

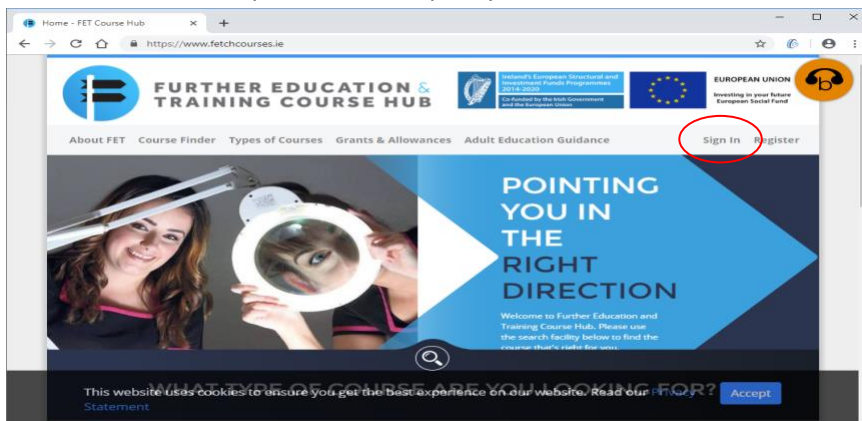
# Online Course Application – Expression of Interest

## Information:

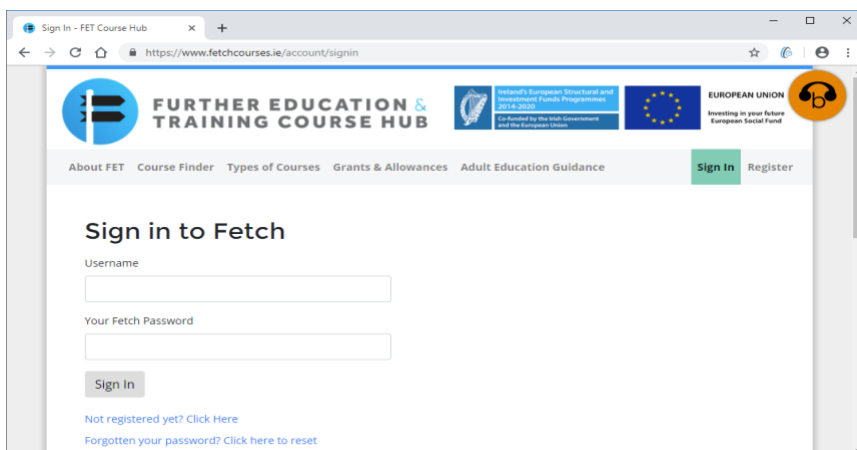
- This procedure assumes that you have already joined FETCH ([www.fetchcourses.ie](http://www.fetchcourses.ie)) and that your username (email address or mobile number) and password are to hand
  - Please request assistance if you do not have a FETCH account
- You will be requested to sign-in to your 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:

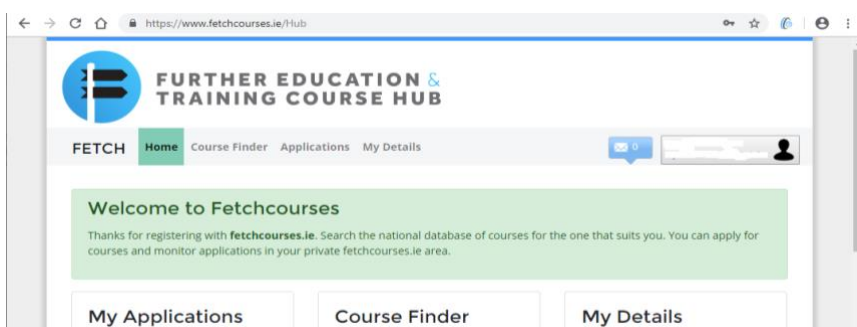
1. Open an Internet browser application and go to [www.fetchcourses.ie](http://www.fetchcourses.ie)
  - a. Review and accept the website policy on cookies



