

HOW TO APPLY FOR A COURSE USING EDUPORTAL

A step-by-step guide for applicants to Dublin College PLC Centres

1. Before You Begin

You will apply for all Dublin College courses using **EduPortal**.

Each centre (e.g. Dundrum, Blackrock, Stillorgan, Grange Donaghmede, etc.) has its own login URL.

Have ready (if applicable):

- Your email address
- Your personal details
- Your PPS Number
- Your choice of up to five course preferences

2. Starting Your Application

- Go to the “**Apply Now**” link on your chosen college website
OR go directly to the EduPortal link

<https://eduportal.enrol.ie/dublincollege>

b. You will be taken to the EduPortal application page:

Course ID	Course Title	Location	Start	Department
501829	3D Animation	Stillorgan	07/09/2026	Art, Design & Media
493103	Accounting Technician	Blackrock	14/09/2026	Business, Administration & Law
496569	Accounting, Taxation and Insurance	Dundrum	07/09/2026	Business, Administration & Law
501951	Accounts Administrator	Dún Laoghaire	14/09/2026	Business, Administration & Law
502456	Acting For Theatre and Screen (Performing Arts)	Sallynoggin	07/09/2026	Art, Design & Media
503257	Addiction Studies	Grange Donaghmede	01/09/2026	Health, Emergency Services, Nursing & Social Care
507763	Advanced Administration and Business Management	Dundrum	07/09/2026	Business, Administration & Law
501996	Advanced Animal Healthcare	Dún Laoghaire	14/09/2026	Health, Emergency Services, Nursing & Social Care
502578	Advanced Architectural Technology and Design	Dún Laoghaire	14/09/2026	Science, Engineering & Technology
502260	Advanced Art & Design	Sallynoggin	07/09/2026	Art, Design & Media

c. Select a course by location and department, and then click “Apply”:

Course ID : 501829
3D Animation
+ Apply

Description
Course Duration One Year Full-time

Leads to NFQ Level 5 QQI Award in Creative Media

The course will develop the artistic and technical skills that are involved in creating characters, stories and worlds using advanced digital technologies.

Students will learn the fundamentals of digital design, storytelling, animation principles as well as how to build, light and compose animation sequences and stories.

Location
Stillorgan

Department
Art, Design & Media

Contact Details
Further Education and Training – Higher Education Route:
Email: info@stillorgancfe.ie
Tel: +353 1 2880704

Locations
Old Dublin Road, Stillorgan, Co. Dublin

d. You may select up to five courses, ranked in order of preference.
Your application will always be processed starting with your first

preference:

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AND TRAINING

Home Course Finder My list 2

Preference List

Number	Course ID	Course Title	Location	Department	Preference
1	501829	3D Animation	Stillorgan	Art, Design & Media	Preference 1
2	502456	Acting For Theatre and Screen (Performing Arts)	Sallynoggin	Art, Design & Media	Preference 2

Please choose a minimum one and maximum of five courses.

[+ Add more courses](#) [Go to submit my application](#)

3. Completing the Online Application Form

You will be asked to enter:

(a) Personal Details

Name, address, email, and phone number.

(b) Additional Questions

You will also be asked about:

- Nationality
- Date of birth
- Education history
- Support needs

When ready, click **Submit Application**.

4. What Happens Immediately After You Apply

You will receive two acknowledgements:

α. Dublin College System Acknowledgement

This confirms:

- The date of your application

- Your full list of course preferences
- That your application will be processed based on your first preference

b. Local College Acknowledgement (Auto-generated)

This email is extremely important. It contains:

- Your Username
- A link to create your password
- Instructions on how to log in and track your application
- Next steps in the process

If you do not receive BOTH emails, check your spam folder.

If still missing, contact your first-preference college.

5. Creating Your Password

When your centre acknowledgement arrives:

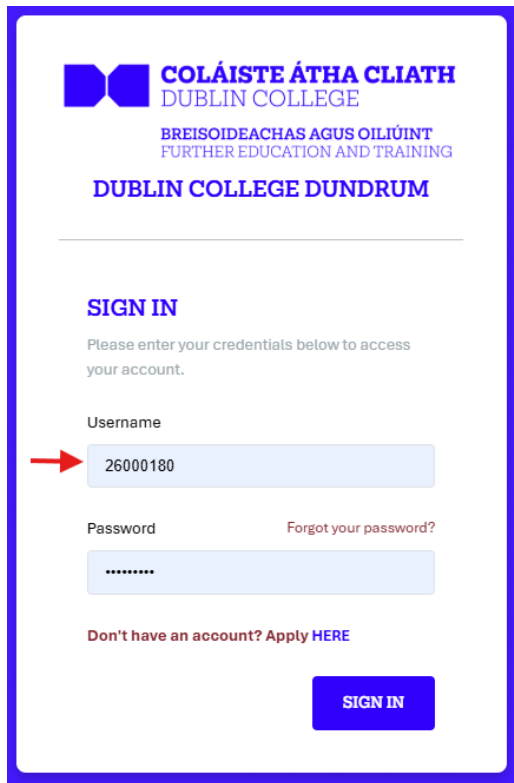
1. Click the link reading “Click here to create a new password”.
This link is valid for **2 hours**.
2. Set your password and log in using:
 - **Username:** Provided in your email (e.g. 26000008)
 - **Password:** The one you just created


If the link expires, you can use **Forgot Password** on the login page, but only **after** you have successfully created your account for the first time.

