



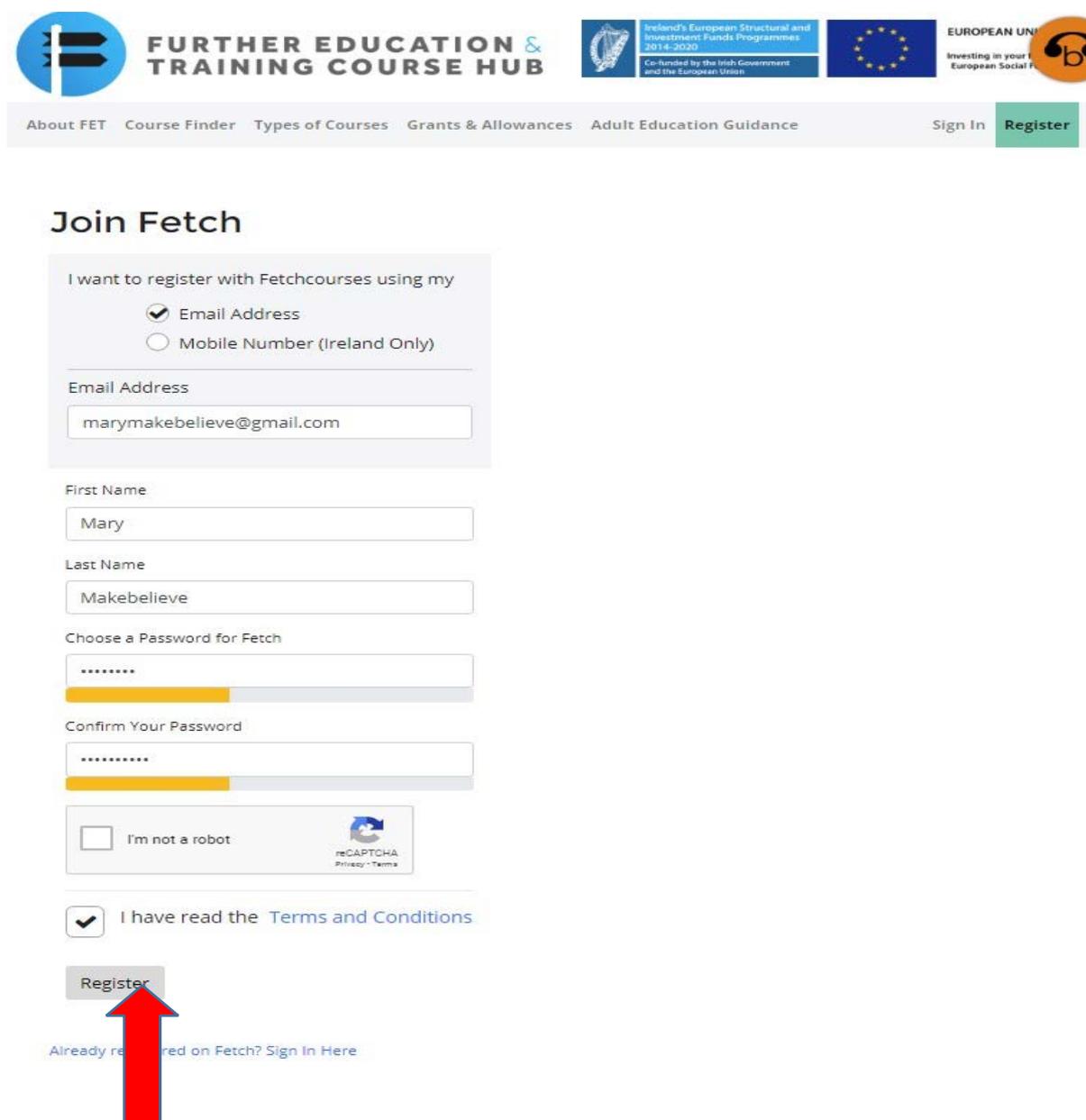
GUIDE FOR LEARNERS REGISTERING AND APPLYING FOR COURSES THROUGH WWW.FETCHCOURSES.IE



For NEW Registrations – Step by Step Guide

Before you start the registration, you will need your PPSN, your type of Social Welfare Payment and your Medical Card Number (if relevant)

1. Create a new email address or open your existing email in browser
2. Keep your email open and open a new tab in the browser and type in www.fetchcourses.ie
3. Click Register
4. Fill in all the 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.



