

AlmaWeb  
campus management system



# Click-by-click guide for students

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# 1 Logging into the study portal

Log in using your uni login details on the AlmaWeb website <https://almaweb.uni-leipzig.de>. You can change the language to English.

Universität Leipzig

<https://almaweb.uni-leipzig.de>

Startseite Kontakt Impressum

UNIVERSITÄT LEIPZIG

Startseite Bewerbung Vorlesungsverzeichnis Hilfe

AlmaWeb campus management system

Benutzername:  Passwort:  [Anmelden](#) [Passwort vergessen](#) [English](#)

**Herzlich Willkommen auf dem Studienportal AlmaWeb**

Die Anmeldung zum Studienportal erfolgt über das [Uni-Login](#).

Username:  Password:  [Log in](#) [Forgot password](#) [Deutsch](#)

**Welcome to the study portal AlmaWeb**

AlmaWeb can be accessed using your [uni login](#).

## 2 Home page

When you access the home page, you will first be shown your classes for the current day. Any new messages you have will also be displayed.

UNIVERSITÄT LEIPZIG

Home page Application Course Catalogue Classes Exams My information & documents Settings Help

AlmaWeb campus management system

Name: Alma Weber on: 16.10.2014 on: 13:49 [Deutsch](#) [log out](#)

Welcome, Alma Weber!

Activities for: 16.10.2014

Today's Events:

[Schedule](#) [Export](#)

There are no appointments scheduled!

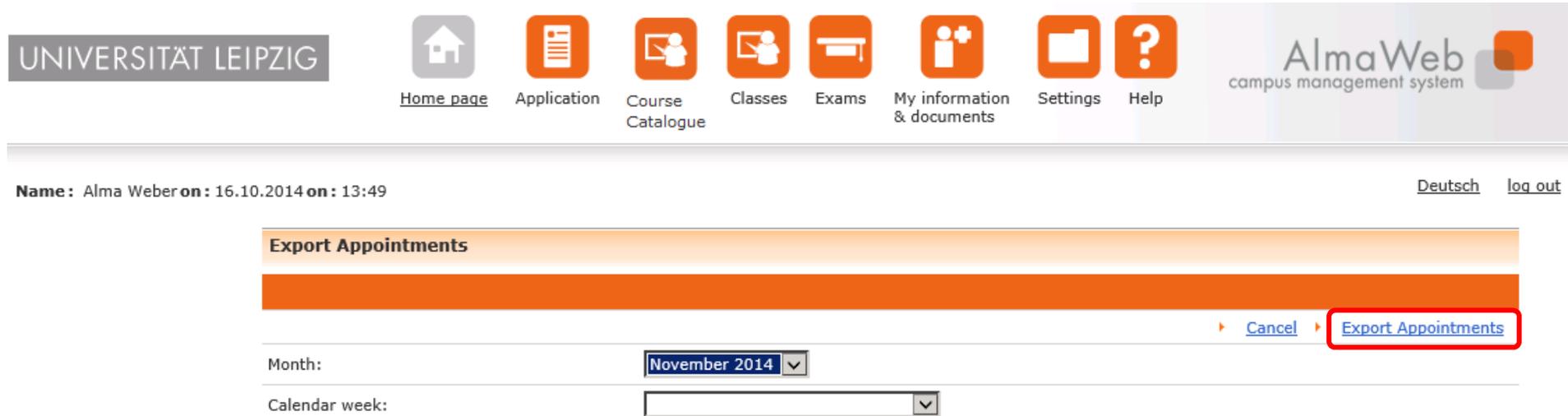
Incoming messages:

Date	Time	Sender	Subject	Action
<a href="#">16.10.2014</a>	<a href="#">12:12</a>	<a href="#">System</a>	<a href="#">03-TWL-0102.VL01 Wichtige Theoriefelder der Theaterwissenschaft: Registration accepted</a>	<a href="#">Delete</a>

You may also export your timetable as an iCalendar file. To do this, use the export function. This is described in more detail on the following page.

## Exporting your timetable

You can export your timetable for a month or week. On the home page, click on "Export". Select a month or calendar week and click on "Export appointments".



The screenshot shows the AlmaWeb campus management system interface. At the top left is the logo for UNIVERSITÄT LEIPZIG. A navigation bar contains icons and labels for Home page, Application, Course Catalogue, Classes, Exams, My information & documents, Settings, and Help. The AlmaWeb logo is on the right. Below the navigation bar, the user's name and login time are displayed: Name: Alma Weber on: 16.10.2014 on: 13:49. On the right, there are links for Deutsch and log out. The main content area is titled 'Export Appointments' and features a large orange bar. Below this bar, there are two buttons: 'Cancel' and 'Export Appointments', with the latter highlighted by a red rectangle. Below the buttons, there are two dropdown menus: 'Month:' with 'November 2014' selected, and 'Calendar week:' with an empty selection.

