

Before you commence this process please ensure you have:

1. Your StartSETU email which details your SETU Waterford Username and Password. Your SETU Waterford Username format is StudentNumber@mail.wit.ie.
2. Debit / Credit Card – Please note, some debit cards have a daily transaction limit of €1500. We have however facilitated this by allowing you to log in a number of times to make additional payments
3. Digital photograph of Passport quality.

How to StartSETU 2024

There are 2 required steps in the StartSETU process.

Please complete all steps and ensure you have completed Registration Steps 1a and 1b prior to Step 2, StartSETU On-campus Orientation.

STEP 1a Register Online which includes Fee Payment

- a. Go to [SETU | Undergraduate Registration](#)
- b. Follow the instructions detailed on the Registration web page
- c. Enter the Username and Password as detailed on your StartSETU email
- d. Proceed as instructed (Web-Registration, HEA Survey, Fee Payment, Student Photo Upload)

IMPORTANT NOTE re Fee Payment

- a. If you have been awarded or applied for a Grant select YES
- b. If you have **not** been awarded or applied for a Grant
 - i. Pay full fee due OR
 - ii. If you are unable to pay the full fee due in one payment, the University offers the facility to pay the fee in two equal instalments, tick to apply for an instalment plan. Please read and accept the Terms and Conditions.
 - iii. Enter your Debit/Credit Card details.

If you are encountering difficulty processing your payment:

1. Ensure you have put the last line of your address in the City/County field even though you may have selected County from the dropdown
2. Try making a payment of a smaller amount, however it must be greater than €750
3. If you are still experiencing problems please contact the Fees Office on 051 302867/302048/845692/302088 or email fees.wd@setu.ie

STEP 1b Upload Passport Style Photograph via the SETU Waterford Website.

This step must be completed by 5.00 p.m. on Sunday 8 September or prior to StartSETU On campus Orientation. Remember to check your email to ensure your photo has been accepted. If you have any difficulties, please ring 051 306280 or email novussupport.wd@setu.ie. A member of the Support Team will be happy to assist you.

The SETUCard Your SETUCard is the official identification card for students in SETU and must be carried with you at all times while on campus. As the “Authorised User”, this means no other user can be authorised to use your card. You must present your SETUCard whenever requested to do so by a member of SETU staff. Below includes but is not an exhaustive list of facilities where you are required to present your SETUCard for access:

- University Examinations and for academic and administration activities of the University
- University Libraries • All Laboratories • University Residences • SETU Waterford Arena

Photograph Guidelines for your SETUCard

Please upload your **digital photograph of Passport quality** i.e. head and shoulders, front view, sharp and clear and against a plain background. You must ensure that the photograph meets the following requirements:

- Your photograph should show a full front view of you as you would normally appear
- Your expression should be neutral with both eyes open and mouth closed
- You should not have any hair covering your eyes
- Expressions such as raised eyebrows, squinting or frowning are not accepted
- Sunglasses and hats are not acceptable

STEP 2 StartSETU Orientation Activities

Check your assigned date and time on your StartSETU email and ensure to engage. Dates and further information available to view at [SETU | Undergraduate study](#).

IMPORTANT INFORMATION FOR STUDENTS:

1. Your SETU Username is made up of your Student Number with @wit.ie which is essential for logging into Institute systems: SETU Waterford Computer Login/Moodle/Online Student Services/Timetables/Library Systems Eduroam/WIFI/One Drive/Office 365.
2. Please ensure to complete all stages as instructed.
3. Classes for first year students commence on Wednesday, 11 September.