FURTHER EDUCATION & TRAINING COURSE HUB

Ireland's European Structural and Investment Funds Programmes 2014-2020
Co-funded by the Irish Government and the European Union

EUROPEAN UNION
Investing in your future
European Social Fund

About FET Course Finder Types of Courses Grants & Allowances Adult Education Guidance Sign In Register

Join Fetch

I want to register with Fetchcourses using my

Email Address
 Mobile Number (Ireland Only)

Email Address
marymakebelieve@gmail.com

First Name
Mary

Last Name
Makebelieve

Choose a Password for Fetch

Confirm Your Password

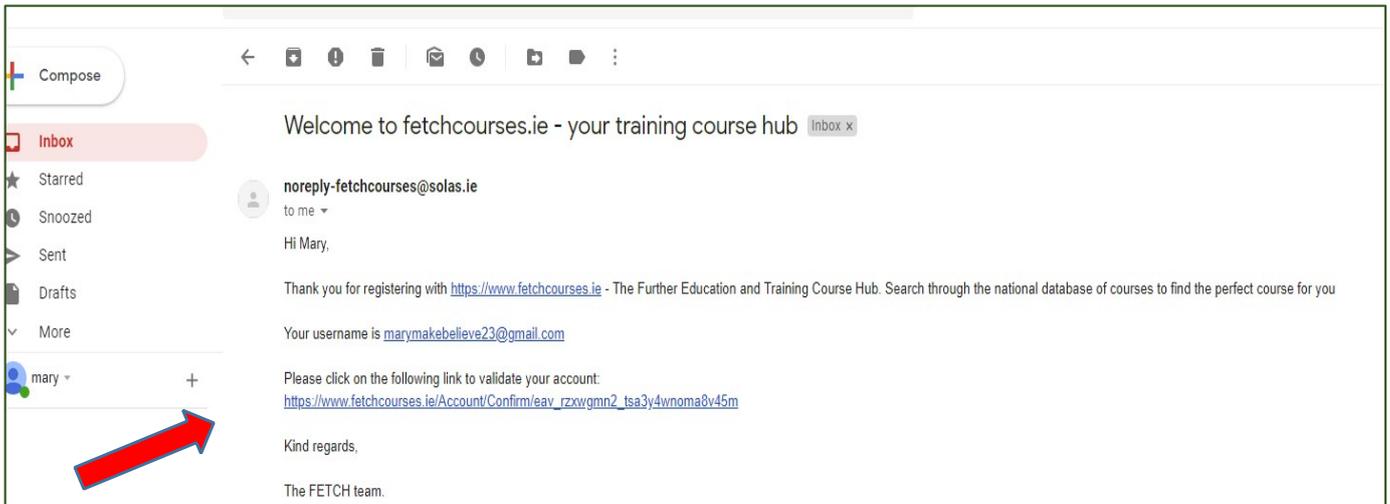
I'm not a robot 

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

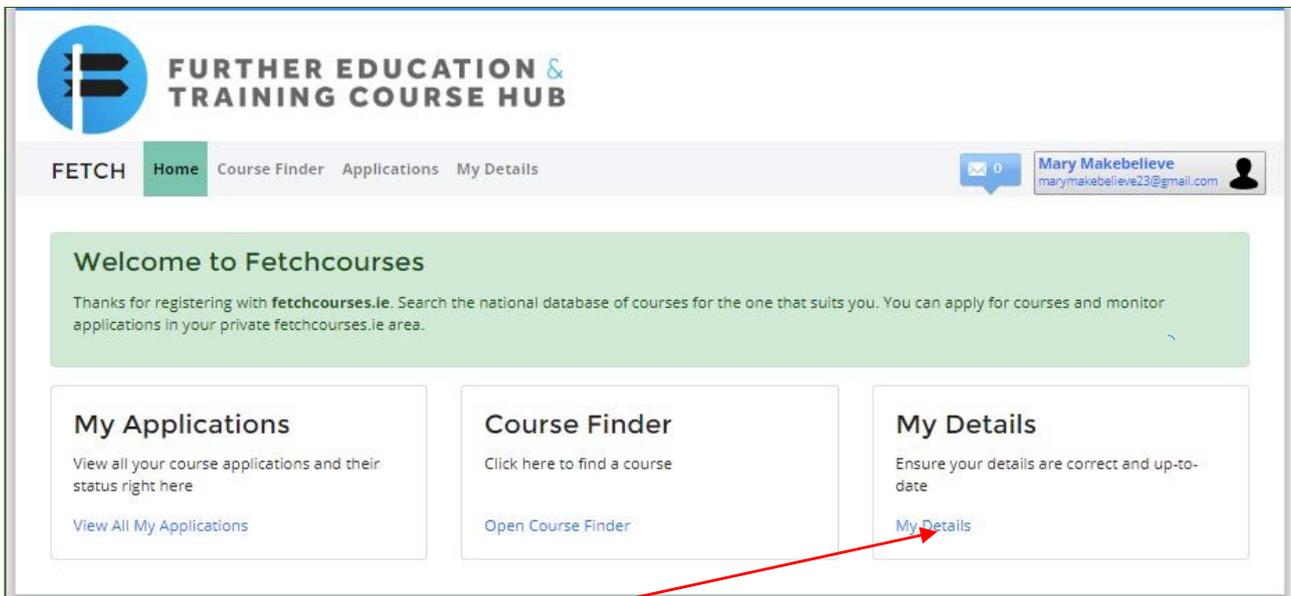
Register

Already registered on Fetch? [Sign In Here](#)

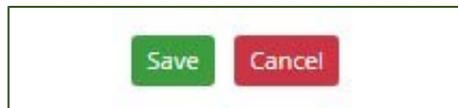
5. You will then need to go to your email and click the link sent from 'noreplyfetchcourses@solas.ie' , if you cannot find it, check your clutter, spam or junk folder.



6. After Opening , you will be on your own FETCH dashboard/screen



Select the My Details Tab, you should now proceed to fill out the details in each tab – by clicking Social Welfare, Education and My Status, the edit button should be clicked to enter your details ,



it is important to click 'save' in each section.

7. GENERAL INFORMATION TAB

My Details

General Social Welfare Education My Status Further Details Edit

General Details

Data:* ⚠ Please read and accept the Data Protection Statement.

First Name:*

Last Name:*

Address:*

Eircode/Postcode:

County:*

Term Address: Term Address Is Same As Above

Username: change username

Email Address:

Mobile Number:

Phone Number:

PPSN:*

Date of Birth:*

Gender:* Male Female

Country of Birth:*

Nationality:*

Click the Edit Button, Fill out all the required information in this section 'GENERAL'

Read and accept the data protection statement

8. SOCIAL WELFARE TAB

The Next Section is regarding Social Welfare Status, complete the sections and answer all relevant questions.

For example, if you are in receipt of a Welfare Payment – choose the payment type and complete the number of weeks

Are you in receipt of a welfare payment or a dependant of a welfare recipient?

