

## Help Document for GOI-IES Application

### Step 1:

To begin, click the 'Sign Up' button under 'Need an Account?'. Enter your email and desired password, click the box confirming that you have read the data collection notice, then click 'Sign Up' at the bottom of the page.

**HEA** | HIGHER EDUCATION AUTHORITY  
AN tÚDARÁS um ARD-OIDEACHAS

**Sign In/Sign Up Instructions**

**For New Users:**  
By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Your password must be at least 8 characters in length. Once you have chosen your password, your account will be created and you will gain access to the portal.

**For Returning Users:**  
Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click **"Forgot your password?"** and follow the prompts to reset your password.

**For Help:**  
Please email [goi-ies@hea.ie](mailto:goi-ies@hea.ie) for assistance

**Sign In**

Email

Password

**Log In** [Forgot your password?](#)

**Need an Account?**

**Sign Up**

powered by  
wizehive

Please click to agree to this Data Collection Notice

This data will be stored on servers located in the United States of America. All suppliers are covered either by the General Data Protection Regulation, GDPR, in the EU/EEA or Privacy Shield in the United States of America. The Higher Education Authority has also sign an agreement containing common contractual clauses with Wizehive Inc. to ensure the effect of the GDPR on all data.

The Higher Education Authority, as co-ordinator of the Government of Ireland International Education Scholarship scheme, needs to collect certain types of data in order to process applications to the scheme.

This notice sets out below the type of information which will be collected, the purpose for which it is being collected, third parties with whom the information will be shared and the duration for which the information will be retained.

Type of information required

· Personal Data including name, address, nationality, photographic image, contact details, gender, academic details and employment history and other information pertaining to candidates academic suitability for the scholarship

Purpose for which the HEA is requesting information

- To establish means of communication with all applicants
- To ascertain the eligibility of applicants who submit an application to the Government of Ireland IES Scholarship scheme
- To establish a database of successful scholars as part of the post call administration of the scholarship funding
- To carry out monitoring and audit of the programme

Third Parties with whom application forms may be shared

- An independent International Assessment Panel will be reviewing each application and recommending if the application is deemed fundable or not. The application forms will be disclosed, via secure channels, to the independent International Assessment Panel
- The Department of Education and Skills, as the overall funder of the programme
- Higher Education Institutions and/or Funding Agencies in Ireland as course providers

Duration of retention of data

The Higher Education Authority will retain documentation related to the Scholarship scheme for ninety nine years, after which records will be securely destroyed. Any data retained after this timeframe will be anonymised.

**Sign Up**

## Step 2:

Once you have logged in, you will be asked to create a profile. This is simply your name and contact email address. This section can still be edited after your application is already submitted (e.g. if your contact email address has changed).

The screenshot shows the HEA Higher Education Authority website. At the top, the logo 'HEA' is followed by 'HIGHER EDUCATION AUTHORITY' and 'AN tÚDARÁS um ARD-OIDEACHAS'. Below the logo is a navigation bar with 'Welcome' and a 'Logout' button. The main content area is titled 'Higher Education Authority GO-IÉS > Profile Input'. It contains three input fields: 'First Name/Given Name', 'Last name/Family Name', and 'Email'. Each field has a small instruction below it: 'Please enter your given name as it appears on your passport.', 'Please enter your family name as it appears on your passport.', and 'Please enter your email address for contact purposes.' A blue 'Save' button is located at the bottom right of the form. At the bottom of the page, the 'wizehive' logo is visible.

## Step 3:

When you have entered your profile information, click the 'Save' button to progress. You will see that there are two buttons on the right side of your 'Profile' section. The button that looks like an eye can be used to view the details you have entered. The button that looks like a pencil can be used to edit your profile.

When you are ready, you can begin work on your application. Click the box on the left that says 'Get Started'.

