

# HOW TO APPLY FOR A COURSE ONLINE

*A step-by-step guide to show you how to apply for a PLC course in any Dublin College location using the online application and registration system called Eduportal.*

## 1. Before You Start

Information on all Dublin College courses can be found on [mydublincollege.ie](http://mydublincollege.ie) or on each local College's own website.

Make sure you have:

- An email address and a mobile phone number
- Your PPS number

You should also know which course or courses you want to apply for. You can include up to **five** courses in your application.

**Eligibility:** please ensure that you are eligible to participate in a PLC course in Ireland. Further information can be found on: <https://mydublincollege.ie/for-learners/non-eu-students/>

## 2. Starting Your Application

To start your application, you can either:

(A) Go to the college website where your course is listed and click **Apply/Apply Now** and select your course. This is the most direct way to apply.

**OR**

(B) Use the EduPortal link: <https://eduportal.enrol.ie/dublincollege>

Using this link will involve some extra steps. The link will bring you to the EduPortal application page:

## Find a Course

Enter Keyword | Location | Department | [Search](#)

Showing 231 courses

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

Previous 1 2 3 4 5 ... 24 Next

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

**DUBLIN COLLEGE**  
FURTHER EDUCATION  
AND TRAINING

Home Course Finder My list 0

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](mailto:info@stillorgancfe.ie)  
Tel: +353 1 2880704

**Locations**  
Old Dublin Road, Stillorgan, Co. Dublin

[View larger map](#)

If you wish you can click the “**Add more courses**” button to add more courses to your application. When you’re happy with your selection, click “**Go to submit my application**”.

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’ll need to fill in your **personal details**, **address**, and information about your **education**, **English language skills**, and any **supports you might need**. Don’t forget to **tick the terms and conditions box** and then click “**Submit**”.

### 4. What Happens Immediately After You Apply

You will receive an **email acknowledging** your application. You will also receive an **email from your 1st preference college** with your username and a link to create your password to enable you to log in to your Eduportal account and track your application. If you don’t receive these emails, please check your **spam/junk folder** first and then contact your 1<sup>st</sup> preference college.

Your application will be processed starting with your 1st preference.

### 5. Logging Into Your EduPortal Account

You can use your username and password to track your application by clicking on the link beside your 1<sup>st</sup> preference college in the table below.

Dublin College Location	Track Your Application URL
Blackrock	<a href="https://mitams.enrol.ie/bfeife2026/">https://mitams.enrol.ie/bfeife2026/</a>
Clondalkin Collinstown Park	<a href="https://mitams.enrol.ie/collinstownparkfe2026/">https://mitams.enrol.ie/collinstownparkfe2026/</a>
Clondalkin Deansrath	<a href="https://mitams.enrol.ie/deansrathcommunitycollegefe2026/">https://mitams.enrol.ie/deansrathcommunitycollegefe2026/</a>

Dún Laoghaire	<a href="https://mitams.enrol.ie/dfeife2026/">https://mitams.enrol.ie/dfeife2026/</a>
Dundrum	<a href="https://mitams.enrol.ie/cfedundrumfe2026/">https://mitams.enrol.ie/cfedundrumfe2026/</a>
Donaghmede	<a href="https://mitams.enrol.ie/grangeccfe2026/">https://mitams.enrol.ie/grangeccfe2026/</a>
Greenhills	<a href="https://mitams.enrol.ie/greenhillscollegefe2026/">https://mitams.enrol.ie/greenhillscollegefe2026/</a>
Sallynoggin	<a href="https://mitams.enrol.ie/scfeife2026/">https://mitams.enrol.ie/scfeife2026/</a>
Stillorgan	<a href="https://mitams.enrol.ie/stillorgancollegefe2026/">https://mitams.enrol.ie/stillorgancollegefe2026/</a>

Enter your **username** and password.

**COLÁISTE ÁTHA CLIATH**  
DUBLIN COLLEGE  
BREISOIDEACHAS AGUS OILIÚINT  
FURTHER EDUCATION AND TRAINING  
**DUBLIN COLLEGE DUNDRUM**

---

**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**

When you log in, you will see a number of tabs along the top:

- **Personal** – your details and status
- **Documents** – upload requested documents
- **Correspondence** – all emails/letters sent
- **History** – this shows a timeline of your application
- **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

## 6. Age and Nationality Requirements

EduPortal will check your **age** and **nationality** when you submit your application.

If you will be **under 18 years old** when your course starts, you will receive an email requesting you to upload a **signed consent form from your parent/guardian** in order to progress your application.

If you are a **non-EU national**, you will be required to upload **proof of your eligibility** to participate in your course, for example: an Irish Residence Permit, TRC Blue Card or Temporary Protection Letter/ Labour Market Access Letter (if applicable).

**Please make sure to upload these documents as soon as possible so your application can continue to the next stage.**

## 7. How to Upload Requested Documents

To upload documents, after you log in, click the **Documents** tab, select **Add New Document**, select your course and then select the name of the document that you are uploading. Upload your file and click **Save**.

## Documents Overview

Add New Document

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)

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

## Documents Overview

No supporting documents are required at this stage.

Document Type	File Name	Actions	Upload Date
Irish Residence Permit (IRP)	IRP Sample.pdf	<a href="#">VIEW</a>	04-12-2025

## 8. Accepting an Offer/Making a Payment

If your application is successful, you will receive a conditional offer of a place in writing. To accept your offer, log in to your account, click the **Payments** tab, select the €50 Acceptance Fee and pay with debit or credit card using the secure payment portal.

## 9. Troubleshooting

### **I did not receive my acknowledgement emails.**

Check your spam folder.

If you didn't receive two separate emails, 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. You will need to use the **password creation link** in the email that was sent to you by your 1<sup>st</sup> preference College.

### **My documents won't upload.**

You will need to check that the file is readable and that you are uploading either a PDF or an image. You also need to check the size of the file, which should not be larger than **10MB**. If your file is too large, try resizing it before uploading.

### **I need to change my course preference.**

Contact your first preference college for assistance.