

Instructions  RWTHonline

# Registration in RWTHonline

As of: 12/4/2017

# 1 Registering as an Applicant

Open your browser and go to [RWTHonline](https://online.rwth-aachen.de) (https://online.rwth-aachen.de).

Applicants will be notified about the necessary registration on the system's homepage.

Click on the link [register in RWTHonline](#).

The screenshot shows the RWTHonline homepage. At the top, there is a navigation bar with the RWTH Aachen University logo, the text 'RWTHonline', and links for 'LOGOUT' and 'EN'. Below the navigation bar, there is a 'Log In' button. The main content area is titled 'Welcome to RWTHonline' and features a large blue circular logo with a graduation cap. The page is divided into two main columns. The left column is titled 'Registration Information' and contains three sections: 'Information for RWTH Students and Employees', 'Information for Applicants' (highlighted with a red border), and 'Questions or Feedback?'. The right column is titled 'Login for students and employees' and contains a blue button labeled 'ACCESS TO THE LOGIN' and a link for 'Registration for applicants'. A blue circular arrow icon is located in the bottom right corner of the page.

Registration Information

**Information for RWTH Students and Employees**  
You can log in using your username (TIM ID) and the password you use for CAMPUS Office/web services.

**Information for Applicants**  
If you have not previously studied or are not currently studying at RWTH, you must first [register in RWTHonline](#).

You can find further [information about applying](#) on the RWTH website.

**Questions or Feedback?**  
Write us at [rwthonline@rwth-aachen.de](mailto:rwthonline@rwth-aachen.de) or use our [RWTHonline documentation portal](#) (accessible outside of the RWTH Network).

Login for students and employees

ACCESS TO THE LOGIN

Registration for applicants

## 1.1 Fill Out and Confirm Registration.

You will be taken to the form **Registration – Basic User**.

The fields with a yellow outline are mandatory. Please enter your information.

1. Your **Master data (1)** including title, name, and date of birth
2. **Account data (2)** including your preferred language for any correspondence and an email address. All information needed to activate your RWTHonline account will be sent to this email address.

① You can change this address as soon as you have created a user account and you have access to your study and address data in RWTHonline.

3. **Confirm (3)** the information you entered.

### Registration - basic user

#### 1 Master data

Mr./Mrs./Ms.

First name

Last name

Date of birth    
Format: DD.MM.YYYY

Maiden name

#### 2 Account data

E-mail address   
john.doe@example.com

Re-enter e-mail address   
john.doe@example.com

Preferred language

By registering as part of your application to RWTH Aachen University/INTAC, an applicant account will be created. All data collected as part of this process will be exclusively used for the application process. All fields surrounded by a yellow frame are obligatory fields.

3

**CONFIRM DATA**

## 1.2 Review Information and Send

As soon as you have confirmed your information, a **control window** will appear.

- Review your entries.
- If you would like to correct an entry, click **BACK (1)**, make the changes and then click on **CONFIRM DATA** again.
- When everything is correct, click **SUBMIT DATA (2)**.

① Your data have now been submitted and will be processed for internal processes.

### Registration - basic user

#### Master data

Mr./Mrs./Ms. Mr.  
First name Peter  
Last name Portland  
Date of birth 01.01.1980  
Maiden name

#### Account data

E-mail address peterportland@rwthtest.de  
Re-enter e-mail address peterportland@rwthtest.de  
Preferred language Englisch

By registering as part of your application to RWTH Aachen University/INTAC, an applicant account will be created. All data collected as part of this process will be exclusively used for the application process. All fields surrounded by a yellow frame are obligatory fields.

1

2

BACK

SUBMIT DATA

You will receive an **email confirmation**.

## Registration - basic user



Thank you very much for your registration!

An e-mail will be sent to [peterportland@rwthtest.de](mailto:peterportland@rwthtest.de) shortly for activating your access to the system.

### 1.3 Email Confirmation

After submitting your registration you will receive an email confirming your registration data for RWTHonline **(1)**. The email includes a link, which you can use to activate your account **(2)**.

ⓘ You must activate your account within 7 days. After 7 days the link becomes invalid **(3)**. After successfully activating your account, you can log on to RWTHonline using the password you created. **(4)**

Dear Mr. Portland,

**1** you have successfully entered the following registration data in RWTH Aachen Schulungssystem - RWTHonline:

First name: Peter  
Last name: Portland  
Date of birth: 01.01.1980

**2** To activate your account please click on the following link: <https://sl-online.rwth-aachen.de/RWTHonline/wbselfbstregperson.emailBestaetigt?pToken=zpaFbcSZeordIdVCIdHyrfNGKkMutlykFdMChkYILKIUqMkWjfdKDjBJanzVNQLO>.

**3** The activation must be completed by the 30.11.2017 14:26 at the latest.

**4** On the activation page you will be asked to enter a password for your account. You also have to enter a security question. After successful activation you can use the password to log in on <https://sl-online.rwth-aachen.de/RWTHonline/wbanmeldung.durchfuehren>.

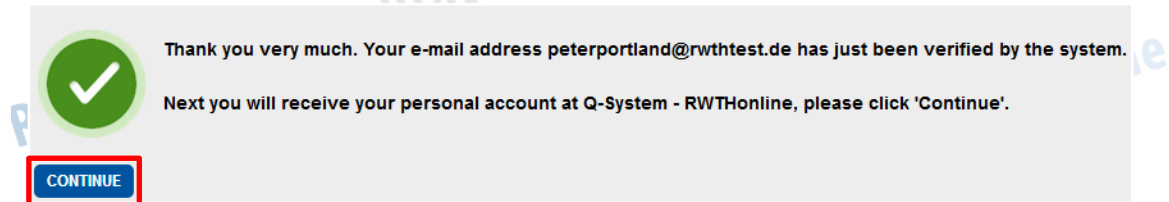
Kind regards,

your RWTH Aachen Schulungssystem - RWTHonline team

## 1.4 Activate Login

Click on the link to activate your account found in the email confirmation (→ *Chapter 1.3, (2)*). You will see the following message:

### Registration - basic user



Click **CONTINUE**.