6. Logging Into Your EduPortal Account

Go to your centre’s login URL (this is the 1st preference course centre location). You can Track Your Application by visiting the local college website (all URLs listed in the **Appendix at the end of this document**). After reaching the relevant URL:

Enter your Username and Password.



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SIGN IN

Please enter your credentials below to access your account.

Username

→ 26000180

Password [Forgot your password?](#)

Don't have an account? Apply [HERE](#)

SIGN IN

Inside your account you will see:

- **Personal** – your details and status
- **Documents** – upload requested items
- **Correspondence** – all emails and letters sent
- **History** – status timeline
- **Payments** – pay the acceptance fee if offered a place

PERSONAL DOCUMENTS CORRESPONDENCE HISTORY PAYMENTS LOGOUT

Name : Michael TestTwo

Applicant Number : 26000180

Course Name	Application Date	Status
Advanced Ceramics & Design Techniques	2025-12-04	Offered Pending

CHANGE PHOTO

7. Conditional Pathways You May Encounter

EduPortal automatically checks your **age** and **nationality** at the point of application.

Depending on your details, you may receive one of the following requests:

A. Under-18 Applicants

If you will be under 18 on the course start date:

- The system assigns **Under-18 status** automatically
- You receive an **Under-18 Follow-Up Letter**
- You must upload a **signed Parental/Guardian Consent Form**

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Dublin College Dundrum
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PERSONAL DOCUMENTS CORRESPONDENCE HISTORY PAYMENTS LOGOUT

Documents Overview

Add New Document

Document Type	Upload Date
Irish Residence Permit (IRP)	04-12-2025

Please choose your document and click the upload button

Choose Course

Advanced Ceramics & Design Techniques

Choose Document Type to Upload

U18 Consent Form (where applicable)

– Select –

Irish Residence Permit (IRP)

TRC Blue Card (Temporary Residence Certificate)

U18 Consent Form (where applicable)

B. Non-EU Applicants

If your application indicates you are a non-EU national:

- The system assigns **Non-EU status** automatically
- You receive a letter explaining eligibility requirements
- You must upload one of:
 - Irish Residence Permit (IRP)
 - TRC Blue Card
 - Temporary Protection Letter / Labour Market Access Letter (if applicable)

Non-EU applicants will progress to the next stage when documents are uploaded and verified.

8. Uploading Documents

To upload requested documents:

1. Log in
2. Click Documents tab
3. Select **Add New Document**
4. Choose your course
5. Choose the type of document requested (e.g. IRP, U18 form)
6. Upload your file and click **Save**

PERSONAL DOCUMENTS CORRESPONDENCE HISTORY PAYMENTS LOGOUT

Documents Overview

No supporting documents are required at this stage.

Document Type	File Name	Actions	Upload Date
Irish Residence Permit (IRP)	IRP Sample.pdf	VIEW	04-12-2025

9. Interviews or Advisory Meetings

Some courses require an interview or advisory meeting.

If required, you will receive:

- A Scheduled Interview Letter

These letters include:

- Date and time
- Location or Teams link
- What to bring (photo ID, portfolio if required)

After your interview, you will be notified of the outcome.

10. Receiving an Offer

If you are successful:

You will receive either:

- Successful Interview Letter (if interview required)
- Offer of Place Letter (if no interview required)

These letters tell you to:

1. Complete the next steps of the application

2. Pay the €50 acceptance fee

Once both are complete, the system automatically moves you to **Offer Accepted**

11. Making Payments

To accept your place:

1. Log in
2. Click Payments tab
3. Select €50 Acceptance Fee
4. Pay using the secure payment portal

A **Payment Acknowledgement Letter** is automatically issued.

12. Tracking Your Application

You can track your progress at any time:

Statuses you may see:

- Applicant
- Under-18 (if applicable)
- Non-EU (if applicable)
- Interviewee
- Offered / Offer Pending
- Offer Accepted (end of Phase One)

13. Registration (Phase Two – Mid-August)

After your place is accepted:

- You will be invited to complete **Registration** from August on
- You will fill out the online **Learner Detail Form (LDF)**
- You may need to upload additional documents (ID, eligibility, etc.)

This stage occurs later in your application process and full details will be provided in August.

14. Troubleshooting

I did not receive my acknowledgement emails.

Check your spam folder.

If still missing, contact your first-preference college.

The password reset says my email is invalid.

This happens if:

- You try to use “Forgot Password” **before your first login**, or
- You enter an email address that does not match your original application

Use the **password creation link** in your local acknowledgement email.

My documents won't upload.

Check:

- File is clear and readable
- File type is PDF or image
- Size is under your centre's limits

I need to change my course preference.

Contact your first-preference college; they can advise.

Appendix 1:

To find your Dublin College location, refer to the list below. Click on the URL next to your chosen location to log in and manage your first preference application. Make sure you select the URL that matches your intended college to ensure you access the correct application portal.

Dublin College Location	Track Your Application URL
Blackrock	https://mitams.enrol.ie/bfeife2026/
Collinstown Clondalkin	https://mitams.enrol.ie/collinstownparkfe2026/
Deansrath Clondalkin	https://mitams.enrol.ie/deansrathcommunitycollegefe2026/
Dún Laoghaire	https://mitams.enrol.ie/dfeife2026/
Dundrum	https://mitams.enrol.ie/cfedundrumfe2026/
Grange Donaghmede	https://mitams.enrol.ie/grangeccfe2026/
Greenhills Limekiln Ave	https://mitams.enrol.ie/greenhillscollgefe2026/
Sallynoggin	https://mitams.enrol.ie/scfeife2026/
Stillorgan	https://mitams.enrol.ie/stillorgancollgefe2026/