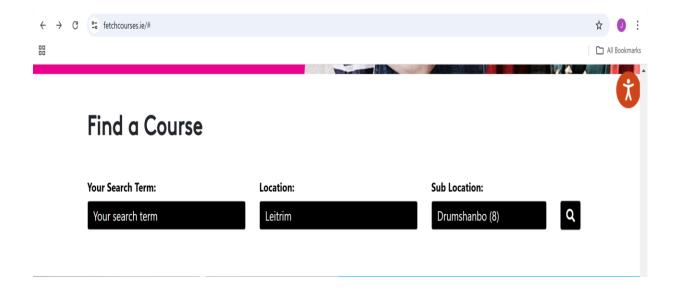
Guide to Apply using FETCH

Go to <u>www.fetchcourses.ie</u> which is an online system for finding and applying for Further Education courses. The homepage should look like below-

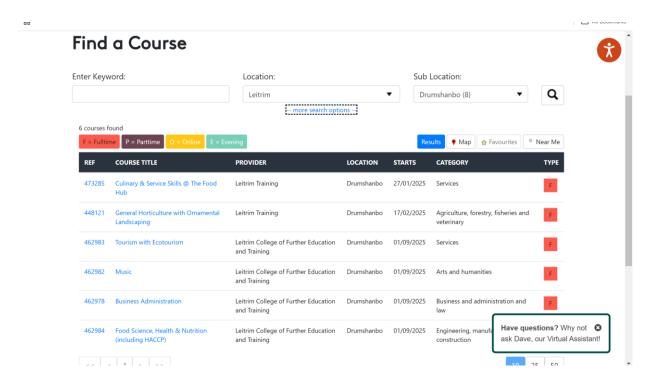


Either click on 'Course Finder' or scroll down to 'Find a Course' section.

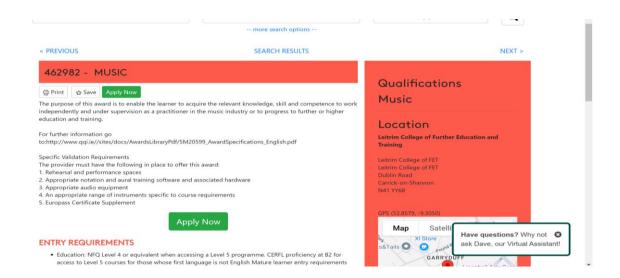
Click into the box under **Location** and select **Leitrim** and under **Sub Location** select **Carrick-on-Shannon** or **Drumshanbo**. Press the magnifying glass or search icon to move to the course options.



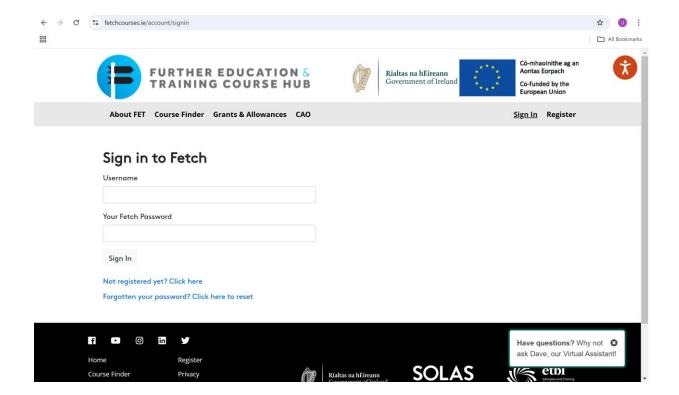
Onto the next page (shown below) you can scroll down to see all the courses offered at Leitrim College of Further Education and Training. Remember you will have to select Carrick-on-Shannon if you are looking for courses offered at that location. Click on the blue text under **Course Title** of the course that you are interested in applying for.



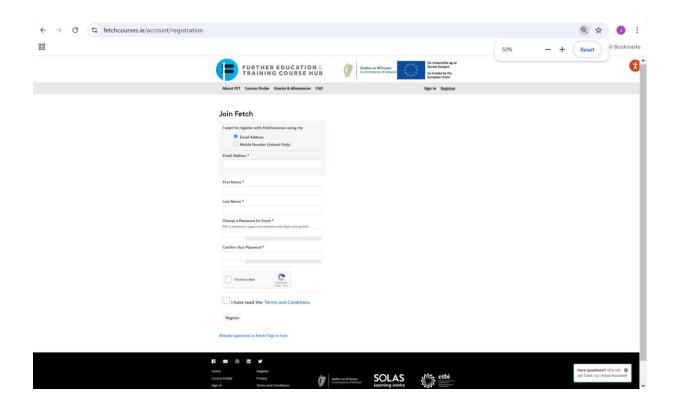
You are now in the area which shows all the information about the course. Scroll down to read all the information. If you wish to apply, click on the **Apply Now** icon.



When you click on this icon you will be brought to the **Sign in** page of FETCH. For this you will need to have your e-mail address and password ready. You will use this method only if you have already created an account. Fill in your **Username** and **Password** and click on **Sign in**. FETCH will send you an e-mail to confirm your address and once this is verified (simply click on the information line in the content of the email), you will be set up to apply for the course.



If you do not have a FETCH account (as this could be your first time applying for a course using FETCH), click on **Register** and you will be directed to a page where you fill in some details.



This is the quickest and most effective way to ensure you are in the system and eligible for a place. Once you submit an application, the College receives your request, and we will then make contact with you.