Virtuelle Hochschule Bayern (VHB)

Quick register guide

Step 1

- Enter this web address in your computer: http://www.vhb.org/
- Then, click on section **Login** in "**Neu registrieren**" (⟵):

Step 2

- Once you have clicked in "Neu Registrieren", the following image will appear on your **screen**:

- Here you must complete the registration form (**Registrierung**) with your **personal information.** → Detail and translation of the requested information on the next slide.

Step 3

- Complete the registration form (**Registrierung**) with following information:

✓ Vorname: indicate> Name
✓ Nachname: indicate > Surname
✓ Geburtsdatum: indicate > Date of Birth (DD/MM/YYYY)
✓ Straße / Hausnummer: indicate > Street / number
✓ PLZ / Wohnort: indicate > Postal Code / City
✓ Land: indicate > Country
✓ Telefon: indicate > Telephone
✓ E-Mail: indicate > E-Mail address (personal/private) If you already have a OSH-Moodle Account, please use the same E-Mail as on Moodle
✓ Status: select > Student einer Trägerhochschule
✓ Stammhochschule: select > Uni München (LMU)
✓ Studienfach: select > International Occupational Safety and Health
✓ Abschluss: select > Master (only option)
✓ Matrikelnummer: indicate > Registration number (displayed on the student ID card)
✓ Registrierung erfolgt für das: always the current semester

- Then, click on „Ich erkläre, dass meine persönlichen Daten korrekt sind und erkenne die Benutzungsordnung der vhb an." (I assure that my personal information is correct and that I accept the use conditions of the VHB) and press the button „**weiter**" (continue).

Step 4

- Once you have clicked on "weiter" (continue), the following image will appear on your **screen**:

- Here you must <u>confirm</u> that your details are correct, <u>select</u> a password with minimum 4 letters (**Passwort**) and confirm the same password (**Passwortbestätigung**). Then select the first personal question (**Persönliche Frage**) which is "Der Geburtsname Ihrer Mutter – birth name of your mother" and enter the answer to this question (**Antwort**). Then, <u>click</u> in "**Account anlegen**" (create account).

Step 5

- Once you have clicked "Account anlegen" will appear the **confirmation** that your account has been created:
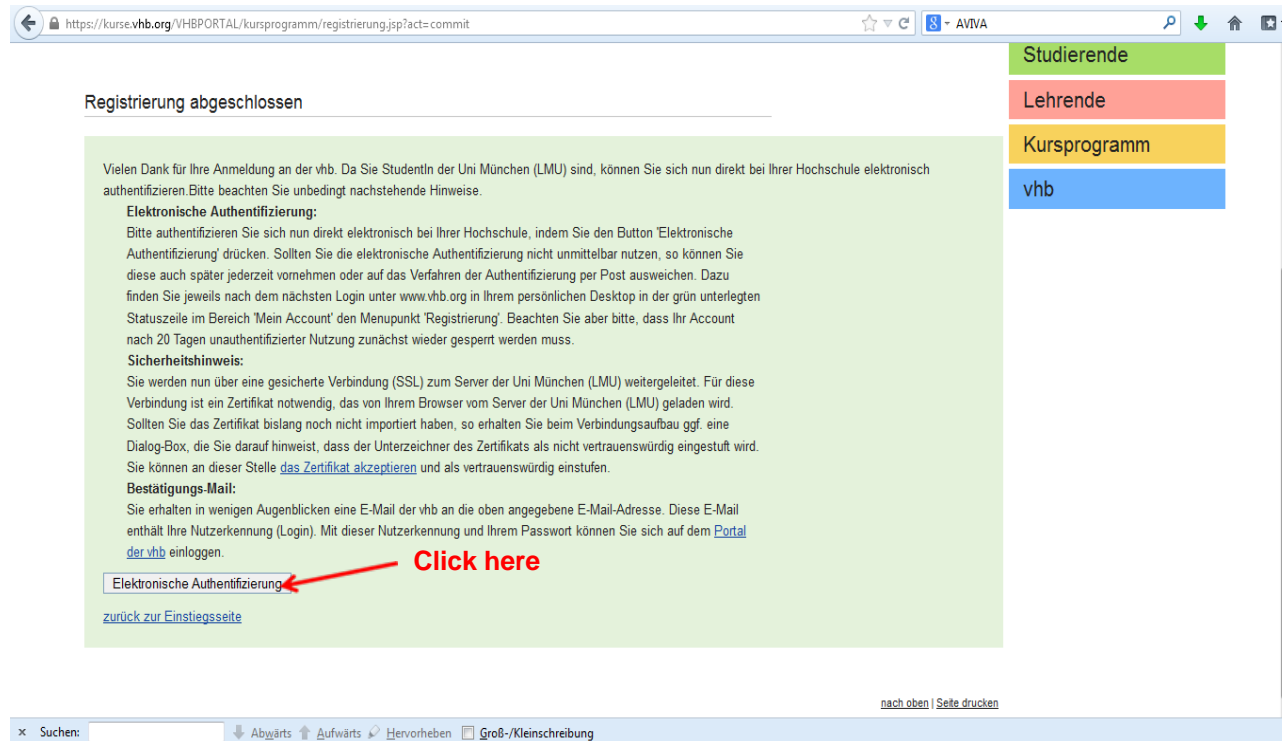
- To continue, you must click on the button "**Elektronische Authentifizierung** "