The screenshot shows the HEA Higher Education Authority website. At the top, the logo 'HEA' is followed by 'HIGHER EDUCATION AUTHORITY' and 'AN tÚDARÁS um ARD-OIDEACHAS'. Below the logo is a navigation bar with 'Welcome' and a 'Logout' button. The main content area is titled 'Higher Education Authority GO-IÉS'. Below this, there is a 'Profile' section. The 'Profile' section contains a box with the word 'Profile' and a 'Complete' button. To the right of the 'Complete' button are two icons: an eye icon and a pencil icon. A red arrow labeled 'View' points to the eye icon, and another red arrow labeled 'Edit' points to the pencil icon. Below the 'Profile' section is a dashed box containing a blue plus sign and the text 'Get Started'. A red arrow labeled 'Start Application' points to this box. At the bottom of the page, the 'wizehive' logo is visible.

#### Step 4:

You will see a list of six sections for you to complete for your application. Given below is a list with brief descriptions of what each section requires:

- *Primary (Personal Detail)* – This section is where you will enter details such as your name, contact details, gender, and nationality. These details are separate from your website profile and **can not** be edited after the application has been submitted. In this section you will also be required to upload a colour image of the photo page of your passport.
- *Details of Scholarship* – This section is where you will enter the details of the course(s) and higher education institution(s) in which you have been offered to study. You will be able to enter up to three offers, and each must be supported by relevant documentation uploaded to the form.
- *Academic History* – This section is where you will list your previous academic qualifications, as well as any prior work experience, awards, or completed projects which may be relevant to your scholarship application.
- *Personal Statements and Referees* – This section is where you will enter the details of referees for your scholarship application. You will also be required to write brief explanations of why you are applying to the GOI-IES scholarship and what your goals are in becoming a GOI-IES scholar.
- *Check Application* – This section has two tick-boxes to complete. In order to be eligible for the GOI-IES scholarship, you must have a domiciliary of origin from outside the EU/EEA/Switzerland region, and you must have either a condition or final offer from an Irish higher education institution.
- *Declarations and Signature of Applicant* – In this section you will be asked to confirm that you agree to the relevant terms and conditions associated with applying for the GOI-IES scholarship, and that the information you have provided in your application is accurate.

Just as with your 'Profile', you can use the 'eye' and 'pencil' buttons (which will appear on the right side of each section in the list) to either preview or make edits to that specific part of the application. **Please note that once the application is submitted, you will no longer be able to edit these six sections**, although you can still use the 'eye' button to view them.

The screenshot displays the Higher Education Authority (HEA) GOI-IES application interface. At the top, the HEA logo and name are visible, along with a user welcome message and a 'Logout' button. Below this, the breadcrumb 'Higher Education Authority GOI-IES > (untitled)' is shown. The main content area is titled 'Data Entry Stage' and contains a list of six sections:

- Primary(Personal Detail)**: Status is 'In Progress'. It has a 'View' button (indicated by a red arrow) and an 'Edit' button (indicated by a red arrow).
- Details of Scholarship**: Status is 'Not Started'. It has a 'Start Now >' button (indicated by a red arrow labeled 'Start next section').
- Academic History**: Status is 'Not Started'. It has a 'Start Now >' button.
- Personal Statements and Referees**: Status is 'Not Started'. It has a 'Start Now >' button.
- Check Application**: Status is 'Not Started'. It has a 'Start Now >' button.

The interface is designed to allow users to navigate between sections and manage their progress.

## Step 5:

As you progress through your application, you will see two buttons at the bottom-right of each individual section: one labelled 'Save Draft' and the other labelled 'Save'. The 'Save Draft' button is used to save that section of your application while allowing you to remain on that page. The 'Save' button is used to save that section of your application and return you to the list of sections.

**Country of Origin \***

Please select your country of origin.

**Phone Number \***

Please enter your phone number for contact purposes.

**Preferred Email \***

Please enter your email address for contact purposes.

**Gender \***

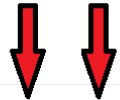
- Male
- Female
- Gender non binary
- Prefer not to say

**Date of Birth \***

Please enter your date of birth in mm/dd/yyyy format (e.g. 12/31/1990).

