



MCS GUIDANCE DEPT
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AFTER APPLYING

POST APPLICATION PROCESS



INTERACTING WITH YOUR CAO ACCOUNT

- Applicants are advised to log in to their CAO Account at different intervals to verify that all their information has been recorded completely and correctly.
- The **Correspondence** section of your account contains a log of all emails sent to you by CAO, and any online queries that you have submitted to CAO whilst logged in to your application.
- Please make sure to **check the Correspondence section regularly** for new emails from CAO containing important information and instructions.

A screenshot of the CAO website's 'My Application Log-in' page. The page has a navigation bar with 'CAO', 'Home', 'My Application', 'Apply', 'Courses', 'Handbook', and 'Contact'. Below the navigation bar, there's a date and time 'Tuesday, 6 February 2018 14:02' and 'As Garraige | Print Page'. The main content area is titled 'My Application Log-in' and contains a form with the following fields: 'CAO Application No.' (with a hint '8-digit CAO Number'), 'Date of Birth' (with dropdowns for day, month, and year), and 'Account Password' (with a hint 'Enter Password' and a link 'Forgot Your Password?'). A 'Log In' button is located below the password field. At the bottom of the form, there is a note: 'If you wish to apply to CAO and have yet to receive a 2018 CAO application number, click on the button "Apply" from the menu to start your application.' A sidebar on the left contains various links such as 'HEI contact details', 'Downloads', 'Points Calculator', 'Important Dates', 'Student Resources', 'Access Routes', 'DARE / HEAR', 'Restrictions', 'Mature Applicants', 'Information for Parents', 'Information for Schools', 'Media and Statistics', 'About CAO', 'Useful Links', 'FAQ', and 'Contact Us'.



IMPORTANT CORRESPONDENCE 1

- CAO will communicate with applicants by post or **email**, and in some instances, by telephone or SMS text message.
- All CAO correspondence must be **read carefully**.
- Any errors or omissions must be notified to CAO immediately via the '**Contact Form**' on our website www.cao.ie.
- It is **YOUR RESPONSIBILITY** to ensure that all relevant correspondence is received and dealt with appropriately.
- Failure to respond may have very **serious consequences**, for example, you may not receive an offer.
- Please **make sure to check the email account** provided at the application stage and carefully read the **Statement of Application** Record issued to all applicants in May





IMPORTANT CORRESPONDENCE 2

- At the offer stage, applicants will receive an offer notification if they are **deemed eligible for an offer**, or a **Statement of Application** email if they have **not** been deemed eligible for an offer by Round One
- Some HEIs will also contact applicants **directly by post, email or SMS text message**.
- You should periodically check your **spam, bulk, promotional or junk mail folders**.
- If you find emails from CAO or HEIs are being directed to these folders, consider **adding these email addresses** to your contacts or address book.





Check your examination details carefully.

Do not assume that your examination number/information is correct.



STATEMENT OF APPLICATION RECORD

- Before the end of May, you will be sent a **Statement of Application Record email**.
- The purpose of this e-mail is to instruct you to **log in** and **verify** that all of your information has been recorded **completely and correctly** on your CAO account.
- *There may be very serious consequences for your application if you do not follow these instructions immediately.*



When you receive the email, you must do the following:



1. **Read the instructions** on the Statement of Application Record page at www.cao.ie
2. **Log in to your CAO Account** to review your account information, including your personal details, the qualifications and assessments section (*examination and exemption information*) and your course choices. Do not delay.
3. If there are any **errors or omissions** inform CAO immediately (follow the instructions provided).
4. Failure to correct errors or omissions at this stage may have very serious consequences and lead to the loss of a place
5. **You must click the 'Confirm' button** to indicate that you have checked your account information is present and correct, and have followed the instructions in the Statement of Application Record e-mail and the instructions on the Statement of Application page at www.cao.ie



I DIDN'T GET ANY STATEMENT OF APPLICATION!