Save the file and import it into your calendar.

### 3 Application

This is where you will find an overview of any applications you have made to Leipzig University in the past.

Requests to change your study programme or commence a double degree can only be submitted via the web portal. To do this, in the "Application" section select your desired programme from the courses offered. In the "Chosen study programme" section, answer the question "What do you want to do?" by selecting the option "Change studies or subject" – if you wish to change programmes – or the option "Start further studies" – if you wish to commence a double degree.

The screenshot shows the AlmaWeb campus management system interface. At the top left is the logo for UNIVERSITÄT LEIPZIG. A navigation bar contains several icons: Home page, Application (highlighted with a red box), Course Catalogue, Classes, Exams, My information & documents, Settings, and Help. The AlmaWeb logo is on the right. Below the navigation bar, the user's name and login time are displayed: Name: Alma Weber on: 16.10.2014 on: 14:03. There are links for Deutsch and log out. A welcome message reads: Welcome to the online application, Student15 TEST!. Under the heading Authentication for DoSV, there is a message: Here you can see an overview of the applications you have started and submitted. To browse the courses on offer, please click on "Find courses offered". Below this, it says No application started yet. A button labeled Find courses offered is highlighted with a red box.

## 4 Course Catalogue

In the "Course catalogue" section you can view Leipzig University's public catalogue of courses. You do not have to be logged in to view it. Select the corresponding semester from the left-hand menu.

The screenshot shows the AlmaWeb campus management system interface. At the top, there is a navigation bar with the logo "UNIVERSITÄT LEIPZIG" on the left and the "AlmaWeb campus management system" logo on the right. In the center of the navigation bar are several icons representing different functions: Home page, Application, Course-catalogue (highlighted with a red box), Classes, Exams, My information & documents, Settings, and Help. Below the navigation bar, the user's name and login time are displayed: "Name: Alma Weber on: 16.10.2014 on: 13:49". On the right side of this bar, there are links for "Deutsch" and "log out". The main content area is titled "Course catalogue" and contains the following text: "This is where you can find Leipzig University's public course catalogue. Any current changes or additions can be viewed here. The Faculties' annotated course catalogues can be found here <http://service.uni-leipzig.de/vvz/>." On the left side of the main content area, there is a menu with "Summer semester 2014" and a "Search" button (highlighted with a red box).

### Find courses

You can browse the course catalogue for courses offered in the selected semester.

The screenshot shows the search form for the course catalogue. It includes a "Reset Search" link at the top right. The form has the following fields: "Course catalogue" (dropdown menu with "Vorlesungsverzeichnis winterterm 2014/15" selected and a "Refresh" link), "Section" (dropdown menu with "<All>" selected), "Org-unit" (dropdown menu with "<All>" selected), "Course type" (dropdown menu with "<All>" selected), "Course offering no." (text input), "Course name" (text input), "Course short name" (text input), "With logo" (dropdown menu with "<All>" selected), "Module number" (text input), "Module name" (text input), "Instructor first name" (text input), "Instructor last name" (text input), and "Free text" (text input).

## 5 Classes

In the “Classes” section you can register for modules/classes or view your registration status. You also have access to your timetable, your modules and your classes. The following pages explain the individual functions.

The screenshot displays the AlmaWeb campus management system interface. At the top left, the logo for UNIVERSITÄT LEIPZIG is visible. A navigation bar contains several icons: Home page (house), Application (document), Course Catalogue (person at computer), **Classes** (person at computer, highlighted with a red box), Exams (desk), My information & documents (person with plus), Settings (folder), and Help (question mark). The AlmaWeb logo and 'campus management system' text are on the right. Below the navigation bar, the user's name and login time are shown: 'Name: Alma Weber on: 16.10.2014 on: 13:49'. On the right, there are links for 'Deutsch' and 'log out'. The main content area is titled 'Classes' and contains a message: 'Please make a selection from the menu.' A sidebar menu on the left, enclosed in a red box, lists the following options: Registration, My registration status, Timetable, My modules, My classes, My selected specialisation, and Class list.

## 5.1 Registering for modules and classes

This is where you can register for your modules and classes. Please refer to your institute's own home page for information concerning deadlines. You can find a detailed click-by-click guide to module registration, with and without class registration, under "Help" > "Guides".

