COLÁISTE ÁTHA CLIATH
DUBLIN COLLEGE

BREISOIDEACHAS AGUS OILIÚINT
FURTHER EDUCATION AND TRAINING

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**
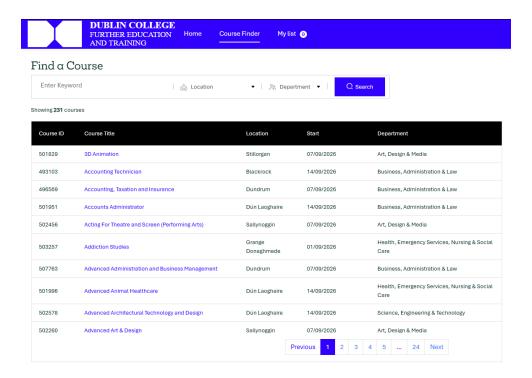
2. Starting Your Application

a. Go to the **"Apply Now"** link on your chosen college website
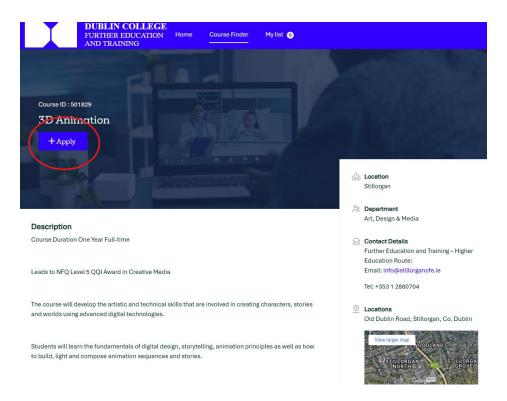   OR go directly to the EduPortal link
   https://eduportal.enrol.ie/dublincollege

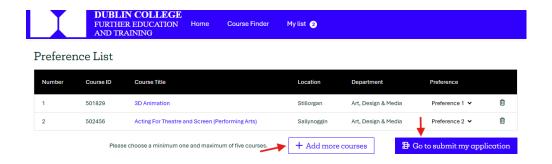b. You will be taken to the EduPortal application page:

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

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

mydublincollege.ie

preference:

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:

a. Dublin College System Acknowledgement

This confirms:

- The date of your application

mydublincollege.ie

- 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)

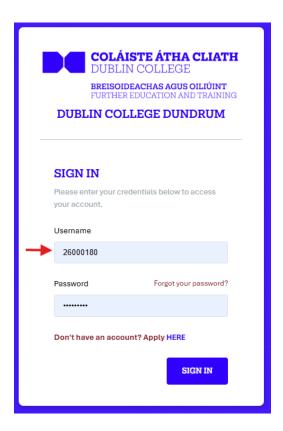   - **Password:** The one you just created

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:

4

Enter your **Username** and **Password.**

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

7. Conditional Pathways You May Encounter

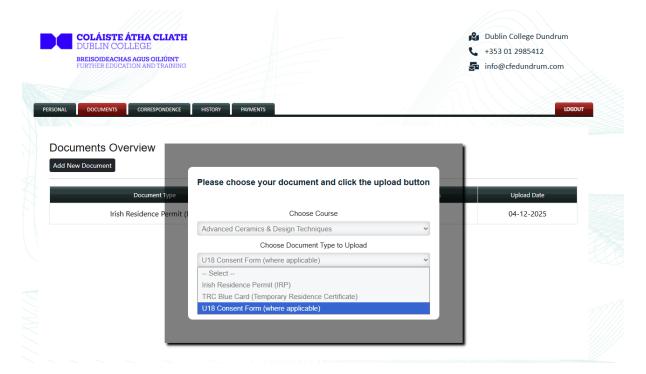EduPortal automatically checks your **age** and **nationality** at the point of application.

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**

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**

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| 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/greenhillscollegefe2026/
Sallynoggin	https://mitams.enrol.ie/scfefe2026/
Stillorgan	https://mitams.enrol.ie/stillorgancollegefe2026/