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MY STUDY ACCOUNT

Before you start: Activate your Leuphana account

- If not already done, activate your Leuphana account under myaccount.leuphana.de.
- You will find the user name and the initial password in your enrolment documents.

Set up your myStudy account

! In the near future, you will be able to log in directly to myStudy with your Leuphana account. Until then, you need a myStudy-specific account.

- Set up your myStudy account yourself on mystudy.leuphana.de: “myStudy-Portal” > “Create account”.
- User name and password can be chosen freely.
- In the second step, enter your user and study data. You can find your Leuphana email address in your enrolment documents.

Verify your myStudy account

- Go to your email account at mymail.leuphana.de.
- Enter the email address and password of your Leuphana account (see above).
- You have received an email with a link. Click on the link to verify your myStudy account.
DASHBOARD AND HOMEPAGE

Configuring the dashboard

- By default, the dashboard is set as your homepage after login.
- Configure the dashboard according to your wishes. You will find instructions in the “Instruction of use” widget.
- Choose from 11 widgets that display study-related information and services directly on your dashboard.

Setting a personal homepage

- Under “Administration” > “Settings” > “Set personal homepage”, you can set any other page as homepage, e.g. your course schedule.
STATUS, PROFILE AND SETTINGS

Status

- After logging in, you can see your user name, role and active semester in the top right-hand corner.
- Click on the user name or icon to change your role or semester or to log out. On small screens, only the user icon is displayed.
- Always log out when you leave myStudy.

Profile

You are responsible for ensuring that the information in your profile is correct. Make sure that your study data is always up to date. This applies in particular if you change your degree programme or subject/major/minor.

- Check and update your personal and study data under “Administration” > “Profile”.

Settings: Changing the display language and password

- Switch between German and English display under “Administration” > “Settings” > “Change language”. Alternatively, click on the blue button at the bottom right (may not be visible on all devices).
- Open “Administration” > “Settings” > “Change password” to set a new password. Please be sure to follow the notes for setting the password.
Responsive design

- You can use myStudy on all screen sizes, whether computer, smartphone or tablet.
- The responsive interface adapts to the size of your screen.
- On smaller screens, some elements are rearranged or hidden.

Navigation

- The main navigation bar is located on the left edge of the screen.
- On smaller screens, the bar is hidden and can be displayed again by clicking on the so-called hamburger symbol.

Viewing details and functions

- Further or more detailed information and functions for the contents displayed are offered through tabs.
- The active tab is marked with a red underline.
COURSE CATALOGUE

Viewing courses

- Click on “Course Catalogue”.
- Select your programme of study via the drop-down field and then click on the field of study and module.
- The courses offered in the module are displayed.

Course information

- Click on the respective tab to get further information on the course (e.g. dates, people, content).

Searching for courses

- Open “Course Catalogue” > “Search for courses”.
- You can search for courses using the programme of study, the title, or the name of the teacher.
Composing the course schedule

As a Bachelor student, you only choose courses from the “Leuphana Semester” area in the first semester. All students are advised to observe the Subject-Specific Schedules (FSA) and the course selection information received at the start of their studies.

Adding a course to the course schedule

– Click on “add to your course schedule”, e.g. in the course catalogue.

The course will be entered in your course schedule. However, you still have to register in order to participate!

Course schedule views

– You can select the viewing mode of your course schedule via the dropdown field “schedule view”:

  - Schedule view (default): You can see regular courses in the time grid. Block courses and individual appointments are displayed below as a list.
  - Calendar view: All appointments of the current week are displayed on the respective date, including block courses and individual appointments.
  - List view: All appointments are displayed as a simple list.
### Course Schedule Functions

- Via “Export”, you can download all the dates of your course schedule/calendar as an ICS file for importing into your electronic calendar, or as an Excel file.
- Use the print function of your browser to print the course schedule.
- You can enter regular personal appointments in your course schedule. University sports courses can be imported directly from the dropdown field.
- Via “Manage”, you can create additional course schedules. If you have multiple course schedules, you can switch between them using the drop-down field above the course schedule.

### Colours and Symbols in the Course Schedule

<table>
<thead>
<tr>
<th>Course</th>
<th>Consultation appointment (only in calendar view)</th>
<th>Personal appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>To the material of the course</td>
<td><img src="image" alt="to material" /></td>
<td></td>
</tr>
<tr>
<td>New material available in the course</td>
<td><img src="image" alt="new material" /></td>
<td></td>
</tr>
<tr>
<td>New message in the course</td>
<td><img src="image" alt="new message" /></td>
<td></td>
</tr>
<tr>
<td>To the website of the course</td>
<td><img src="image" alt="to website" /></td>
<td></td>
</tr>
<tr>
<td>Registration is open</td>
<td><img src="image" alt="registration open" /></td>
<td></td>
</tr>
<tr>
<td>Applied for the course</td>
<td><img src="image" alt="applied" /></td>
<td></td>
</tr>
<tr>
<td>Successfully registered for the course</td>
<td><img src="image" alt="registered successfully" /></td>
<td></td>
</tr>
</tbody>
</table>
Registration procedures

You must register for all courses. Places in the courses are allocated either via a list procedure or via a multi-stage lottery procedure. In the case of equivalent seminars, a lottery procedure with clusters is generally used.