UNIVERSITÄT LEIPZIG

Home page Application Course Catalogue **Classes** Exams My information & documents Settings Help

AlmaWeb campus management system

Name: Alma Weber on: 16.10.2014 on: 13:49 [Deutsch](#) [log out](#)

**Registration for modules and courses**

**Registration**

**My registration status**

**Timetable**

**My modules**

**My classes**

**My selected specialisation**

**Class list**

[Theaterwissenschaft, Bachelor of Arts \(PO 2006\)](#) >

- [Compulsory modules](#)
- [Optional Modules](#)
- [Wahlbereich der Geistes- und Sozialwissenschaften](#)
- [Fakultätsübergreifende Schlüsselqualifikationen](#)
- [Degree](#)
- [Zusätzliche Leistungen](#)

## 5.2 "My registration status" for modules and classes

Under "Classes" > "My registration status" you can view the status of the modules and classes for which you have registered. It is possible to edit your registrations during the registration period.

- Registration
- My registration status**
- Timetable
- My modules
- My classes
- My selected specialisation
- Class list

### My registrations

#### Pending registrations

[Registration](#)

No pending registrations

---

#### Accepted registrations

Course offering Instructors Time period	Max.   Reg. part. Credits
<a href="#">03-TWL-0202.SE01 Schau/Spiel-Techniken und Schau/Spiel-Theorien in Gegenwart und Geschichte</a> B. A. Lehrkraft01 TEST Mon, 13. Oct. 2014 [10:00] - Mon, 1. Dec. 2014 [10:00]	-   1
<a href="#">03-TWL-0202.VL01 Ausgewählte Beispiele für Theater/Anthropologie in transkultureller Perspektive</a> N.N.	-   2

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#### Rejected registrations

No rejected registrations

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#### Accepted module registrations

No. Module name Module Owner	Credits
---------------------------------	---------

## 5.3 Timetable

Once you have registered for modules and classes, this is where you can access your timetable for every day/week/month. If you click on the classes, you can access material for the individual dates and find out more about the class.

**Registration**

**My registration status**

**Timetable**

**My modules**

**My classes**

**My selected specialisation**

**Class list**

**Schedule**

**Schedule for 06.10. to 12.10.**

Today  Refresh

[Day](#) [Week](#) [Month](#) [Printable version](#)

Time	<a href="#">Mon 06.10.</a>	<a href="#">Tue 07.10.</a>	<a href="#">Wed 08.10.</a>	<a href="#">Thu 09.10.</a>	<a href="#">Fri 10.10.</a>	<a href="#">Sat 11.10.</a>	<a href="#">Sun 12.10.</a>
07:00							
07:15							
07:30							
07:45							
08:00							
08:15							
08:30							
08:45							

## 5.4 Module overview

This is where you can see an overview of all the modules for which you have registered in the selected semester.

UNIVERSITÄT LEIPZIG

Home page Application Course Catalogue Classes Exams My information & documents Settings Help

AlmaWeb campus management system

Name: Alma Weber on: 16.10.2014 on: 14:03 [Deutsch](#) [log out](#)

**Modules of Alma Weber**

**Module**

Choose a semester

Semester:  [Refresh](#)

No.	Name	Module Owner	Credits
03-TWL-0102	<a href="#">Theoretical Areas and Methodology</a>	N.N.	10,0
03-TWL-0202	<a href="#">Theatre / Anthropology</a>	Prof. Dr. Carlo Campus	10,0

Registration  
My registration status  
Timetable  
**My modules**  
My classes  
My selected specialisation  
Class list

## 5.5 Class overview

This displays an overview of all the classes for which you have registered in a given semester, arranged according to the type of class.

UNIVERSITÄT LEIPZIG

Home page Application Course Catalogue **Classes** Exams My information & documents Settings Help

AlmaWeb campus management system

Name: Alma Weber on: 16.10.2014 on: 14:03 [Deutsch](#) [log out](#)

**Courses of Alma Weber**

**Semester selection**

Choose a semester

Semester:  [Refresh](#)

**Events**

No.	Name	Instructors	Time period	Credits
<b>Seminar</b>				
03-TWL-0202.SE01	<a href="#">Schau/Spiel-Techniken und Schau/Spiel-Theorien in Gegenwart und Geschichte</a>	Prof. Dr. Carlo Campus	Mon, 13. Oct. 2014 - Mon, 1. Dec. 2014	
<b>Vorlesung</b>				
03-TWL-0102.VL01	<a href="#">Wichtige Theoriefelder der Theaterwissenschaft</a>	Prof. Dr. Carlo Campus	Th, 16. Oct. 2014 - Th, 29. Jan. 2015	
03-TWL-0202.VL01	<a href="#">Ausgewählte Beispiele für Theater/Anthropologie in transkultureller Perspektive</a>	N.N.	Time tbd	

## 5.6 „My selected specialisation“

You can view your selection under “My selected specialisation”. If your examination regulations require that you choose a specialisation, this selection can be made via the link “Choose subjects”. Use the check box to select your desired subject and confirm your selection with “Save”.