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

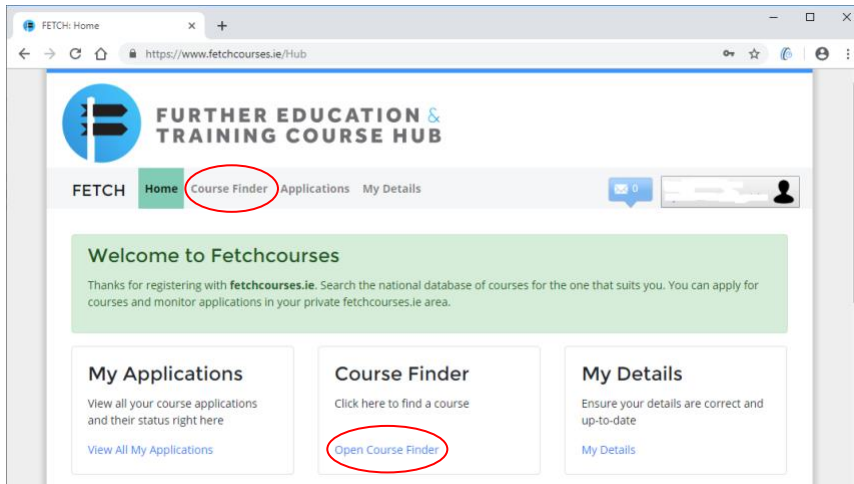


3. Enter your username (the email address or mobile number you used to join FETCH) and the password that you created for FETCH. Click the ‘Sign In’ button to open your FETCH account



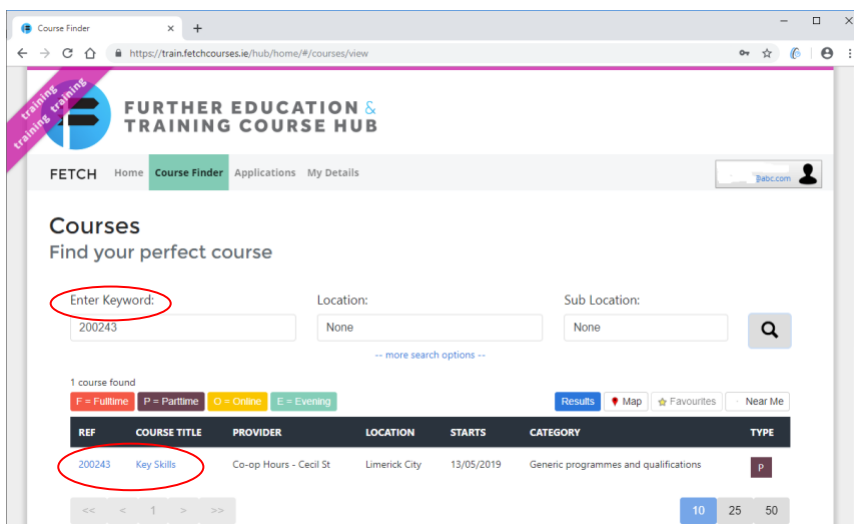
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4. Click the 'Course Finder' link (circled below) to load the 'Courses' page

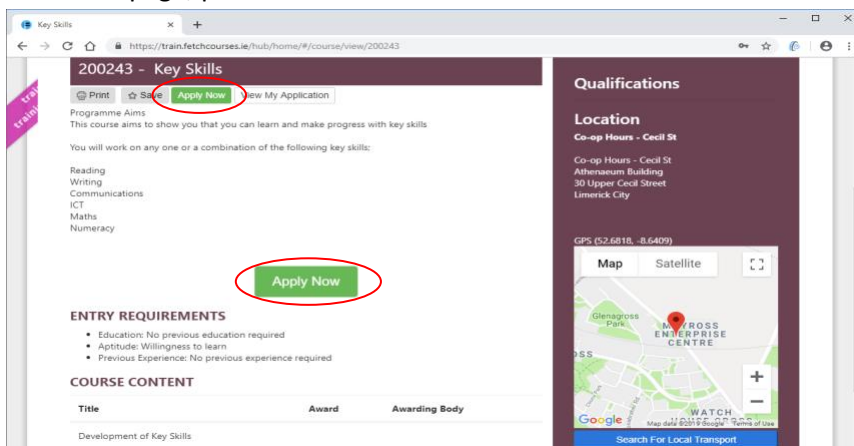


5. Your tutor/coordinator should be able to advise you of the reference number that relates to your course. Enter the reference number provided in the 'Enter Keyword:' textbox below and click on the magnifier icon on the right to search for the course

