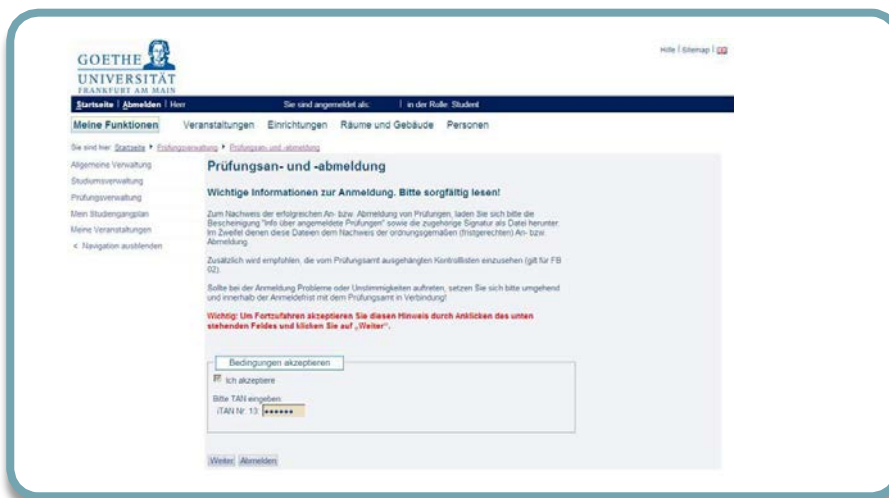


- 1 Registration for examination
- 2 Confirmation of registration as proof
- 3 Withdrawal from registration for examination

1 A Registration and iTAN Authentication

Tip: For this tutorial, please have your **login data** for your **HRZ-account** ready as well as your **iTAN list**.
Visit <https://qis.server.uni-frankfurt.de> and log in with your **HRZ-account**.



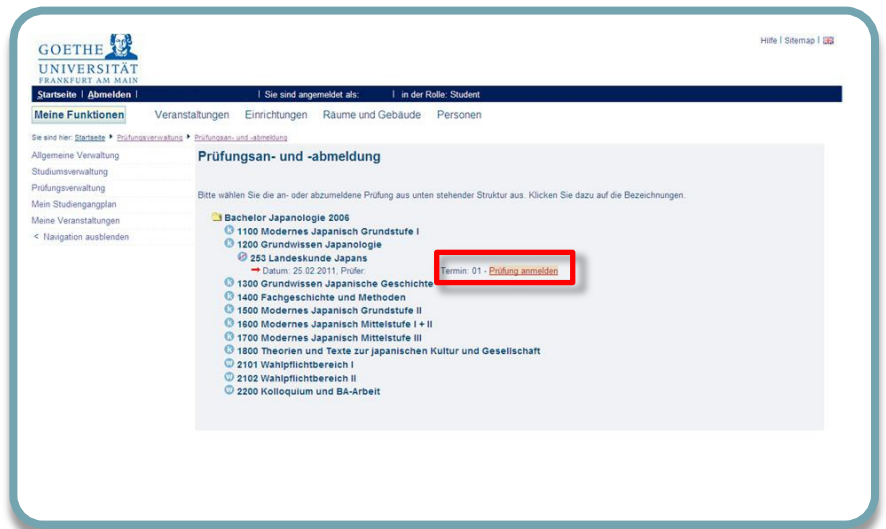
The registration for examination is to be found on the QIS portal in the menu under **Meine Funktionen (= my functions) > Prüfungsverwaltung (= examination management) > Prüfungsan- und -abmeldung (= Registration for examination / withdrawal from registration for examination)**.

In order to protect your account against misuse, you are asked to additionally type in the iTAN.

1 B Module structure of your subject

➤ Choose your examination out of the module tree.

➤ Now click on **Prüfung anmelden** (= register for examination).

