**Registration Process:**

Participants need to register in ClassEx and, in order to obtain login credentials, should follow the steps below:

To begin, individuals who wish to create an account on ClassEx must complete the registration form at <https://classex.uni-passau.de/bin/register.php> by providing all the required information. This includes their full name, a valid email address from an institution, and information about their institution. In addition, they must confirm that they accept the terms of use and the data privacy policy. Once the form is filled out, they can submit the data.

Upon submitting the registration form, they will receive an email from ClassEx containing instructions for confirming their email address or activating the course. Depending on their email type, they will either directly receive the login credentials after confirmation or, if the email address does not belong to an institution, they will need to wait for account checks from ClassEx support/administration.

If they do not receive credentials after 3 days, they should contact us at [classEx@uni-passau.de](mailto:classEx@uni-passau.de).

**Admin Control Panel:**

After the insertion of a new user's information, their course, and institution will be displayed in the related lists. Once the user confirms their email address using the provided link, their email status will be automatically updated. This confirms that the email address is verified and associated with the user's account. If they have an email that belongs to an institution, all processes will be completed automatically.

However, if the email address does not belong to an institution, it needs to be manually checked and activated. Upon reviewing the user's information, if all the provided details are correct, the ClassEx admin has the authority to change the course status to "active" and activate the account. This indicates that the account is now fully operational.

Once the user's account is activated, they will receive an email containing their login credentials, such as the course name and password. This information enables the user to log in to their account and access ClassEx's features and services.

Each user has an account (referred to as a course in ClassEx) that is linked to their institution. With the login credentials, they obtain the right to use ClassEx for teaching, education, research, and other purposes (for details, please see the terms of use).

**Notes:**

**Courses:**

If we activate a course, it automatically checks whether the account has a coursepass and userpass. If not, we will assign a password to the course and a password to the user. At this point, we will assume that the email was confirmed by the user; otherwise, they do not

have a password and cannot log in to the system.

2. If we deactivate a course, only the specific course will be deactivated, and this is not related to the status of the email being invalid.

**Users:**

If we deactivate a user, only the status of the email being invalid will change (the course won’t be deactivated because we can give the course access to someone else).

\*In general, only the user should change the status of the email being invalid by confirming their email. This ensures that the email address does indeed exist.

**Institutions:**

If a user adds a new institution, it needs to be manually activated through the institution lists.