

# 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.



**DUBLIN COLLEGE**  
FURTHER EDUCATION  
AND TRAINING

HomeCourse FinderMy list

### Find a Course


|  |  |

Showing 231 courses

| 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                               | Orange 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                               |

[Previous](#) | [1](#) | [2](#) | [3](#) | [4](#) | [5](#) | ... | [24](#) | [Next](#)

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




**DUBLIN COLLEGE**  
FURTHER EDUCATION  
AND TRAINING

HomeCourse FinderMy list

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

 **Locations**

Old Dublin Road, Stillorgan, Co. Dublin

[View larger map](#)



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

**DUBLIN COLLEGE**  
FURTHER EDUCATION  
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

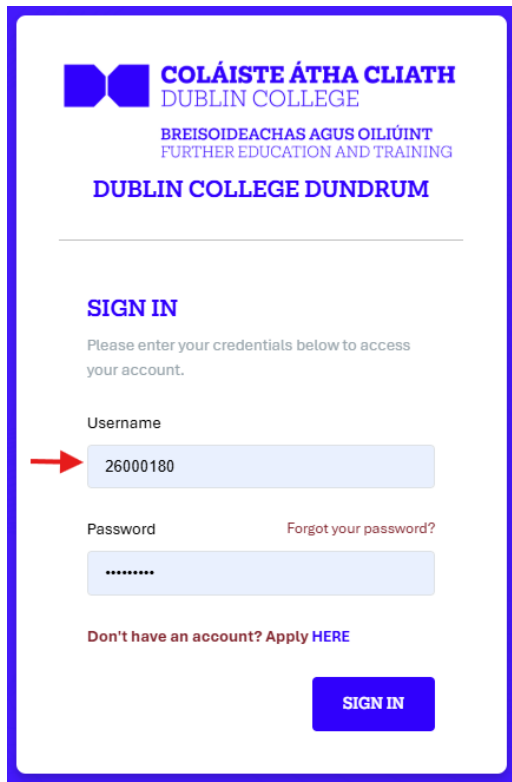
If the link expires, you can use **Forgot Password** on the login page, but only **after** you have successfully created your account for the first time.

## 6. Logging Into Your EduPortal Account

Go to your centre’s login URL (this is the 1<sup>st</sup> preference course centre location):

<https://mitams.enrol.ie/cfedundrumfe2026/>

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**

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



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

Dublin College Dundrum  
+353 01 2985412  
info@cfedundrum.com

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**

The screenshot displays the Dublin College Dundrum EduPortal interface. At the top, the college's logo and name are visible, along with contact information: Dublin College Dundrum, +353 01 2985412, and info@cfedundrum.com. A navigation bar includes links for PERSONAL, DOCUMENTS, CORRESPONDENCE, HISTORY, PAYMENTS, and a LOGOUT button. The main content area is titled 'Documents Overview' and features an 'Add New Document' button. A table lists documents with columns for 'Document Type' and 'Upload Date'. A modal window is open, prompting the user to 'Please choose your document and click the upload button'. The modal contains two dropdown menus: 'Choose Course' (set to 'Advanced Ceramics & Design Techniques') and 'Choose Document Type to Upload' (with options: '- Select -', 'Irish Residence Permit (IRP)', 'TRC Blue Card (Temporary Residence Certificate)', and 'U18 Consent Form (where applicable)' which is highlighted).

### 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**

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

Dublin College Dundrum  
+353 01 2985412  
info@cfedundrum.com

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 | <a href="#">VIEW</a> | 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 part occurs later 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.