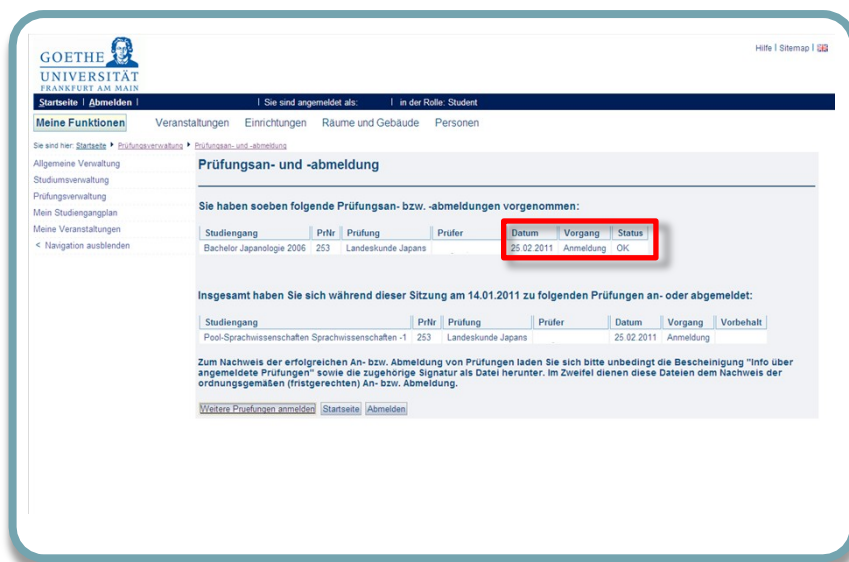


1 C Registration

➤ Confirm your registration by clicking on **Ja** (= yes).



1 D Overview of registered examinations



➤ If all the entered information is in order, your exam details will now appear with the **Status (= status)** "Ok".

➤ For your security, it is recommended to download the confirmation of the successful registration / withdrawal from registration as your proof of registration (see below).

2 A Proof of registration for examination

➤ As proof of completed registration for examination / withdrawal from registration, always download the confirmation of the successful registration for examination / withdrawal from registration as well as the digital signature.

➤ To do this, please go to **Prüfungsverwaltung** (= **examination management**) and then choose the menu item **Prüfungsbescheinigungen** (= **confirmations of examinations**).



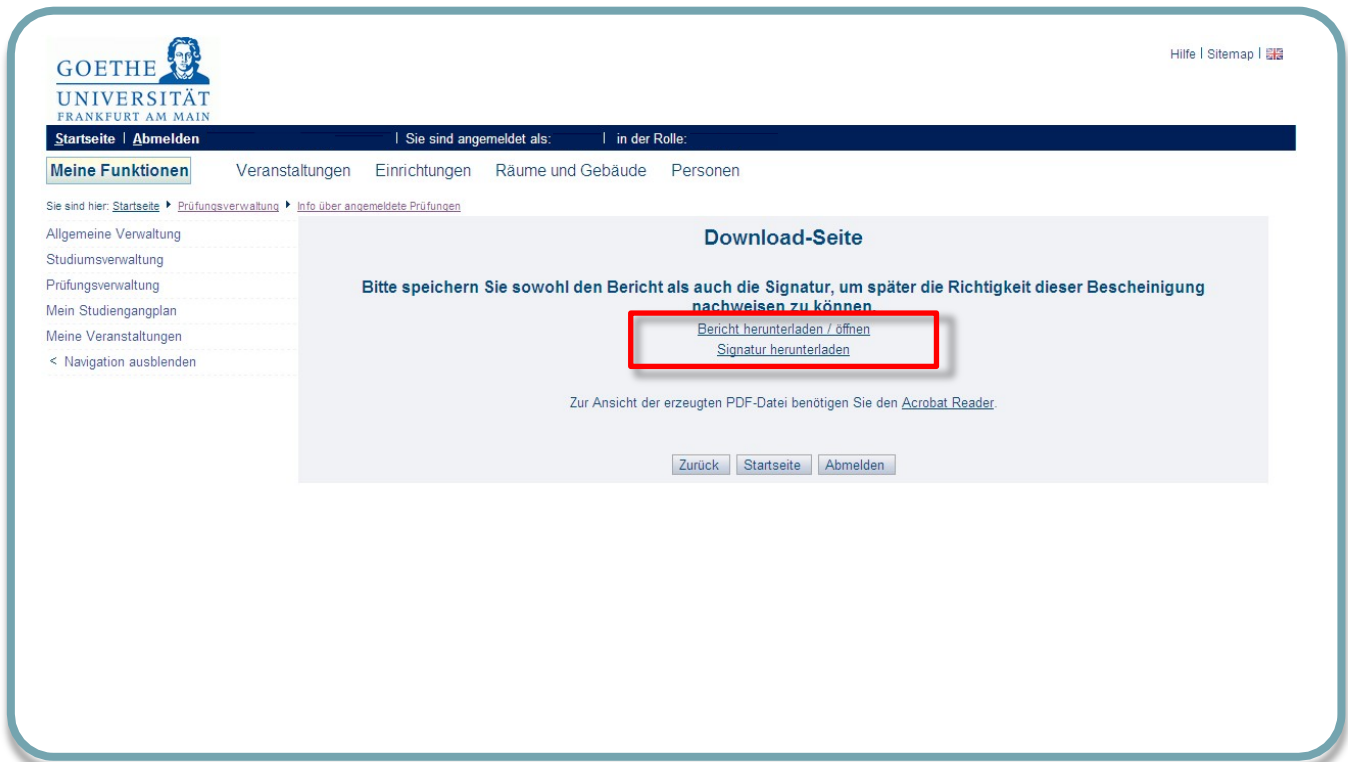
2 B Information on registered examinations