- I am in receipt of a welfare payment
- I am a dependant of a welfare recipient
- None of the above

For participants in receipt of a welfare payment only

What payment(s) are you in receipt of? (tick one or more)

- | | |
|---|--|
| <input type="checkbox"/> Jobseekers Benefit | <input type="checkbox"/> Jobseekers Allowance |
| <input type="checkbox"/> Jobseeker's Transitional payment | <input type="checkbox"/> One Parent Family Payment |
| <input type="checkbox"/> Disability Allowance | <input type="checkbox"/> Illness Benefit |
| <input type="checkbox"/> Blind Pension | <input type="checkbox"/> Invalidity Pension |
| <input type="checkbox"/> Deserted Wife's Benefit | <input type="checkbox"/> Widow's/Widower's Pension |
| <input type="checkbox"/> Not on Live Register | <input type="checkbox"/> Carers Allowance |
| <input type="checkbox"/> Farm Assist | <input type="checkbox"/> Back to Work Allowance |
| <input type="checkbox"/> Job Initiative Scheme | <input type="checkbox"/> Community Employment Scheme |
| <input type="checkbox"/> Pre-retirement Allowance | <input type="checkbox"/> State Pension Non-contributory |
| <input type="checkbox"/> State Pension contributory | <input type="checkbox"/> Guardian's Payment non-contributory |
| <input type="checkbox"/> Supplementary Welfare Allowance | <input type="checkbox"/> Direct Provision Payment |
| <input type="checkbox"/> Family Income Supplement | <input type="checkbox"/> Other |

Duration in receipt of welfare payment (in weeks):

Weeks

Next

9. EDUCATION TAB

The Next section is on your Education, this is the level of education you have reached before starting on a new course.

- Click on add course or Attainment,

Education and Training Attainments and Supports

Education Level*	Course Title	Country Achieved	Year
Add Course or Attainment			

My Details

Education and Training Attainments and Supports

Education Level:*	<input type="text"/>	Course Title:	<input type="text" value="Name of Course"/>
Country Achieved:	<input type="text"/>	Year:	<input type="text"/>
Add		Cancel	

From the Drop-down menu, choose the option relevant to your education, complete the country and year – click add and move to next section

Have you gained qualifications or credits through the formal Recognition of Prior Learning (RPL) process?

Yes
 No

Have you taken part in non-formal learning in the last 4 weeks? Non-formal learning includes things like private lessons, organised sessions for on-the-job training, workshops or seminars.

Yes
 No

Do you need any learning support? † (tick all that apply) † this is not an indication that supports will be offered

English Language
 Literacy (reading, writing, spelling)
 Numeracy (maths)
 Digital Literacy (computers)
 None of the Above

Do you require any additional supports? † † this is not an indication that supports will be offered

Yes
 No

* Required

[Back](#) [Edit](#) [Next](#)

Respond to the questions that require a yes/no answer and click on any supports you require.

10. MY STATUS TAB

The last section to be complete is MY STATUS, this relates to your economic status - Employed / Unemployed

My Details

[General](#) [Social Welfare](#) [Education](#) [My Status](#) [Further Details](#)

Sorry! Please check the fields marked in red under all the tabs, correct and click save again.

[Back](#) [Save](#) [Cancel](#) [Next](#)

Economic / Employment Status

Indicate economic status on commencement of programme:*

Date current status commenced:*

Were you previously employed? Yes No

For applicants in current employment or previously employed only

Last/Current Job Title: Employment Status:

Duration current employment: Years: Months: Employment Type:

Duration last employment: Years: Months: Employment Tenure:

[Back](#) [Save](#) [Cancel](#) [Next](#)

Please answer the section on your previous employment status.

Complete this section and save .

This completes the registration process.

The 'Further Details' section is not required until you start the course

APPLYING ONLINE FOR A COURSE USING WWW.FETCHCOURSES.IE

Making an Application for a Course Following Registration

1. Sign in

The screenshot shows the 'Sign in to Fetch' page. At the top, there is a navigation menu with 'About FET', 'Course Finder', 'Types of Courses', 'Grants & Allowances', and 'Adult Education Guidance'. A 'Sign In' button is located in the top right corner. The main heading is 'Sign in to Fetch'. Below it are two input fields: 'Email Address' and 'Your Fetch Password'. A 'Sign In' button is positioned below the password field. At the bottom, there are two links: 'Not registered yet? Click Here' and 'Forgotten your password? Click here to reset'.

Sign in to Fetch, ... If you forget your password its simple to reset and you will receive an email advising you on the process.

