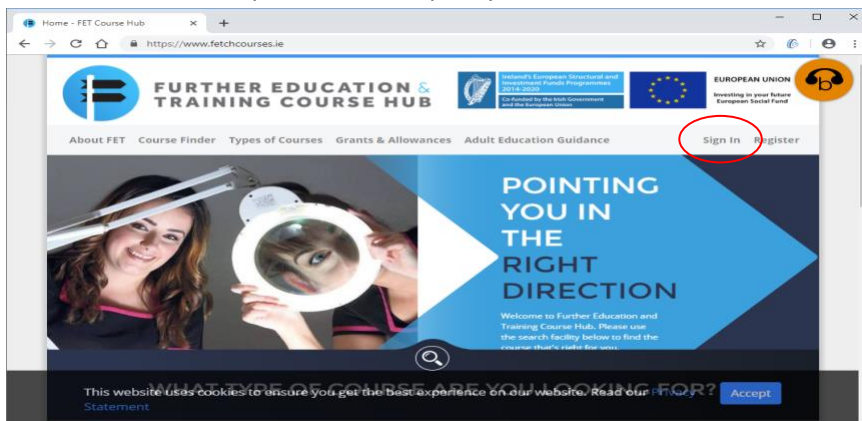# Online Course Application – Expression of Interest

Information:
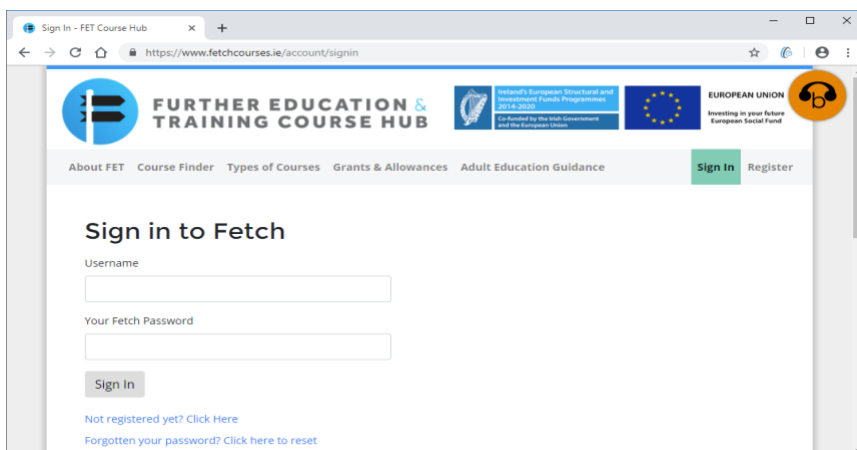
- This procedure assumes that you have already joined FETCH (www.fetchcourses.ie) and that your username (email address or mobile number) and password are to hand
    - Please request assistance if you do not have a FETCH account
- You will be requested to sign-in to your FETCH account and to submit an 'Expression of Interest' application for your course
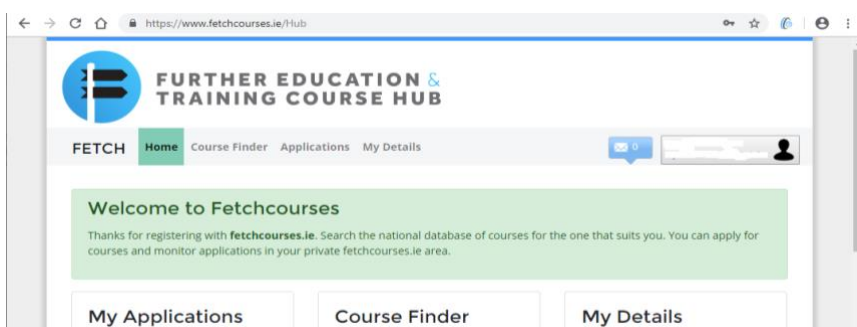- The FETCH website is enhanced with some accessibility features such as BrowseAloud

Procedure:

1. Open an Internet browser application and go to www.fetchcourses.ie
    a. Review and accept the website policy on cookies

2. Click the 'Sign In' link (circled above) which is located near the top right of the browser window to load the 'Sign In to Fetch' page, shown below
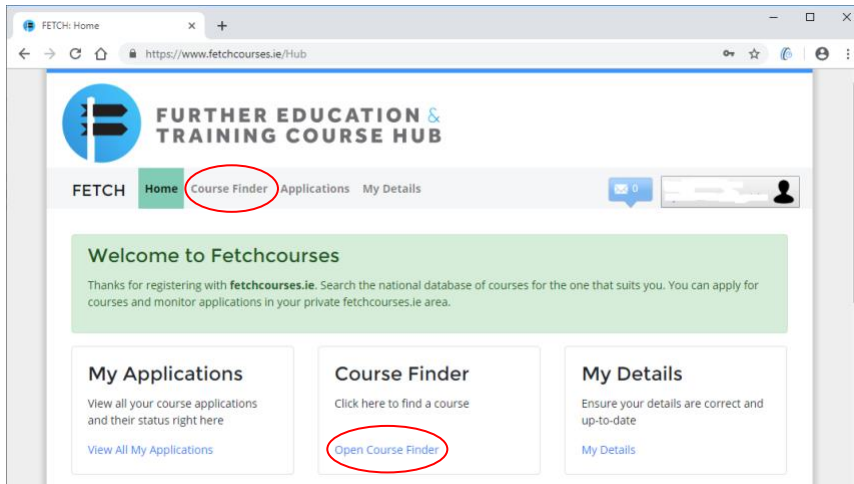