➤ You will find your confirmation of registration by first choosing **Info über angemeldete Prüfungen** (= **Information on registered examinations**) and then your subject.

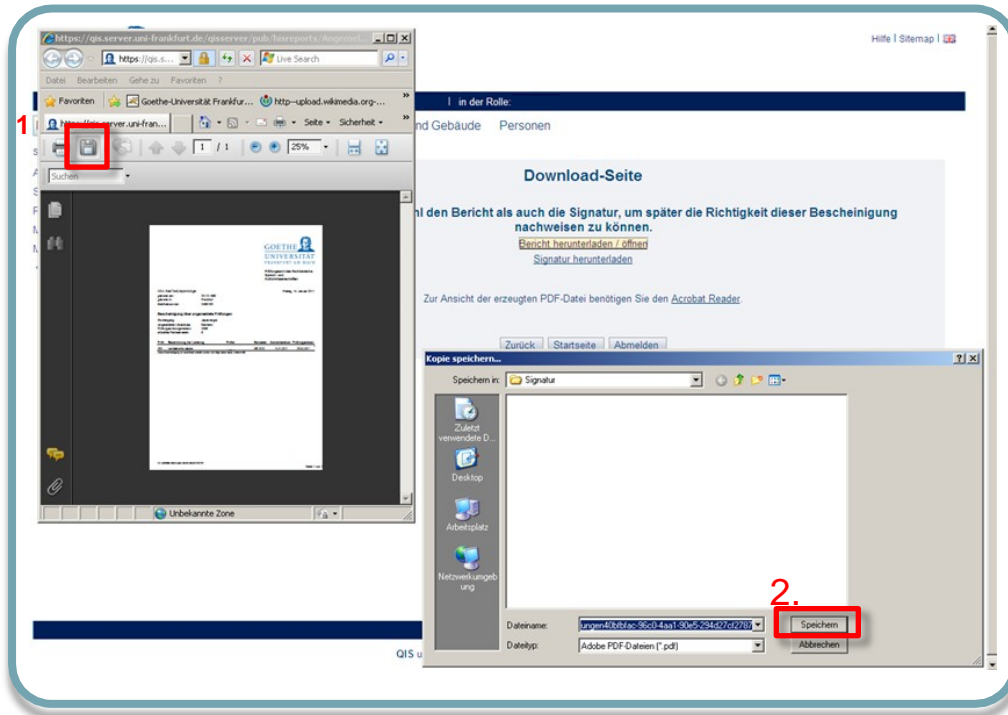


2 C Page download

➤ Click on **Bericht herunterladen/öffnen** (= **download/open report**) and then on **Signatur herunterladen** (= **download digital signature**).