Step 6

- Once you have clicked on „Elektronische Authentifizierung", the following image will appear on your **screen**:

- Here enter **the access information** for your **Campus-Email Account** with **your password.**

- To continue, select "übermittelte Daten anzeigen" and click on the button **"Anmelden".**

Step 7

- Once you have registered, you will see a page showing your identification data in the system (**Digital ID Card**):

- Here, select the box "Digital ID Card nicht mehr anzeigen" and click on the button "**Bestätigen**" (confirm).

Step 8

- Once you have confirmed your information (Digital ID Card), you will return to the portal of VHB and the following image will appear on your screen:

- At the same time the user will receive an email with login. The requested password will be the same as the user has chosen before. ⟶ You can find the translation of the login email in the following slides

Step 9

- Once you have completed your registration on the website of VHB, the user will receive following e-mail with the login data:

- "Dear Mr./Mrs.,

- We are pleased to welcome you as a new user of the Virtuelle Hochschule Bayern (VHB).

- You now have all the information necessary to access full functionality advantage of the offer of the VHB.

- You will then receive some tips for using the VHB services.

- More help texts can be found here: http://www.vhb.org/studierende/faq (in German).

- You also can watch a video, which shows the complete workflow from the registration guide to enrollment in the course. http://www.vhb.org/studierende/faq/registrierung/f/efaq_question44/5/44/ (in German).

- The access data will not expire at the end of the semester. You need this information if you want to register for the continued use of the VHB in the next semester (dual enrollment or re-enrollment is not possible). Please keep your access data.

- Your User ID is: XXXXXXX

- Your password has been created by you during the online registration.

- To register for a course, log in using your User ID and password on the website of VHB (www.vhb.org), select the course on "Kursprogramm" or through the course search ("Kurssuche") select the desired course, click on the course title and confirm your order by clicking the yellow-backed box ("zum Kurs anmelden").

Continue…

- In order that your 20 days trial account can become a regular account is required the confirmation of the data indicated in the online registration.

- Since you are an university student, who has provided an electronic authentication is likely to have confirmed their student status during the online registration process.

- If electronic authentication in their home university is not successful, you can do it later at any time or perform this authentication procedure by mail.

- For that, each time you enter with your user ID in www.vhb.org you can find on your personal desktop on the green status line the area **'My account'** ("Mein Account") and go to the menu 'Registration' ("Registrierung"), from where you can print the application for registration. ("Registrierungsantrag") and send it along with the current enrolment by mail certificate to VHB. (http://www.vhb.org/studierende/faq/registrierung/f/efaq_question37/5/37/).