- 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



## Online Course Application – Expression of Interest

- Click on the 'Apply Now' button (circled above) to load the 'Expression of Interest'
- 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. Complete the remaining data fields
  - Red circled (\*) fields are mandatory data fields which must be completed

The screenshot shows a web browser window with the URL <https://train.fetchcourses.ie/hub/home/#/applications/new/200243>. The page title is 'Expression of Interest' and 'Key Skills'. The form includes the following fields:

- First Name: R
- Last Name: O
- Address: 123 Here
- City: Limerick
- Eircode/Postcode: Eircode/Postcode
- County: Limerick County
- Term Address:  Term Address is Same As Above
- Address: 123 Here
- Line 2:
- City: Limerick
- Eircode/Postcode: Eircode/Postcode
- County: Limerick County
- Email Address: @abc.com
- Mobile Number:
- Phone Number:
- Date of Birth: 02/02/1990
- Gender:  Male,  Female
- PPS: ZZYYXX0020
- Agreement:  I confirm that the information given on this form is accurate and agree to receive follow up communications in relation to this course.
- Term:  I have read and accept the Data Acknowledgement Statement

On the right side, there is a map showing the location of the 'MOYROSS CROSS ENTERPRISE CENTRE' with GPS coordinates (52.6818, -8.6409). Below the map, the following details are listed:

- 200243
- Key Skills
- Co-op Hours - Cecil St
- Athenaeum Building
- 30 Upper Cecil Street
- Limerick City
- Start Date: 13/05/2019
- End Date: 19/07/2019
- Duration: 10 Weeks

The 'Contact' section includes a contact person and a phone number: 061 [redacted].

At the bottom left, the 'Apply Now' button is circled in red, along with a 'Cancel' button.

- You need to confirm that the information provided is accurate, the checkbox must be ticked
- Click on the link 'Data Acknowledgement Statement' and review carefully. You consent is acknowledged by ticking the checkbox labelled 'I have read and accept'
- 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

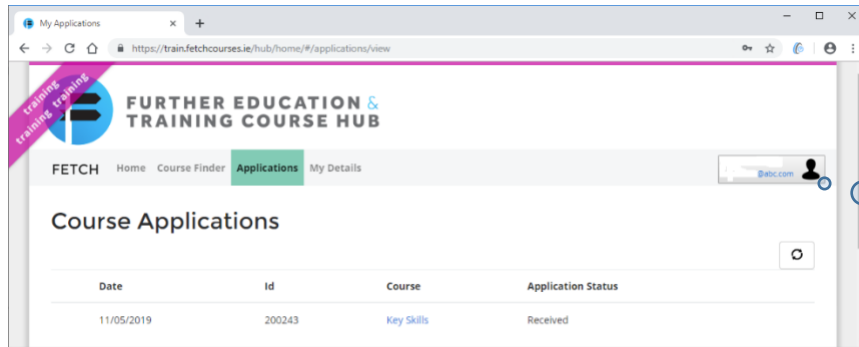
The screenshot shows a web browser window with the URL <https://train.fetchcourses.ie/hub/home/#/applications/submitted/286>. The page title is 'Application Submitted'. The page content includes:

- Application #286
- Key Skills
- Thank you. Your application was submitted.
- What's Next?
- Your application will be processed as quickly as possible by the college and you will be contacted with further information about your course.
- To monitor the status of your application sign in to My FETCH on [fetchcourses.ie](https://fetchcourses.ie) and click on Applications.

At the bottom, the 'View My Applications' button is circled in red.

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14. View your application by clicking on the 'View My Applications' button above



The screenshot shows a web browser window with the URL <https://train.fetchcourses.ie/hub/home/#/applications/view>. The page header includes the logo for 'FURTHER EDUCATION & TRAINING COURSE HUB' and navigation links for 'FETCH', 'Home', 'Course Finder', 'Applications', and 'My Details'. A user profile icon for 'abc.com' is visible in the top right. The main content area is titled 'Course Applications' and contains a table with the following data:

Date	Id	Course	Application Status
11/05/2019	200243	<a href="#">Key Skills</a>	Received