The screenshot displays the AlmaWeb campus management system interface. At the top, there is a navigation bar with the logo 'UNIVERSITÄT LEIPZIG' and several icons for 'Home page', 'Application', 'Course Catalogue', 'Classes', 'Exams', 'My information & documents', 'Settings', and 'Help'. The 'AlmaWeb campus management system' logo is also present. Below the navigation bar, the user's name 'Alma Weber' and the date '16.10.2014' are shown, along with a 'Deutsch' language selector and a 'log out' link. The main content area is titled 'Electives' and shows 'Studies Biologie, Master of Science (PO 2009) for Student15 TEST'. A dropdown menu is set to 'Biologie, Master of Science (PO 2009)' with a 'Refresh' button. Below this, a section titled 'Biologie, Master of Science (PO 2009) ( 1)' lists 'Schwerpunkt A1: Biodiversität und Evolution: Pflanzen' with a 'Selected' checkbox. On the left side, a sidebar menu includes 'Registration', 'My registration status', 'Timetable', 'My modules', 'My classes', 'My selected specialisation' (highlighted with a red box), and 'Class list'.

## 5.7 Class list

Individual classes can be found under "Class list". You can set a fixed period and also search using the course number or the name of the class. Click on the corresponding link to view details about the class.

UNIVERSITÄT LEIPZIG

Home page Application Course Catalogue Classes Exams My information & documents Settings Help

AlmaWeb campus management system

Name: Alma Weber on: 16.10.2014 on: 14:03 [Deutsch](#) [log out](#)

**Courses**

**Search criteria**

[Search](#)

Date from  (DD.MM.YYYY)

Date to  (DD.MM.YYYY)

