **Mail** icon. Enter your student number and password.

UCD Email Blackboard



SISWeb - this is where you access your results

Any questions or need assistance?

If you experience any problems with your application or have any questions, please don't hesitate to contact Mirta Knezic, Executive Assistant, by email at mirta.knezic@ucd.ie. or phone 01 716 6391 The [CPD](#) and the [Current students](#) pages on our website are also a useful source of information for students.