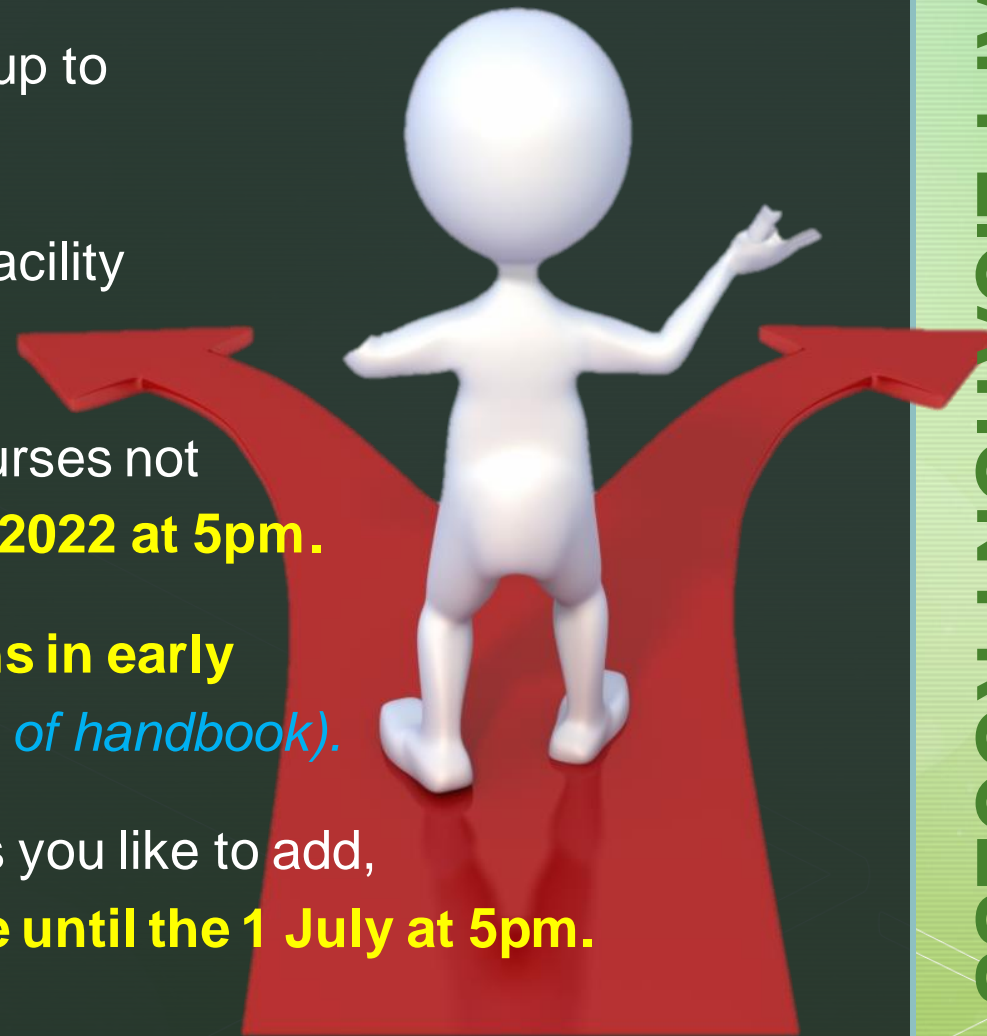
- If you have not received the Statement of Application Record email **by 1 June, ...**
you must contact CAO immediately.
- Failure to do so may have **serious consequences,** for example, you might not receive an offer.
- Changes that you make after you receive your Statement of Application Record email **will be reflected in your online CAO account.**
- Log into your CAO account via the 'My Application' facility to check that all your updated information is recorded completely and correctly before the...
'Change of Mind' closing date of 1 July at 5pm.





CHANGING COURSES / CHANGE OF MIND

- You can make changes to your course choices up to **1 February at 5pm** for no extra charge.
- In early February, a Change of Course Choice facility becomes available online for a **fee of €10**.
- Once registered you may add any restricted courses not already listed on an application, **up to 1 March 2022 at 5pm**.
- The CAO online '**Change of Mind**' facility **opens in early May and closes on 1 July at 5pm** (*see page 3 of handbook*).
- You can use the online facility as many times as you like to add, remove or re-order your courses **free of charge until the 1 July at 5pm**.