3. Enter your username (the email address or mobile number you used to join FETCH) and the password that you created for FETCH. Click the 'Sign In' button to open your FETCH account
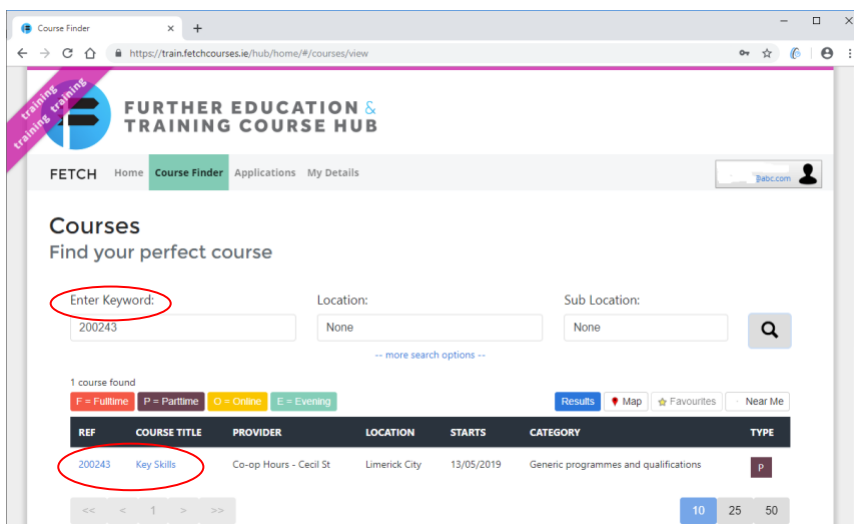
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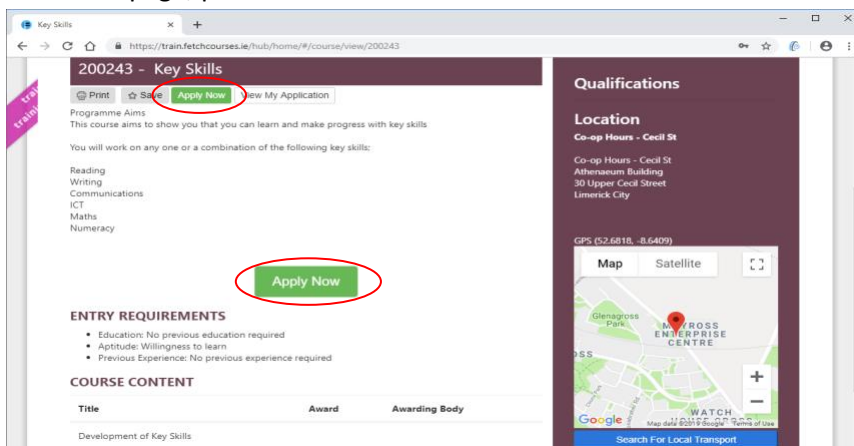4. Click the 'Course Finder' link (circled below) to load the 'Courses' page

5. Your tutor/coordinator should be able to advise you of the reference number that relates to your course. Enter the reference number provided in the 'Enter Keyword:' textbox below and click on the magnifier icon on the right to search for the course

   a. E.g. enter 200243

6. A specific course record is returned
7. This is the course that you intend taking and you will now proceed to submit an application (Expression of Interest) for this course
8. Click on the link for the reference number or course title (circled above) to navigate to the course details page, per below

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9. Click on the 'Apply Now' button (circled above) to load the 'Expression of Interest'

10. Some/many of the data fields may already be prepopulated if you have applied previously or completed the 'My Details' section in your FETCH account. <u>Complete the remaining data fields</u>
    a. Red circled (*) fields are mandatory data fields which must be completed

11. You need to confirm that the information provided is accurate, the checkbox must be ticked

12. Click on the link 'Data Acknowledgement Statement' and review carefully. You consent is acknowledged by ticking the checkbox labelled 'I have read and accept'

13. You are now ready to submit your application (Expression of Interest) for this course. Click the 'Apply Now' button above, and on success a confirmation will be displayed per below
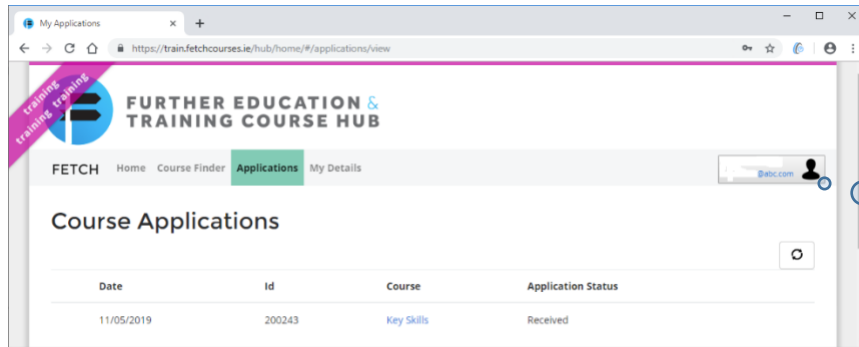
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14. View your application by clicking on the 'View My Applications' button above

Don't forget to Sign-Out when finished!