- If not authenticated within 20 days, we unfortunately assume that we have not satisfied with our offer. Therefore, we will block your account shortly and also, cancel the registration to courses already completed, to give the opportunity to enroll in courses to users already authenticated. On the change of your account, we will inform you after the receipt of the documents by E-mail.

- (Please make sure to use the following email address for any question)"

Step 10

- To **login** after registration, go to the website VHB (www.vhb.org) and login with your **User ID / Nutzerkennug** (received in the Email) and **password / Passwort** (chosen during registration) :

Step 11

- To <u>find a course, module or seminar</u>, you can search in „**Titel der Veranstaltung**" (the right panel).

- The course you need to search is called: "Scientific writing"

Step 12

- After entering the name of the course, module or seminar, it will show the search results (**Ergebnis der Suche**):

- To register on the desired course you must click on the yellow button **"zum Kurs anmelden"**.

Step 13

- If the **registration** is successful („**Anmeldung erfolreich**"), the following **confirmation** will appear on your screen:
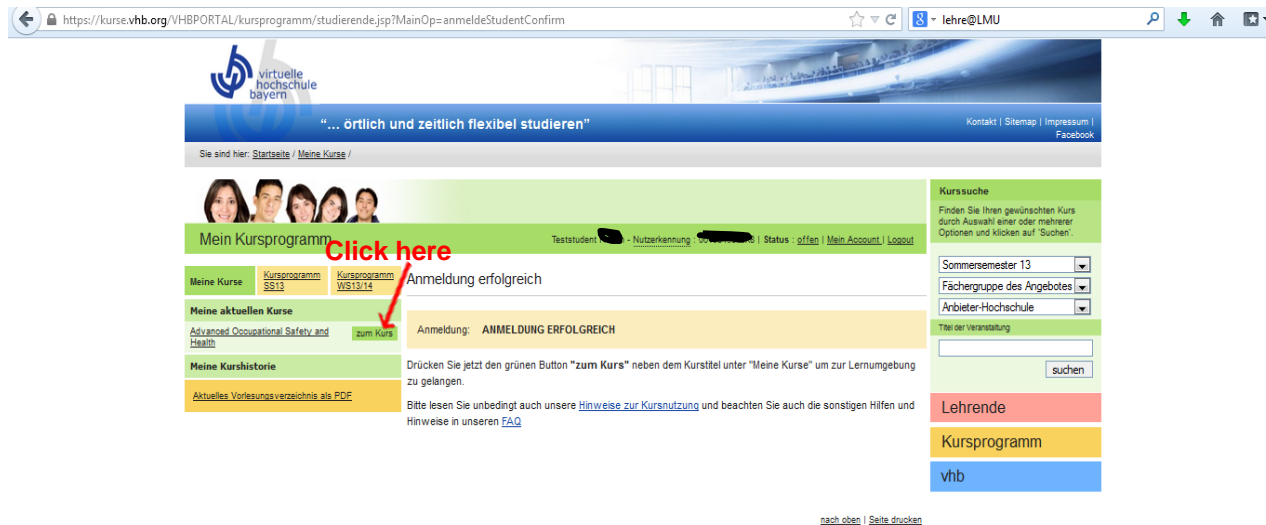
- To <u>access from here to the course</u> you have registered, you must click on the green button „**zum Kurs**" (left panel)

Step 14a

- After clicking on the button „zum Kurs", following image will appear on your **screen**:

- Here you have to confirm your information by clicking „**OK**" to continue.

