

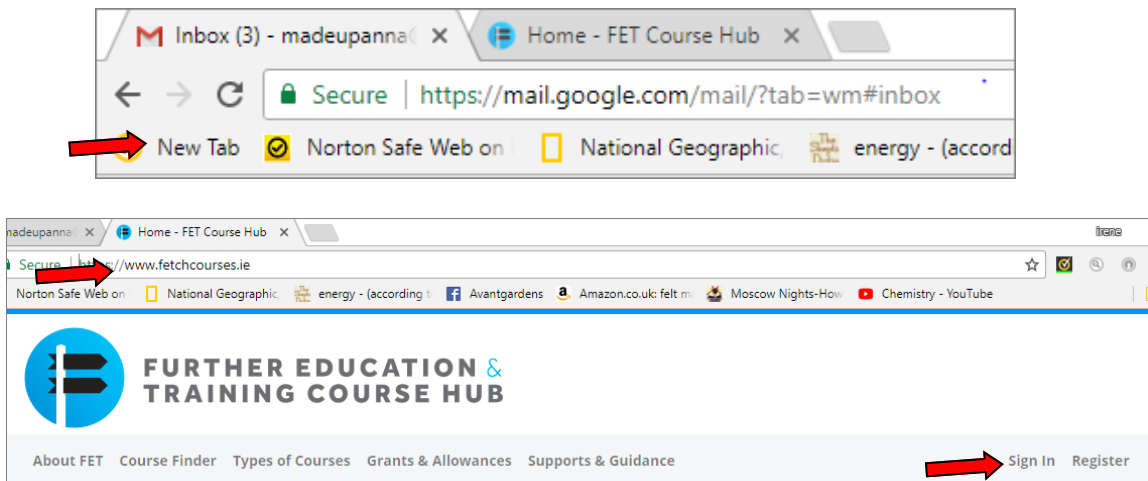
Guide to using the Online Registration and Course Applications

Fetchcourses.ie

- ◆ This is a pilot initiative to support the use of the online learner registration process
- ◆ It is a step-by-step guide to the process, with instructions, computer screen-shots and red arrows which point to important parts of the registration process
- ◆ It can be used by LEARNERS, TUTORS AND LOCAL CO-ORDINATORS
- ◆ Feedback on this guide is welcome, send it to mary.flannery@lcebtb.ie

1. Create a new **email** address or open existing **email**.

2. Keep your email open and open a **new tab** in browser and type in **www.fetchcourses.ie**



3a. If already registered on www.fetchcourses.ie **Sign In** with your **email address** and password then **proceed to step 7**.

(or if **not yet** registered click on **Register** to join)

The image shows a 'Sign in to Fetch' form. It has two input fields: 'Email Address' and 'Your Fetch Password'. Below the password field is a checkbox labeled 'Keep Me Signed In'. A 'Sign In' button is located below the checkbox. At the bottom of the form, there are two links: 'Not registered yet? Click Here' and 'Forgotten your password? Click here to reset'. Red arrows point to the 'Email Address' field and the 'Not registered yet? Click Here' link.

3b. If not yet registered on **www.fetchcourses.ie** fill in **all required details** and read and accept **Terms and Conditions**

Join Fetch

First Name
Anna


Last Name
Madeup

Email Address
madeupanna@gmail.com

Choose a Password for Fetch

Confirm Your Password

I Accept the Terms and Conditions

I'm not a robot 

Register

4. You will then be required to go to your **email** and **click the link** sent from **www.fetchcourses.ie** to confirm your email

FURTHER EDUCATION & TRAINING COURSE HUB

FETCH Home Course Finder Applications My Details

Anna Madeup
madeupanna@gmail.com

Please note: your email address is unconfirmed. We have sent you an email with a link that will confirm your address. [Send Me Another Link](#)

Once your email address is confirmed click on **OPEN FETCH** to return to **www.fetchcourses.ie**

Google

Gmail

COMPOSE

Welcome to fetchcourses.ie - your training course hub

Inbox x

noreply-fetchcourses@solas.ie
to me

Hi Anna,

Thank you for registering with <https://www.fetchcourses.ie> - The Further Education and Training you

Your username is madeupanna@gmail.com

Please click on the following link to validate your account:
https://www.fetchcourses.ie/Account/Confirm/eav_942yhse_3weromv9iyuh5iji

Kind regards,
The FETCH team.

Thank you for confirming your email

Click the button below to open Fetch and manage your course applications.

Open FETCH

5. Select **My Details** tab and **Edit**, fill in **all required information marked with ***
Check that you read and accept the **Data Protection Statement**

FURTHER EDUCATION & TRAINING COURSE HUB

FETCH Home Course Finder Applications **My Details** Anna Madeup madeupanna@gmail.com

My Details

General Social Welfare Education My Status Further Details Edit

General Details

Data:* I have read and accept the Data Protection Statement Email Address: madeupanna@gmail.com

6. Click on **Save** when completed

Save Cancel

7. Select **Course Finder** and type in **PLSS code** of course you are looking for, then select **search**.

Use name of course if PLSS code is unavailable

FURTHER EDUCATION & TRAINING COURSE HUB

FETCH Home **Course Finder** Applications My Details Anna Madeup madeupanna@gmail.com

Courses

Find your perfect course

Enter Keyword: 29387 Location: None Sub Location: None Search

-- more search options --

1 course found

F = Fulltime P = Parttime O = Online E = Evening Results Map Favourites Near Me

REF	COURSE TITLE	PROVIDER	LOCATION	STARTS	CATEGORY	TYPE
29387	Moyross Ad Ed Group-Woodcraft-17105-(18)	CE - Limerick City	Moyross	16/11/2017	Education	P

8. **Select** course from list, read the information provided then click on

Apply Now

9. You will be required to fill in all fields marked with asterisk * to complete the application process. Check that the information is accurate, then read and accept the **Data Acknowledgement Statement**.

Mobile Number:

Phone Number:

Date of Birth:*

Gender:* Male Female

PPSN:* ✘

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](#)

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

Remember to keep your passwords safe.

Log into your fetch account to familiarise yourself with courses on offer, check your applications and complete other details in your account.