Location

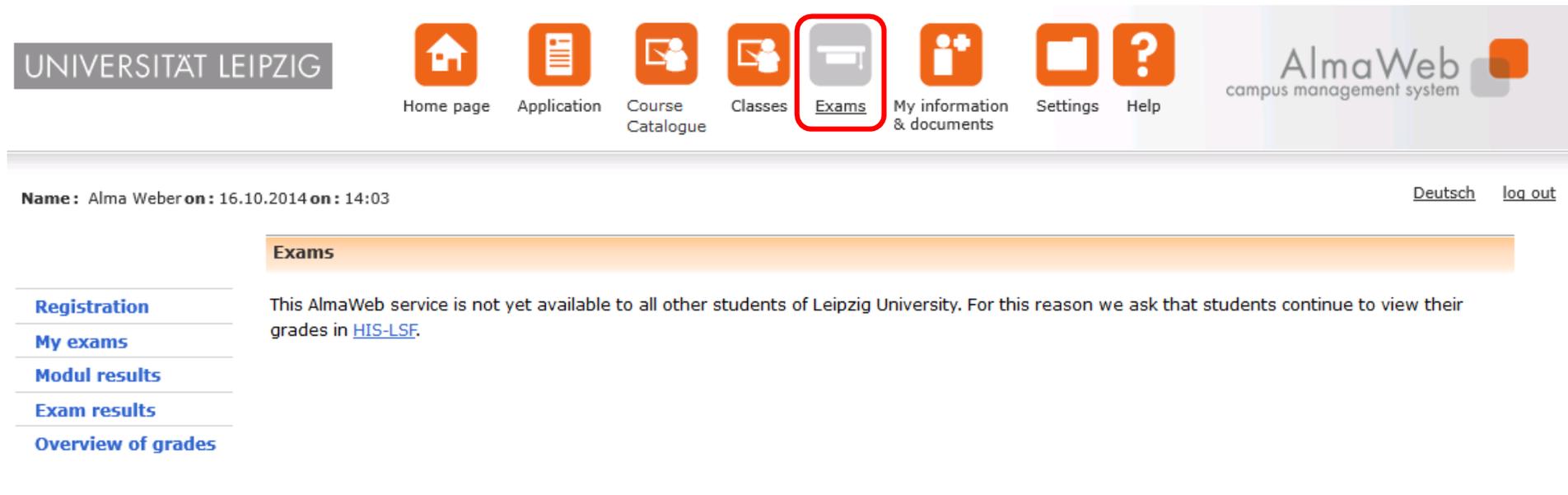
Course number

**Appointments**

Date	from	to	Course number	Course name
16.10.2014	09:15	10:45	<a href="#">05-020-0001.VL01</a>	<a href="#">Psychologische Grundlagen der Begabungsforschung. Theorien und Konzepte</a>
16.10.2014	09:15	10:45	<a href="#">05-020-0007.VL01</a>	<a href="#">Konzepte, Modelle und Verfahren der Organisations- und Qualitätsentwicklung</a>
16.10.2014	11:15	12:45	<a href="#">05-020-0013.PN01</a>	<a href="#">Evaluation in Organisationen und Handlungsfeldern der Kompetenzentwicklung – Forschungsseminar</a>

## 6 Exams

Under "Exams", you can register for exams and view your current exams as well as the results of exams you have already taken. The following pages explain the individual functions.



UNIVERSITÄT LEIPZIG

Home page Application Course Catalogue Classes **Exams** My information & documents Settings Help

AlmaWeb campus management system

Name: Alma Weber on: 16.10.2014 on: 14:03 [Deutsch](#) [log out](#)

### Exams

[Registration](#)

[My exams](#)

[Modul results](#)

[Exam results](#)

[Overview of grades](#)

This AlmaWeb service is not yet available to all other students of Leipzig University. For this reason we ask that students continue to view their grades in [HIS-LSF](#).

## 6.1 Registration

Under "Exams"> "Registration" you can see which exams you can register for, and any exams for you already have registered, in a given semester. Here you can also register for and withdraw from resits and alternative exam dates (deadlines must always be observed).

**Registration**

My exams

Modul results

Exam results

Overview of grades

Exams of Alma Weber

Exams

Choose a semester

Course/Module semester:

[My exams](#)

No.	Course/module	Exam	Date
03-TWL-0102	Theoretical Areas and Methodology	<a href="#">Klausur 1. Date</a>	Time tbd Selected
03-TWL-0202	Theatre / Anthropology	<a href="#">Hausarbeit 1. Date</a>	Time tbd Selected

## 6.2 My exams

The “My exams” menu item provides an overview of the exams you are registered to take in a given semester. If an exam appears more than once, this is due to a resit or an alternative exam date. You can access details about the exam by clicking on the link below “Name”. Results of individual exams can be found under “Exam results”.

[Registration](#)

**▶ My exams**

[Modul results](#)

[Exam results](#)

[Overview of grades](#)

**Exams of Alma Weber**

**Exams**

Choose a semester

Course/Module semester:  [Refresh](#)

[Exams offered for registration](#)

No.	Course/module	Name	Date	
03-TWL-0102	<a href="#">Theoretical Areas and Methodology</a>	<a href="#">Klausur</a>	Time tbd	Selected
03-TWL-0202	<a href="#">Theatre / Anthropology</a>	<a href="#">Hausarbeit</a>	Time tbd	Selected

## 6.3 Modul results

The "Module results" link displays your module results for a particular semester. You can view details about your performance in a module by clicking on the "Exams" link.

UNIVERSITÄT LEIPZIG

Home page Application Course Catalogue Classes Exams My information & documents Settings Help

AlmaWeb campus management system

Name: Alma Weber on: 16.10.2014 on: 14:03 Deutsch log out

Course results winterterm 2014/15 for Alma Weber

Registration  
My exams  
**Modul results**  
Exam results  
Overview of grades

Choose a semester  
Semester: winterterm 2014/15 Refresh

No.	Course name	Final grade	Credits	Malus points	Status
03-TWL-0102	Theoretical Areas and Methodology	not set yet	10,0		<a href="#">Exams</a>
03-TWL-0202	Theatre / Anthropology	2,5	10,0		bestanden <a href="#">Exams</a>
<b>Semester GPA</b>		2,5	10,0		

## 6.4 Exam results

An overview of your exam results can be found under "Exams" > "Exam results". Select the semester you wish to view.

UNIVERSITÄT LEIPZIG

Home page Application Course Catalogue Classes Exams My information & documents Settings Help

AlmaWeb campus management system

Name: Alma Weber on: 16.10.2014 on: 14:03 [Deutsch](#) [log out](#)

**Exam Results winterterm 2014/15 for Alma Weber**

**Exam Results**

Choose a semester

Semester:  [Refresh](#)

Name	Date	Grade	
03-TWL-0102 Theoretical Areas and Methodology Klausur 1		1,3	sehr gut
03-TWL-0202 Theatre / Anthropology Hausarbeit 1		2,5	gut

## 6.5 Overview of grades

Under "Overview of grades" you will find an overview of your performance so far.