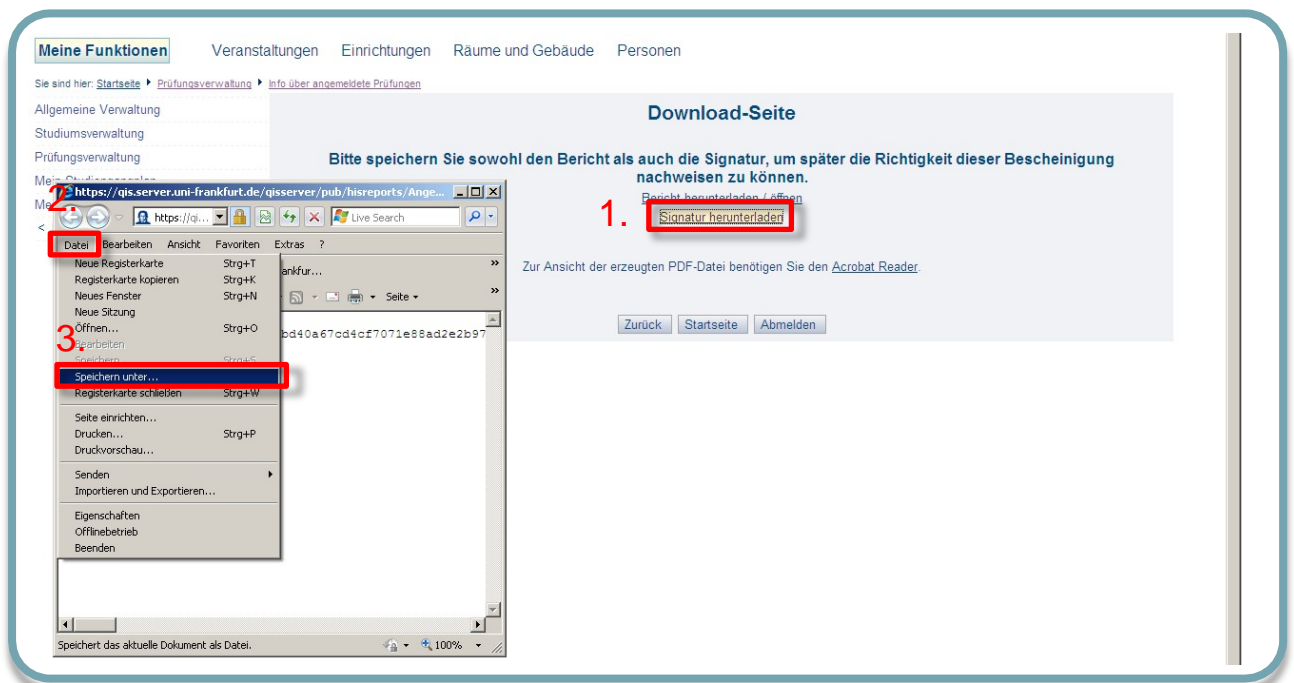
2 D Saving the report



➤ The pdf document either opens up automatically in your browser or a dialogue box will appear for the download. Please save the document.

2 E Saving of digital signature

- The digital signature serves as a proof of authenticity for your pdf file.
- Click on **Signatur herunterladen (= download digital signature)** in the download page.
- Click on **Datei (= file)** in your browser, then **Speichern unter (=save as)** and choose a convenient storage location. Save the document there.