A registration page with your username will appear (1). Create a password (2) and choose a security question and an answer to this question (3). Complete the registration (4).

Information

Be sure to store your login data (username and password) in a safe place. You use these to log on to the RWTHOnline Application Wizard. You are unable to apply via RWTHOnline without them!

If you have forgotten your log in data, please contact:

rwthonline@rwth-aachen.de

## Registration - basic user

Account

**1** **User name**

**2** **Password**

**Confirm new password**

Please choose the password according to the following criteria:

- Required
  - min 8, max 40 characters
  - letters **only in lower case**
  - at least 3 letters
  - at least 1 number
  - at least 1 special character (without numbers and letters) from !#\$%&()\*+,-./:;<=>?@[ \^\_{}~
  - must not contain your first name, last name, username or day of birth
- Recommendations
  - Also parts of first or last names should not be used.
  - You should not use parts of words (more than 3 letters) which can be found in (English or German) dictionaries.

Your password may be identical to previous ones.  
Therefore, please choose a strong password and keep it secret. To detect potential abuse, we always show you your last login and, in case, failed logins.

Account Erlangungsverfahren

**3** **Security question**  min. 10, max. 250 characters

**Answer to security question**  min. 10, max. 250 characters

Please, make sure that only you know the answer to the security question. In case you should forget your password the system will ask you your security question. By answering this question correctly you may then reset your password.

**4**

## 1.5 Create/Change an Account – Notification

As soon as you have finished your registration, you will be taken to RWTHonline automatically. The message “The account has been created!” will appear.

The screenshot shows the RWTHonline interface. At the top, there is a navigation bar with the RWTH Aachen University logo, the text 'RWTHonline', a search field, and the user name 'Peter Portland'. Below this is a breadcrumb trail: 'Portland, Peter'. The main heading is 'Create/change account - Re-enrolment'. To the right of the heading is a yellow box with a table:

SELECT	Account
OPERATION	Status

Below the heading, there are two sections of account information:

User name	wnyd1awy
alternative Login Möglichkeit - Ihre verifizierte e-Mail-Adresse	peterportland@rwthtest.de
Password changed on	4. Dezember 2017

Below this is another section:

Service	Status
CAMPUSonline	✓

A yellow message box contains the text: 'The account has been created.' Below this is a blue button labeled 'Weiter', which is highlighted with a red rectangular box.

Click **Weiter**

You will be taken to your business card. From here you can apply to RWTH Aachen by clicking on “Applications.”



## 2 Login for RWTH Students

If you are already studying at RWTH Aachen University or are an RWTH Aachen University employee and would like to study at the University, you do not need to re-register. Log on to RWTHonline as follows:

Open your browser and go to [RWTHonline](https://online.rwth-aachen.de) (<https://online.rwth-aachen.de>).

Click on **ACCESS TO THE LOGIN** under “Login for students and employees.”

**Information for RWTH Students and Employees**  
You can log in using your username (TIM ID) and the password you use for CAMPUS Office/web services.

**Information for Applicants**  
If you have not previously studied or are not currently studying at RWTH, you must first [register in RWTHonline](#).  
You can find further [information about applying](#) on the RWTH website.

**Questions or Feedback?**  
Write us at [rwthonline@rwth-aachen.de](mailto:rwthonline@rwth-aachen.de) or use our [RWTHonline documentation portal](#) (accessible outside of the RWTH Network).

**Login for students and employees**  
**ACCESS TO THE LOGIN**

▾ Login for applicants

You will be taken to the page **RWTH Single Sign On**.

Enter your personal **TIM ID (1)** and your **password (2)** for CAMPUS-Office/web services. Click on **Registration (3)**.

### Information

If you do not know your TIM ID or have forgotten your password, please send an email to [rwthonline@rwth-aachen.de](mailto:rwthonline@rwth-aachen.de)



## RWTH Single Sign On

**Username** ⓘ

1 |

**Password** ⓘ

2 |

Login only for this service provider ⓘ

Overview of forwarded personal data ⓘ

3 |

[Forgot your login details?](#)

If you are logging in for the first time, a declaration of consent will appear. Please click on **Akzeptieren (accept)**. You will now be taken to the RWTHonline homepage.

## Information to be Provided to Service

Do you agree that the following information will be shared each time the service "**idm.rwth-aachen.de**" is accessed? The use of the service is only possible with your consent.

Attribute	contained information
Rollen und Gruppen	<b>urn:mace:dir:entitlement:common-lib-terms</b>
eduPersonScopedAffiliation	<b>member@rwth-aachen.de</b>
Eindeutige ID	<b>xyz12345</b>

[Explanation of attributes](#)

Select an information release consent duration:

- Ask me again at next login  
I agree to send my information this time.
- Ask me again if information to be provided to this service changes  
I agree that the same information will be sent automatically to this service in the future.

This site can be reviewed at any time with the checkbox "Overview of forwarded personal data" on the login page.

Reject

Accept

You will be taken to your business card/workplace. From here you can apply to RWTH Aachen by clicking on “Applications” and access your Self Service.

**Business card/Workplace** [Help](#)


SELECT

**Mr. Portland, Peter**

**Email** - Your picture could be displayed here

**Homepage** -

**Studies**

 **Applications**