Name: Alma Weber on: 16.10.2014 on: 14:03

[Deutsch](#) [log out](#)

[Registration](#)

[My exams](#)

[Modul results](#)

[Exam results](#)

[▶ Overview of grades](#)

### Study Results for: Alma Weber

Bei Fragen wenden Sie sich bitte an Ihre/n [Ansprechpartner/in](#) für Prüfungsangelegenheiten.

### Theaterwissenschaft, Bachelor of Arts (PO 2006)

	Date	Credits	Grade	Status
<b>03-Theaterwissenschaft</b>				
<b>Pflicht</b>				
03-TWL-0102	Theoriefelder und Methoden			
03-TWL-0204	Theorie-Praxis-Transfer			
03-TWL-0205	Szenisches Projekt			
03-TWL-0401	Berufsfeldspezifisches Praktikum			
Sum Pflicht		Σ		
In this area 40,0 credits will be counted.				
<b>Wahlpflicht</b>				
<b>Schwerpunktmodule</b>				
03-TWL-0206	Propädeutikum			
03-TWL-0202	<a href="#">Theatre / Anthropology</a>	10,0	2,5	✓
Sum Schwerpunktmodule		Σ 10,0		
A minimum of 30,0 credits must be achieved.				
<b>Vertiefungsmodule</b>				

## 7 My Information and documents

The “My information and documents” tab gives you access to your inbox, blocks, documents and TAN manager. This is also where you can re-enrol for the following semester.

UNIVERSITÄT LEIPZIG

Home page Application Course Catalogue Classes Exams **My information & documents** Settings Help

AlmaWeb  
campus management system

Name: Alma Weber on: 16.10.2014 on: 14:03 [Deutsch](#) [log out](#)

**My information**

Please make a selection from the menu.

[Messages](#)

[Blocks](#)

[Documents](#)

[Re-registration](#)

[TAN manager](#)

[Webmail](#)

## 7.1 Messages

Use the "Messages" menu to gain access to your outbox and inbox.

The screenshot shows the AlmaWeb campus management system interface. At the top, there is a navigation bar with the University of Leipzig logo and several icons for Home page, Application, Course Catalogue, Classes, Exams, My information & documents, Settings, and Help. The AlmaWeb logo is also present.

Below the navigation bar, the user's name and the current date and time are displayed: "Name: Alma Weber on: 16.10.2014 on: 14:03". There are also links for "Deutsch" and "log out".

The main content area is divided into two sections. On the left, there is a sidebar menu with the following items: Messages (highlighted with a red box), Blocks, Documents, Re-registration, TAN manager, and Webmail. On the right, there is a "Message Archive of Alma Weber" section with an "Inbox" tab. Below the "Inbox" tab, there are links for "Outbox", "Inbox", and "Unread messages" (all highlighted with a red box).

The email list is displayed in a table with the following columns: Date, Time, From/To, Subject, and Delete all. The table contains four rows of email entries:

Date	Time	From/To	Subject	Delete all
16.10.2014	12:12	System	<a href="#">03-TWL-0102.VL01 Wichtige Theoriefelder der Theaterwissenschaft: Registration accepted</a>	<a href="#">Delete</a>
19.09.2014	14:42	System	<a href="#">03-TWL-0102.VL01 Wichtige Theoriefelder der Theaterwissenschaft: Ihre Anmeldung für diesen Kurs</a>	<a href="#">Delete</a>
19.09.2014	14:42	System	<a href="#">03-TWL-0202.SE01 Schau/Spiel-Techniken und Schau/Spiel-Theorien in Gegenwart und Geschichte: Ihre An</a>	<a href="#">Delete</a>
19.09.2014	14:42	System	<a href="#">03-TWL-0202.VL01 Ausgewählte Beispiele für Theater/Anthropologie in transkultureller Perspektive: Ih</a>	<a href="#">Delete</a>

## 7.2 Blocks

Under “Blocks” you will find information about restrictions – if any are in place – on your account. These can affect your re-enrolment or the payment of your semester fee. If any restrictions are in place, there will also be information telling you what you need to do.

