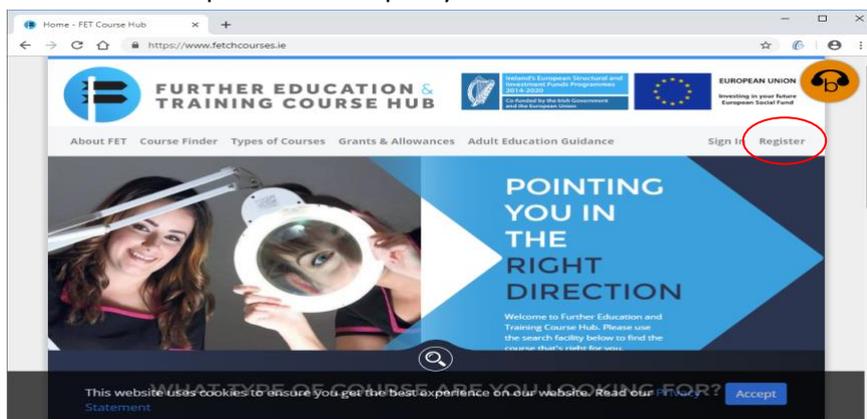


## Join FETCH using an Email Address

1. You will need an email account that you own and that you have accessed recently, in order to join FETCH using this method
  - a. During the registration process a confirmation email will be sent and you will need to open this email on receipt in order to validate your account
2. Seek assistance if you have joined FETCH previously and you cannot access your account
  - a. Do not create another FETCH account. A password reset facility is available
3. Open an Internet browser application and go to [www.fetchcourses.ie](http://www.fetchcourses.ie)
  - a. Review and accept the website policy on cookies

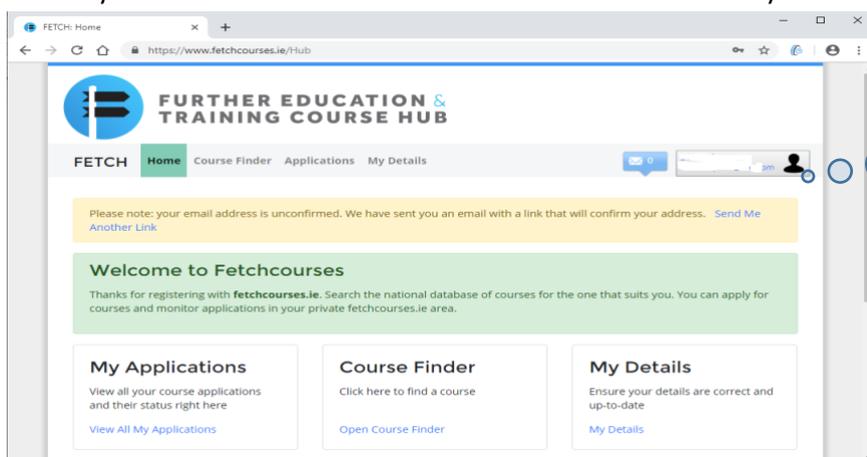


4. Click the 'Register' link (circled above) which is located near the top right of the browser window to load the 'Join Fetch' page, shown below
5. Select the 'Email Address' option and enter your email address
  - a. Please take particular care to ensure that your email address is correctly entered
  - b. You must remember the email address entered in order to sign-in again to your newly created FETCH account. Your email address will act as your FETCH account username

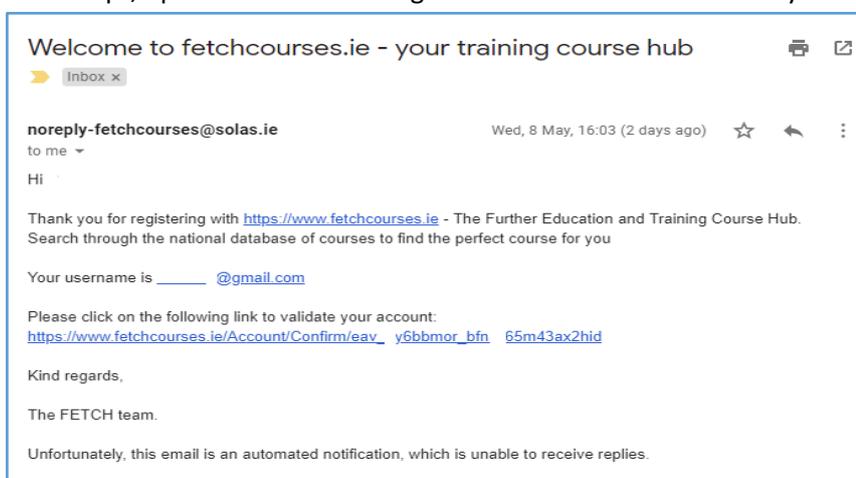
- c. Enter your first and last names in the available textboxes
- d. You must now choose/create a password
  - i. Remember your password in order to sign-in again to your FETCH account
  - ii. Note a minimum of 6 characters is required
  - iii. Uppercase and lowercase characters along with either digits and/or symbols are required when creating a password
  - iv. Password guides suggest using a password phrase that is difficult to guess

## Join FETCH using an Email Address

- e. You will need to re-enter the same password for confirmation purposes in the 'Confirm your Password' textbox
  - f. Click on the 'I'm not a robot' checkbox and complete the requested task/s
    - i. Note that none, one or more task screens may be presented
  - g. Review the site 'Terms and Conditions' and accept
  - h. Now click on the 'Register' button to create your new FETCHaccount
6. You are now welcomed to the Further Education and Training Course Hub (FETCH) and a notification displays advising that your email address is unconfirmed but that a confirmation email containing a validation link has been sent to your email address
- a. You may need to allow a few minutes for this email to arrive in your Inbox



- b. On receipt, open this email message and click the link to validate your email account



- c. If FETCH has remained open throughout then a confirmation message will be displayed. Click the 'Open FETCH' button to open your account



- d. If not, then go to [www.fetchcourses.ie](https://www.fetchcourses.ie) and click the 'Sign-In' link