The screenshot shows the 'Reset Your Password' page. It features two input fields. The first is labeled 'Your New Password' and contains the text 'Min. 6 characters, upper and lowercase with digits and symb'. The second is labeled 'Confirm Your Password' and contains the text 'Confirm your password'. A 'Set Password' button is located at the bottom of the form.

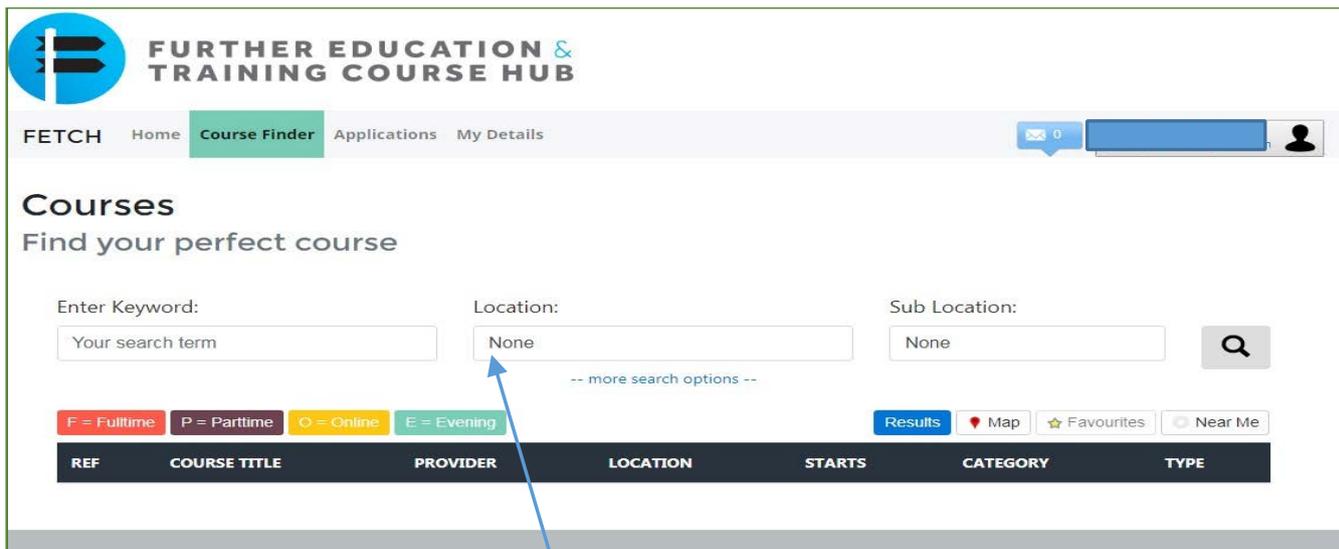
2. Click Course Finder

Click on Course Finder

Your name & email address

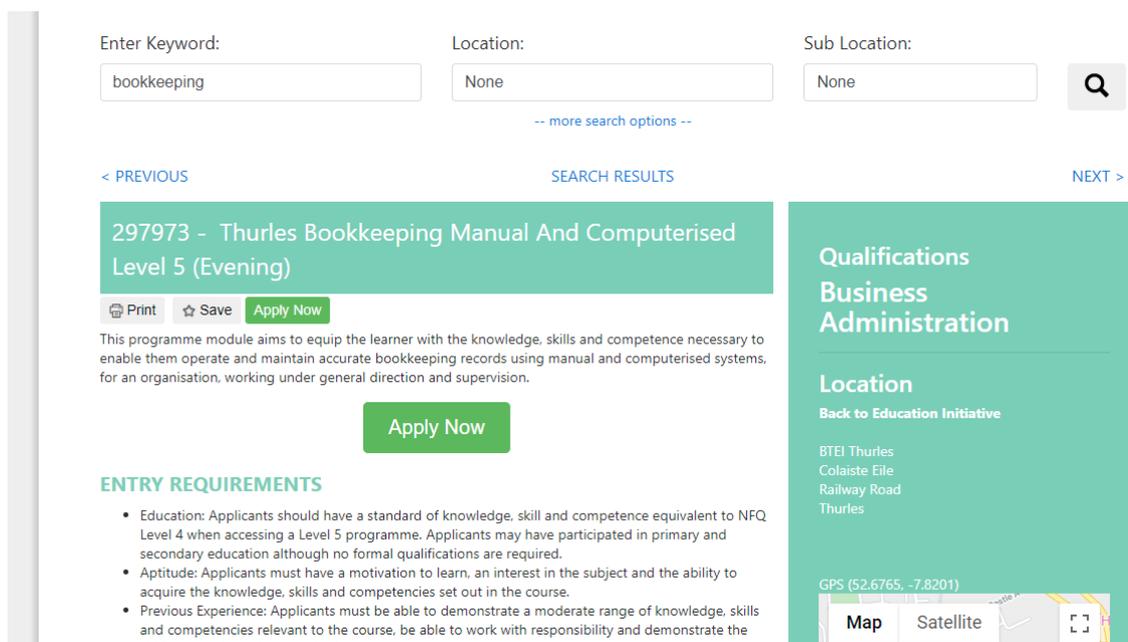
The screenshot shows the user dashboard. At the top, there is a navigation menu with 'Home', 'Course Finder', 'Applications', and 'My Details'. A user profile icon is visible in the top right corner. Below the navigation menu, there is a green banner that says 'Welcome to Fetchcourses' and provides a brief introduction. The main content area is divided into three columns: 'My Applications', 'Course Finder', and 'My Details'. The 'Course Finder' column has a link 'Open Course Finder'.

3. Enter course code, title, or key word



Enter Course Code – e.g. - 231920 or a word e.g. “Bookkeeping”, then choose location and sub location, There are drop down menus for each

4. Click on course title and full course details will be shown



5. Click on Apply Now and the expression of interest form will be shown under applications and it will be pre-populated with your personal detail

You will be required to fill in all fields marked with asterisk * to complete the application process if you have not already filled in these fields. Check that the information is accurate and Apply.