Registration period

7.10.2022, 8:00 a.m. until 29.10.2022, 11:59 p.m.

List procedure without capacity limitation

- All students receive a place in the course.

Lottery procedure (with clusters, where applicable)

- Places in the course are allocated via a multi-stage lottery procedure.
- Start of registration: 7.10.2022, 8:00 a.m.: Apply for your desired courses. For courses that are organised in a cluster, you can usually only apply for one course within cluster.
- 1st drawing: 10.10.2022, 11:00 p.m.: After the drawing, check whether your applications were successful. If not, apply for other courses.
- 2nd drawing: 14.10.2022, 12:00 noon: After the drawing, check whether your applications were successful.

In courses where capacities are still available after the 2nd drawing, places are now allocated according to a list procedure until the maximum number of participants has been reached (so-called procedure for assignment of remaining places). If you were not successful in the lottery, you can now register for these courses.
Recommended for beginners: Course registration

Selection from the course catalog

- Open “Registration” > “Course registration”.
- Select programme of study, field and module. All courses are now displayed.
- If the courses belong to a cluster, you can see here how many courses of the cluster you can apply for at the same time.
- You can obtain information on the course by clicking on the tabs (e.g. dates, module allocation and assessment).
- Under “Registration status”, you can see the current number of applicants and free places.
- Click on “Apply” (for lottery procedures) or “Register” (for list procedures).
- The course will automatically be entered in your active course schedule.

Registering via the course schedule

- This method only works if you have already entered the course in your course schedule (see “Course schedule”).
- Click on the registration icon in the course schedule.
- myStudy now directly switches to the “Registration” section of the course, where you can register (see next page).
Registration in the course

- Registration for assessments
  - For assessments, you register via the online portal QIS (qis.leuphana.de).
  - The assessment registration period begins on the 1st day of the lecture period and ends on 15.11. (winter semester) or 15.05. (summer semester).
  - You can find withdrawal deadlines for your assessments in myStudy or QIS.
  - The General Assessment Regulations and Subject-Specific Schedules can be found here:
    Bachelor: www.leuphana.de/en/college/studies/assessments.html

Registration success, move-up and deregistration

- After the 1st or 2nd drawing, you can find out under “Registration” > “Registrations” whether or not you have received a place in the desired courses. Alternatively, you can see from the symbol in the course schedule for which courses you have successfully registered. Successful registrations are displayed in the dashboard widget “Registrations”. You will not receive an email.
- If, in exceptional cases, you have been assigned a place via the move-up procedure or have been deregistered or re-registered by teachers, you will receive a corresponding email from myStudy.
- Deregistration: Cancel your registration for any courses that you do not want to or cannot attend. This will enable other students to participate.
- Under “Registration” > “Time conflicts”, you can see whether courses in which you are registered overlap. Check the overlaps displayed and cancel your registration if necessary.

Registration for assessments

- Click on “Apply” (lottery procedure) or “Register” (list procedure).

Some courses are offered in multiple modules.
Make sure to register/apply for the correct module.
**COURSES**

Switching to a course

- Click on a course title (e.g. in the dashboard, course schedule or course catalogue) to switch to the course.

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00</td>
<td></td>
</tr>
</tbody>
</table>

Information

- Here you will find the core data of the course: dates, module allocation & assessment, organisational information, registration, persons, content, evaluation.

Online teaching

- If a Moodle course or a recurring Zoom meeting is used in the course, you will find the relevant information here.

Agenda

- Here you can see all the dates of the course.
- Teachers can enter topics and comments or content descriptions for the dates.
COURSES

Material: Download

<table>
<thead>
<tr>
<th>WebPublishing &gt; Folien</th>
</tr>
</thead>
<tbody>
<tr>
<td>WebPublishing</td>
</tr>
<tr>
<td>Aufgaben</td>
</tr>
<tr>
<td>Folien</td>
</tr>
<tr>
<td>HTML Einführung.pdf</td>
</tr>
<tr>
<td>Zeichenkodierung.pdf</td>
</tr>
</tbody>
</table>

- Double-clicking on a file starts the download.
- To download a folder as a ZIP file, select it and then click on the download icon: 

Material: Upload

<table>
<thead>
<tr>
<th>testveranstaltung &gt; Recherche oder Handouts</th>
</tr>
</thead>
<tbody>
<tr>
<td>testveranstaltung</td>
</tr>
<tr>
<td>Recherche oder Handouts</td>
</tr>
<tr>
<td><a href="https://www.leuphana.de">https://www.leuphana.de</a></td>
</tr>
<tr>
<td>Zeitplan, WS-19-20-2.pdf</td>
</tr>
</tbody>
</table>

- Teachers can share folders for students to upload files, recognisable by this icon: 
- Mark the folder.
- Uploading a file: 
- Providing a web link: 

Bibliography

<table>
<thead>
<tr>
<th>INFORMATION</th>
<th>ONLINE TEACHING</th>
<th>AGENDA</th>
<th>MATERIAL</th>
<th>BIBLIOGRAPHY</th>
</tr>
</thead>
</table>

- Literature marked with the Leuphana logo can be found in the university library. Click on the logo for details and location information.