*Genuine Order of Preference
Means that you put your preferred course
choices in order of how much you
genuinely want them – do not get caught
into academic snobbery or points
speculation... it is not designed that way!*

To change course choices:

- **Log in to your CAO Account** via the 'My Application' facility and click on 'Change Level 8 Course Choices' or 'Change Level 7/6 Course Choices'.
- You can then use the '**New Courses' list** to enter new courses **OR** disregard existing course choices, **OR** re-order your existing course selection.
- You must list all your courses in... **Genuine Order of Preference** on the new list.
- If you change courses online, an acknowledgement will be sent to your email address - please check this email carefully and inform CAO of any errors or omissions.
- You should also check that your courses have been updated online using the 'My Application facility' **before 5pm on 1 July.**



- **Please Note: You cannot introduce restricted courses using the Change of Mind facility**
- **EXCEPTION:** In the case of a restricted course which shares **the exact same assessment procedures** with a course you had already applied for **by 1st of February 2022**, you may be permitted to introduce it on a *'Change of Mind'*.
- You should consult with the **relevant HEI** before introducing such a course.
- If you make a *'Change of Mind'* it cancels and supersedes all previous course choices in any category in which changes are made.





CHANGES TO YOUR PERSONAL AND EXAMINATION INFORMATION 1

- You may change some of your personal information...
e.g. postal address, telephone number and email address, online using the **'My Application'** facility.
- To change your name, date of birth or to add an examination category to your application, you must email CAO via the **'Correspondence'** section' of your account.

The screenshot shows the CAO website interface. At the top, there is a navigation bar with the CAO logo and several menu items: Home, My Application (highlighted with a star), Apply, Courses, Handbook, and Contact. Below the navigation bar, the date and time are displayed as 'Wednesday, 29 September 2021 10:39', and there are links for 'As Gaelige' and 'Print Page'. The main content area is titled 'Student Resources' and includes a paragraph of text: 'All applicants must carefully read the CAO Handbook and take note of the important deadlines and any restrictions that may apply. Applicants must treat all correspondence from CAO as extremely important and notify CAO immediately through this website if there are any errors or omission recorded in application documents.' Below this text, there are two columns of links. The left column includes: Demo Application, Supporting Documents FAQ, CAO Video Guides, CAO Handbook, Applicant Checklist, and Points Calculator. The right column includes: QQI FET/FETAC Information, Alert Lists, Applicant Scoring, Points by Year, Entry to Medicine, and Common Points Scale. On the far left of the screenshot, there is a vertical list of links: Points, HEI contact details, Student Resources, Downloads, Important Dates, Have a Question?, Available Places, Mature Applicants, Access Routes, DARE / HEAR, QQI FET/FETAC, Entry to Medicine, Restrictions, Info for Parents, Info for Schools, Media and Statistics, and Data Privacy.



CHANGES TO YOUR PERSONAL AND EXAMINATION INFORMATION 2

CAO Home My Application Apply Courses Handbook Contact

Wednesday, 29 September 2021 10:39 As Gaelige | Print Page

Student Resources

All applicants must carefully read the CAO Handbook and take note of the important deadlines and any restrictions that may apply. Applicants must treat all correspondence from CAO as extremely important and notify CAO immediately through this website if there are any errors or omission recorded in application documents.

Demo Application	QQI FET/FETAC Information
Supporting Documents FAQ	Alert Lists
CAO Video Guides	Applicant Scoring
CAO Handbook	Points by Year
Applicant Checklist	Entry to Medicine
Points Calculator	Common Points Scale

- If you change personal information online, an acknowledgement will be sent to your email address (*a copy of this email will be available to view in the 'Correspondence' section of your account*).
- Please **check** that your change has been updated by using the 'My Application' facility.
- You must do so at least **10 days prior to the issue of an offer round**. Contact CAO immediately if there are any errors or omissions.