The screenshot displays the AlmaWeb campus management system interface. At the top left, the logo for UNIVERSITÄT LEIPZIG is visible. A navigation bar contains several icons and labels: Home page, Application, Course Catalogue, Classes, Exams, My information & documents, Settings, and Help. The AlmaWeb logo and 'campus management system' text are on the right. Below the navigation bar, the user's name is shown as 'Name: Student16 Mittelname vorsatz Test B.A.' with links for 'Deutsch' and 'log out'. A prominent orange banner in the center states 'No locks found'. On the left side, a vertical menu lists 'Messages', 'Blocks', 'Documents', 'Re-registration', 'TAN manager', and 'Webmail'. The 'Blocks' menu item is highlighted with a red rectangular border.

### 7.3 Documents

Under "Documents" you will find all documents and certificates generated for you, such as your study documents (Certificate of Enrolment, study programme etc.) or preliminary Transcripts of Records. You can download these via the "Download" link.

UNIVERSITÄT LEIPZIG

Home page Application Course Catalogue Classes Exams My information & documents Settings Help AlmaWeb campus management system

Name: Alma Weber on: 16.10.2014 on: 14:03 Deutsch log out

**My documents**

Name	Date	Time	Status
Vorläufige Immatrikulationsbescheinigung	11.12.14	15:33	<a href="#">Download</a>
Zulassung (mit Auflagen)	09.12.14	10:42	<a href="#">Download</a>
Anmeldung_Master	04.12.14	17:10	<a href="#">Download</a>
Studienbescheinigungen WiSe 2014/15	02.12.14	15:06	<a href="#">Download</a>
Certificate of enrolment	02.12.14	14:42	<a href="#">Download</a>
Anmeldung_Master	01.12.14	14:29	<a href="#">Download</a>

Messages  
Blocks  
**Documents**  
Re-registration  
TAN manager  
Webmail

## 7.4 Re-registration

Under “Re-registration” you can check your account overview and due payments as well as view your past direct debits and create new ones. Simply click on the corresponding links.

The screenshot shows the AlmaWeb portal interface. At the top left is the logo for UNIVERSITÄT LEIPZIG. To its right is a navigation bar with icons and labels for Home page, Application, Course Catalogue, Classes, Exams, My information & documents, Settings, and Help. The AlmaWeb campus management system logo is on the right. Below the navigation bar, the user's name and login time are displayed: Name: Alma Weber on: 16.10.2014 on: 14:03. There are links for Deutsch and log out. The main content area has a header for Re-registration. Below this is a menu with options: Messages, Blocks, Documents, Re-registration (highlighted with a red box), TAN manager, and Webmail. The Re-registration menu includes sub-options: Account balance, Due payments, Past direct debits, and Create direct debit. The text "Please make a selection from the menu." is visible next to the menu.

**Information about direct debits:** In order to create a direct debit order, it is necessary to provide information about the account holder as well as the IBAN and BIC (in other European countries only). Direct debit orders via accounts of third parties (such as your parents) are not possible at this time. Confirm the information you provide by entering an iTAN (see next page). By granting a direct debit order via the AlmaWeb portal, you will be re-registered immediately. Your study certification is usually uploaded within three working days. We only book direct debit orders twice each month:

- Creation of direct debit order between the 1st and 15th of the month – money will be debited on the 25th of the month.
- Creation of direct debit order on between the 16th and 31st of the month – money will be debited on the 10th of the following month.

## 7.5 TAN-Manager

In the "TAN manager" area you can see which iTAN block you are currently using and how many iTANs are still available. You can also request a new iTAN block or deactivate your current one.

UNIVERSITÄT LEIPZIG

Home page Application Course Catalogue Classes Exams My information & documents Settings Help

AlmaWeb campus management system

Name: Alma Weber on: 16.10.2014 on: 14:03 [Deutsch](#) [log out](#)

**iTAN Manager**

[Request new iTAN list](#) [Deactivate](#)

Block	Active	Valid	Remaining iTANs
020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	20

[Messages](#)  
[Blocks](#)  
[Documents](#)  
[Re-registration](#)  
**[TAN manager](#)**  
[Webmail](#)

### Information about the TAN manager:

You currently only require iTANs when re-registering via direct debit using the AlmaWeb portal. A list of iTANs will be sent to your university email address automatically once you have provisionally enrolled. In order for a new iTAN list to be generated automatically ("Request new iTAN list"), you will need to still have at least one valid iTAN from your list. Once you generate a new list, the existing iTAN list will become invalid. You can also deactivate your current iTAN list (making it invalid), for example if it is lost or stolen. In such cases you will have to collect a new iTAN list in person from the Student Service Centre (SSZ, Goethestr. 6).