**File Upload of colour copy of the photo page of your passport \***


Click the 'Select a file' button and select the attachment to upload.

Save Draft Save

## Step 6:

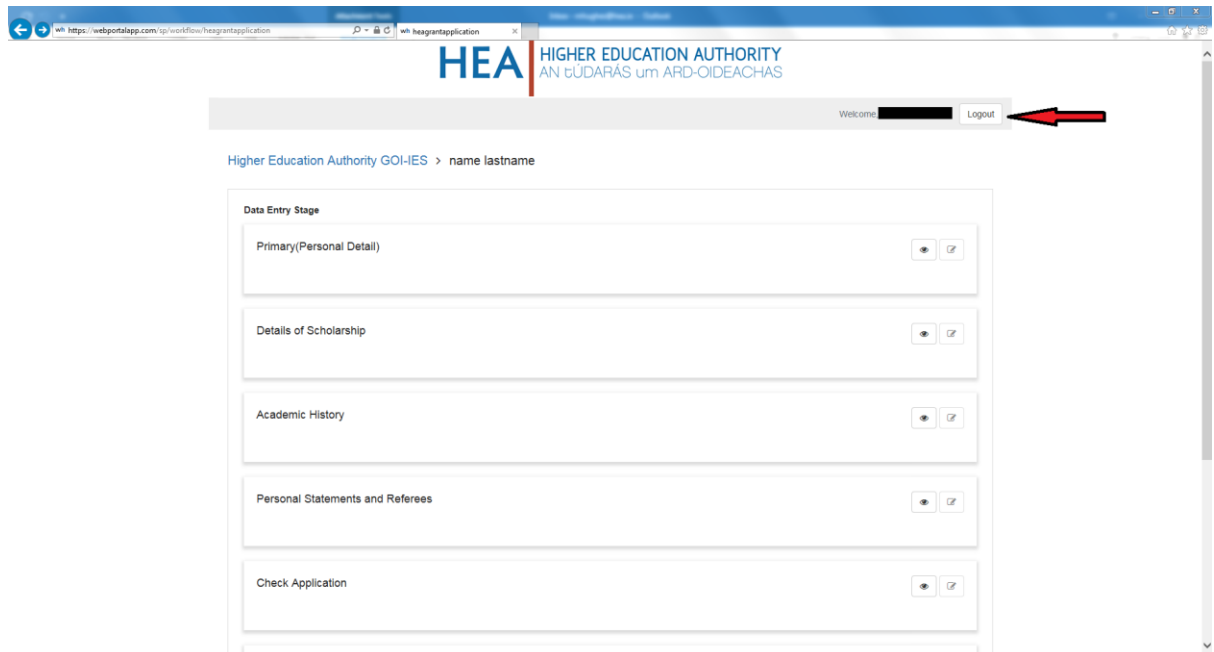
Once you have completed all six sections of the application, scroll down to the bottom of the list and click the green 'Submit' button. **Please note that once you click this button, your application will be submitted for review and it can no longer be edited.**

Details of Scholarship	Complete		
Academic History	Complete		
Personal Statements and Referees	Complete		
Check Application	Complete		
Declarations and Signature of applicant	Complete		
First Stage Submission			

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## Step 7:

Once you have submitted your application, click the 'Logout' button at the top-right of the screen to safely log out and leave the website.



The screenshot shows a web browser window with the URL <https://webportalapp.com/isp/workflow/heagrantapplication>. The page header includes the HEA logo and the text "HIGHER EDUCATION AUTHORITY AN tÚDARÁS um ARD-OIDEACHAS". Below the header, there is a navigation bar with "Welcome [redacted]" and a "Logout" button, which is highlighted with a red arrow. The main content area shows a "Data Entry Stage" section with a list of application sections: "Primary(Personal Detail)", "Details of Scholarship", "Academic History", "Personal Statements and Referees", and "Check Application". Each section has a status indicator and an edit icon.