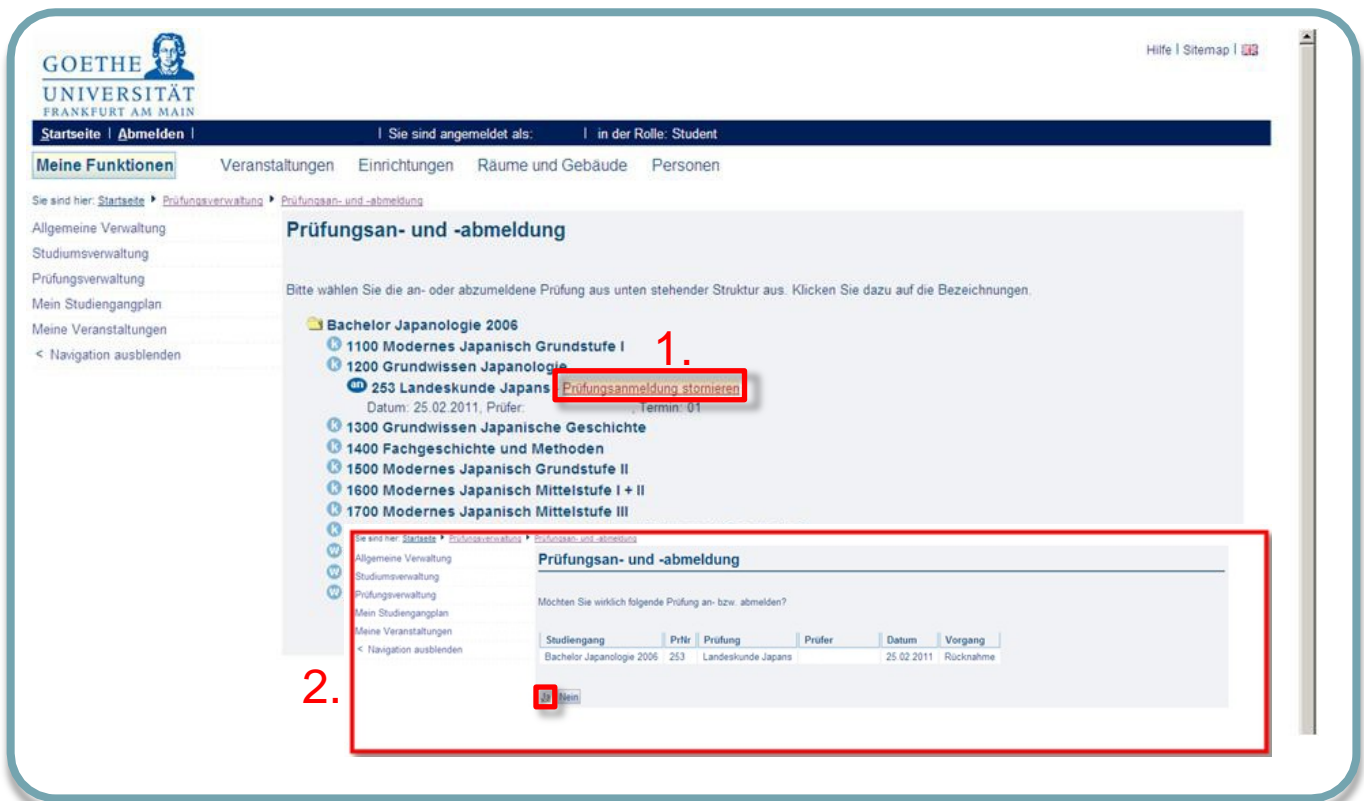
3 A Withdrawal from registration for examination

- In case you want to withdraw your registration for examination, please choose **Prüfungsan- und abmeldung (= registration/withdrawal from registration for examination)** in **Prüfungsverwaltung (= examination management)**.



3 B Module structure and withdrawal from registration for examination

- Choose your examination out of the module tree.
- After having clicked on **Prüfungsanmeldung stornieren (= cancel registration for examination)**, you need to confirm the withdrawal once more.



3 C Overview of cancelled/withdrawn examinations

- ➦ When checking the following overview, please make sure your examination has been cancelled correctly.
The **Vorgang (= action) Rücknahme (= withdrawal)** should show “Ok” in the **Status column (= status column)**.

The screenshot shows the Goethe University Frankfurt portal. The user is logged in as a student. The page title is 'Prüfungsan- und -abmeldung'. Below the title, it says 'Sie haben soeben folgende Prüfungsan- bzw. -abmeldungen vorgenommen:'. There is a table with the following data:

Studiengang	PrNr	Prüfung	Prüfer	Datum	Vorgang	Status
Bachelor Japanologie 2006	253	Landeskunde Japans		25.02.2011	Rücknahme	OK

Below the table, it says 'Insgesamt haben Sie sich während dieser Sitzung am 14.01.2011 zu folgenden Prüfungen an- oder abgemeldet:'. There is another table with the following data:

Studiengang	PrNr	Prüfung	Prüfer	Datum	Vorgang	Vorbehalt
Pool-Sprachwissenschaften Sprachwissenschaften -1	253	Landeskunde Japans		25.02.2011	Rücknahme	

At the bottom, there is a note: 'Zum Nachweis der erfolgreichen An- bzw. Abmeldung von Prüfungen laden Sie sich bitte unbedingt die Bescheinigung "Info über angemeldete Prüfungen" sowie die zugehörige Signatur als Datei herunter. Im Zweifel dienen diese Dateien dem Nachweis der ordnungsgemäßen (fristgerechten) An- bzw. Abmeldung.' There are also links for 'Weitere Prüfungen anmelden', 'Startseite', and 'Abmelden'.

Contact Please contact your **examination office** for any questions concerning content. .

For technical problems, please contact the **HRZ/QIS-Team** by e-mail: qis-admin@rz.uni-frankfurt.de.