



User manual: Web platform

Thinking the Future
Zukunft denken

Exchange Office
School of Business and Economics

RWTHAACHEN
UNIVERSITY

Overview

Log in with the user account you received from the Exchange Office



Create your record sheet



Choose courses you want to be registered for



Choose courses you want to take an exam in

1. Log-in

- You will receive an email with your personal log-in data:

Fakultät für
Wirtschaftswissenschaften

RWTHAACHEN
UNIVERSITY

Incoming Home - winter semester English | Deutsch
2016/2017

[Login](#) | [Create user](#)

Login

Matriculation Number

← matriculation number

Password

← password

Forgot your password?

Remember Me

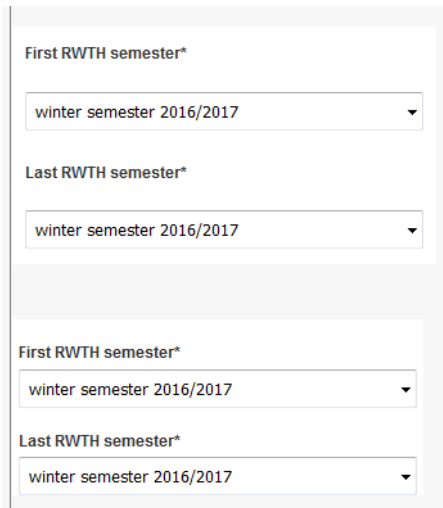
Login

- After you first login, you can change your password by clicking on “Edit Profile”

Please note, that you cannot change your matriculation number, as this is your identification number for the web platform!

2. Creation of record sheet

- Fill in your personal data
 - name, home university, address, ...
- All fields that are marked with (*) have to be filled in
- Please note, that you have to fill in the “First RWTH semester” and “Last RWTH semester” tab twice:



The image shows a screenshot of a web form with four dropdown menus. The first two are grouped together, and the last two are grouped together. Each dropdown menu is labeled 'First RWTH semester*' and 'Last RWTH semester*' respectively. All four dropdown menus are currently set to 'winter semester 2016/2017'.

- In case your **home university is not listed**, please leave the first tab blank **and** write an email to: exchangehiwiws@wiwi.rwth-aachen.de
- Fill in your **date of birth** as follows:
DD.MM.YYYY
e.g. 9th of February 1992 → 09.02.1992
- You can **always edit** your record sheet

3. Course registration

- After completing the Record Sheet, you can choose the courses you want to be registered for.

We differentiate between the following course types:

- internal and external modules
 - Internal: all courses offered by the School of Business and Economics. You can only choose listed courses.
 - External: courses not offered by the School of Business and Economics. You have to fill in the name of the courses manually.
- courses with and without limited participation
(for detailed information have a look at the booklet "Information for Exchange Students")
 - Limited: you can only choose **up to 4 courses** with limited participation.
Registration deadline (winter term): August 31
Registration deadline (summer term): February 28
 - Not limited: you can choose **as many** courses without limited participation as you want.
Registration deadline (winter term): September 15
Registration deadline (summer term): March 15

4. Exam registration

- In order to register for an exam, you have to be already registered for the respective course.
- If you decide to **cancel** an exam registration, you can do it up to 3 workdays prior to the scheduled exam date.
(Saturday is not considered to be a workday)
- If you need to do changes to your original Learning Agreement, please send it to us **after the exam registration** is completed.

Exam registration deadline:

Winter semester: November 30

Summer semester: May 31