Step 14b

- Then, the following image will appear and click on the button „**Zur Einwahlseite**":

Click here

Ihre Registrierung bei CASUS für diesen Kurs wurde erfolgreich durchgefülurt.
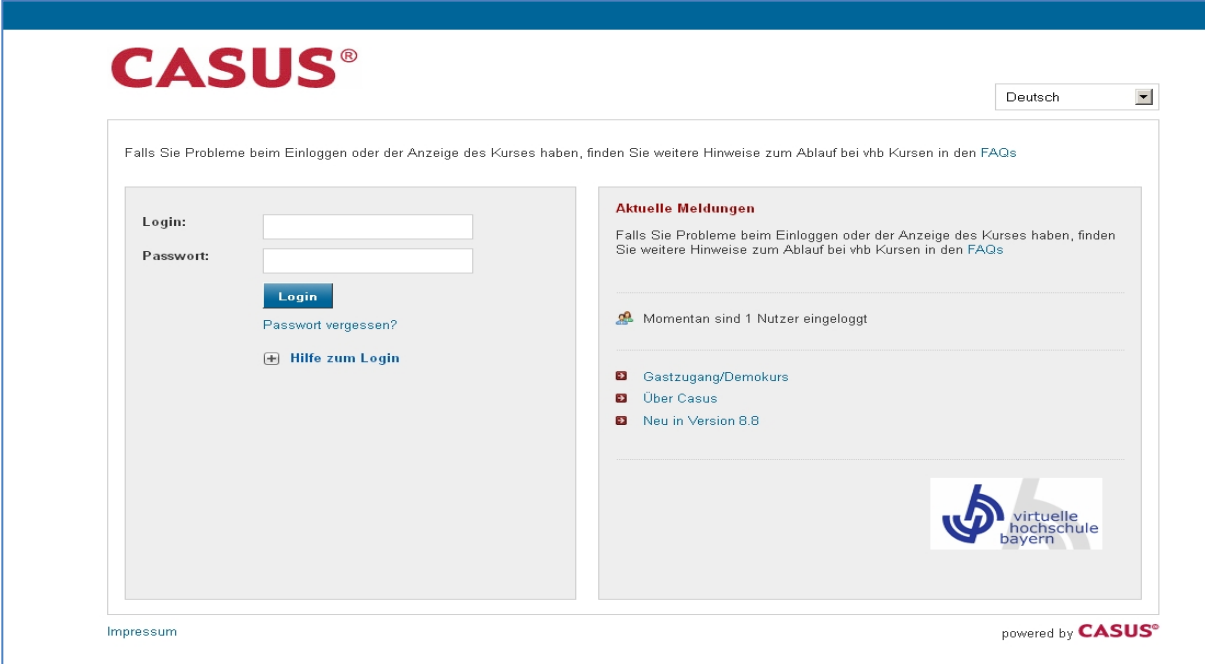Sie können sich über untenstehenden Link in CASUS einloggen.
Falls es dennoch Probleme geben sollte, füllen Sie bitte das Supportformular auf der o.g. Seite aus und wählen Sie insbesondere den Kurs um den es geht aus.

Zur Einwahlseite

Viel Spass bei der Fallbearbeitung
Euer CASUS Team

Step 14c

- Finally, we will give you access to the **CASUS** platforms:

- <u>**Important**</u>: The information access to CASUS can be found in your Personal Account VHB under **"Meine aktuellen Kurse,, -> "Zum Kurs" -> "Kurszugangsdaten,,** (course access information). The CASUS information access is your Email and the associated registration number (Data from Step 14a).

Step 15a

Please remember that the re-registration for the next semester is very important to have access to your courses. The re-registration period is every semester: 01.03. - 31.03. and 15.09. - 15.10. After entering „www.vhb.org" with your User ID and password in this period, the following screen appears on your personal desktop if you have to re-register. Click on „ Weiter" (Forward):

Step 15b

After that appears the screen you see at the right.

You can check if your personal information you entered to register is still correct.

If not you can change the information with a click on „Persönliche Daten ändern".

Step 15c

After checking your personal information, please tick the box to confirm that your information is correct and that you accept the user´s regulation of the vhb. Then click on „elektronisch nachweisen" (verify electronically).
After that please follow Step 6, 7 and 8.