

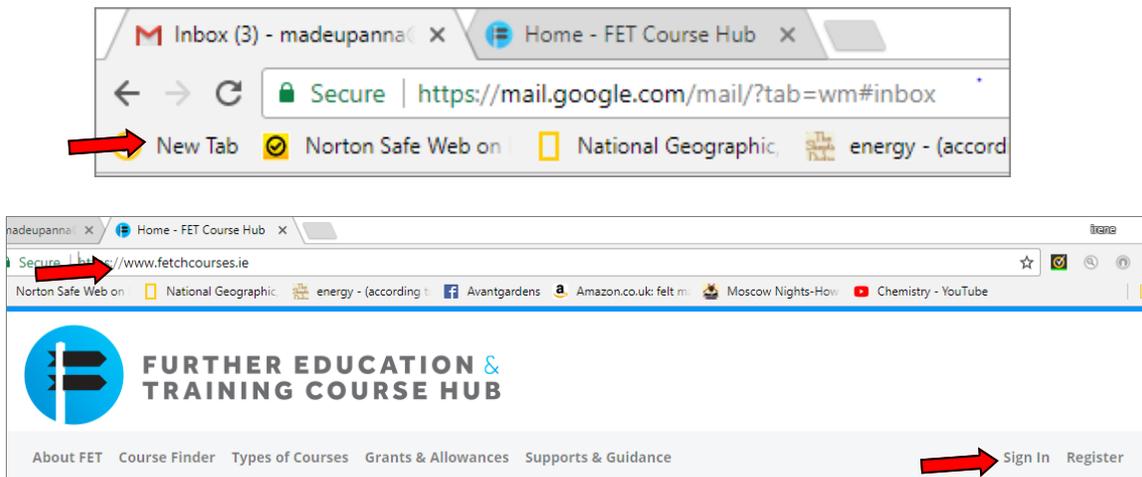
# Guide to using the Online Registration and Course Applications

## 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](mailto: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](http://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](mailto:madeupanna@gmail.com)

Please click on the following link to validate your account:  
[https://www.fetchcourses.ie/Account/Confirm/eav\\_942yhse\\_3weromv9iyuh5iji](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.