The screenshot shows a web interface for 'FURTHER EDUCATION & TRAINING COURSE HUB'. The navigation bar includes 'FETCH', 'Home', 'Course Finder', 'Applications' (highlighted), and 'My Details'. A user profile icon is visible in the top right. The main heading is 'Expression of Interest' for the course 'Thurles Bookkeeping Manual And Computerised Level 5 (Evening)'. The form contains several input fields: 'First Name:*', 'Last Name:*', and 'Address:*'. The 'Address' field is a dropdown menu with the text 'Click here to search for address...'. Below this are several text input fields, some of which are pre-filled with blacked-out text. To the right of the form, a yellow box displays the following information: '297973', 'Thurles Bookkeeping Manual And Computerised Level 5 (Evening)', 'Back to Education Initiative', 'Colaiste Eile', 'Railway Road', 'Thurles', and 'GPS (52.6765, -7.8201)'. At the bottom of the page, there is a small '100%' zoom indicator.

6. Application Accepted Screen

Application #101446
Bookkeeping Manual & Computerised - Evening

Thank you. Your application was submitted.

What's Next?
 Your application will be processed as quickly as possible by the college and you will be contacted with further information about your course.
 To monitor the status of your application sign in to My FETCH on fetchcourses.ie and click on Applications.

[View My Applications](#)

☐ Your application is now accepted

Check your applications

Course Applications list here

Course Applications

Date	Id	Course	Application Status
06/03/2018	213310	Project Management 6N4090	Cancelled
06/03/2018	213227	Supervisory Management 6N4329 - Evenings	Cancelled
09/06/2018	225296	Art and Design	Cancelled
06/03/2018	216456	SAGE Accounts and Payroll - Evenings	Cancelled
05/09/2018	229939	Self-Directed Digital Learning Area	Cancelled
03/01/2019	231925	Business Administration Skills - Evenings	Cancelled
22/01/2019	231920	Bookkeeping Manual & Computerised - Evening	Cancelled
22/01/2019	231233	Project Management 6N4090	Received

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