## 8 Settings

Under the "Settings" tab you can view and edit your contact information. To do this, click on "Change".

The screenshot shows the AlmaWeb campus management system interface. At the top, there is a navigation bar with the University of Leipzig logo and several icons: Home page, Application, Course Catalogue, Classes, Exams, My information & documents, Settings (highlighted with a red box), and Help. The user's name and login time are displayed as "Name: Alma Weber on: 16.10.2014 on: 14:03". The language is set to "Deutsch" and there is a "log out" link. The main content area is divided into sections: "Personal Data" (Alma Weber) and "Information" (highlighted with a red bar). A "Change" button is located at the end of the "Information" section. On the left side, there is a "Change contact information" button (highlighted with a red box) with a right-pointing arrow.

**UNIVERSITÄT LEIPZIG**

Home page Application Course Catalogue Classes Exams My information & documents **Settings** Help

AlmaWeb campus management system

Name: Alma Weber on: 16.10.2014 on: 14:03 Deutsch log out

**Personal Data**

Alma Weber

**Information** [Change](#)

Matriculation number	4000
Academic title	
First name	Alma
Last name	Weber
Date of birth	00.00.0000
Place of birth	
Forward messages to uni-mail-account?	<input type="checkbox"/>

## 8.1 Forward messages

You can have messages you receive via AlmaWeb forwarded to your **uni email address** (e.g., alm14web@studserv.uni-leipzig.de). To do this, tick the box "Forward messages to uni mail account?" and save your changes.

If you wish to access your messages via your **private email account** (e.g., alma.weber@private.com), then you will also have to activate forwarding in your studserv account.

UNIVERSITÄT LEIPZIG

Home page Application Course Catalogue Classes Exams My information & documents Settings Help

AlmaWeb campus management system

Name: Alma Weber on: 16.10.2014 on: 14:03 Deutsch log out

[Change contact information](#)

**Personal data**

Alma Weber

**Information**

[Save](#) [Cancel](#)

Forward messages to uni-mail-account?

Telefon (Festnetz)

private E-Mail

Telefon (Mobil)

Password protected Public

## 8.2 Changing your correspondence address

You can also edit your correspondence address in the web portal. To do this, click on "Change" in the "Correspondence address" area.

### Korrespondenzanschrift

[Change](#)

Street Teststr. 4

Extra address line

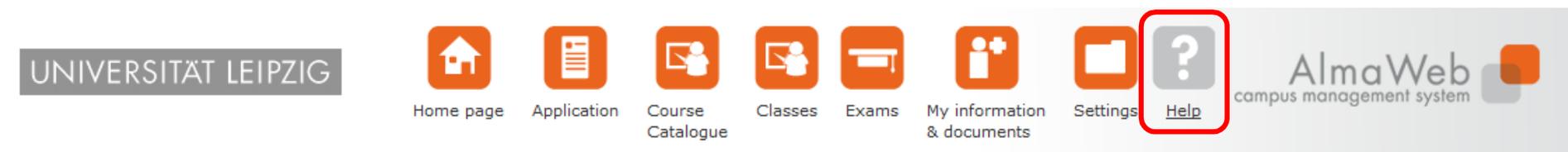
Postcode 04109

City Leipzig

Country Germany

## 9 Help and Contact

The “Help” tab includes information on contacting the Study Offices. They can assist you if you have questions concerning your studies/curriculum. In addition, the “Guides” item contains further detailed click-by-click guides. Under “Help for applicants” and “Help for students” you will find FAQ lists containing answers to the most common questions.



Name: Student16 Mittelname vorsatz Test B.A.

[Deutsch](#) [log out](#)

▸ [Contact](#)

[Guides](#)

[Help for applicants](#)

[Help for students](#)

[Privacy](#)

### Contact

For applicants and students

The [Student Service Centre \(SSZ\)](#) is the central point of contact for all prospective students, applicants and students of Leipzig University. This establishment combines information, advice and other services offered by the Student Advisory Service, the Student Office and Leipzig Student Services.

Leipzig University Computer Centre

Leipzig University Computer Centre provides help in the case of access problems with your new account or uni login details. You should begin by reading the information for applicants and students, which describes common problems. If you are unable to find a solution to your problem there, feel free to contact the [service desk](#) of the University Computer Centre. In your email, please make sure you provide your first and second names as well as your enrolment number and uni login, if you have these.

For teaching staff and employees

Please address any questions to [Department 2 - Area 26/Study organisation](#).

Study Offices in the Faculties