Messages

[successfully registered participants] Message
01.07.2022 - Ludwig Merker

Dear students,
this is an example for a message.

Forum

- You can use the forum for discussions with teachers and students of the course.
- Click on “Create new thread” for a new discussion.
Searching for persons

- Click on “Persons” to search for teachers and staff members.
- To access the personal profile, click on the name in the search result.
- You can also access the personal profile in all other places in myStudy by clicking on the name of a person.

Information on persons

- Here you can find general information such as contact details, office location, short CV, photo, etc.

Courses and assessments

- Under the tab “Courses and assessments”, you can find all the courses and assessments offered by the lecturer in the current semester.

Consultation hours

- Under the tab “Consultation hours”, you can find general information on the consultation hours.
- If the person manages their consultation hours via myStudy, you can register for these directly here.
- You can find your bookings under “Registration” > “Consultation hours” and as a blue entry in the calendar view of your course schedule.
Reading new messages

- You can find all new messages under “Newsletter” > “Read messages” for:
  - your programme of study
  - your fields (major/minor/subject)
  - your courses
  - your subscribed newsletters
  - your role “student”

Reading all messages

- You can use the drop-down field “Selection” to view all messages (including older ones) from a specific source (programme of study, field, role, ...).

Subscribing to and unsubscribing from newsletters

- You can manage your subscriptions under “Newsletter” > “Subscribe to newsletter”.
- Subscribe to newsletters by ticking the respective boxes.
- By removing a tick, you unsubscribe from a newsletter.
- Activate or deactivate the additional delivery by email.
- Save by clicking on “update”.

! You cannot unsubscribe from newsletters that you receive due to your affiliation to your programme of study, fields, courses or your role “student”.
SERVICES

Information on your programme of study

- Under “Service” > “Information on studies”, you can find a module overview and further information on your studies.

Your registration data

- Enter your Leuphana account details (lg number and password) to display your official study data (semester, programme of study, re-registration status, etc.).

Information on the semester

- Here you can find the important key dates of any past, the current and, if applicable, the following semester (course period, assessment registration dates, assessment dates/periods).

Also under “Service”

- Links for students
- Literature procurement (suggestions for new acquisitions by the library)
- Terms of use
For content-related questions about your studies

For content-related questions, e.g. about the range of courses, course selection and registration procedures:
- Bachelor: Contact the office of your dean of studies, the complementary studies team or the person responsible for the major or minor.
- Teacher education: Contact the office of your dean of studies, the subject coordinators or the complementary studies team.
- Master or PhD: Contact the responsible persons of the respective Master's programme, the complementary programme or the respective doctoral programme.
- You can find contact details for these and other contact persons in myStudy under “Help” > “Contacts and FAQ”.

For technical questions about myStudy

- Under “Help” > “Contacts and FAQ”, you can find answers to frequently asked questions about using myStudy.
- Under “Help” > “Instructions and videos”, you can find this user guide as well as video tutorials on creating an account, the myStudy user interface and the registration process.

myStudy Support

- If you encounter technical problems or errors in myStudy, please contact us.
myStudy Support
mystudy@leuphana.de

! If you have any content-related questions, please contact the above-mentioned persons.
Self-service functions in QIS

– Assessment administration: Registration and deregistration of all assessments, overview of your achievements to date and grades received.
– Contact details: Change the personal data under which the university can reach you.
– Study certificates: Creation of various certificates in PDF format.

For content-related questions

– If you have any questions or need help with the self-service functions, please contact the
  Info-Portal, Campus, Building 8
  www.leuphana.de/infoportal, infoportal@leuphana.de
– Topics e.g.: Registration for assessments, missing or incorrect information in PDF certificates, missing, incorrect or misleading information on assessments or assessment registrations.

For technical problems

– You can find help and detailed information on using QIS in the QIS user guide (qis.leuphana.de/QIS/images/qis.pdf).
– In case of technical problems and errors, please contact the
  QIS Support
  qis@leuphana.de
**LEUPHANA ACCOUNT**

**Login data**

<table>
<thead>
<tr>
<th>Leuphana-Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leuphana-Account: lg066778</td>
</tr>
<tr>
<td>Initialpassword: 7qcbgvšj</td>
</tr>
<tr>
<td>Account-Aktivierung: <a href="https://myaccount.leuphana.de">https://myaccount.leuphana.de</a></td>
</tr>
<tr>
<td>E-Mail-Adresse: <a href="mailto:Gs.D.Test@stud.leuphana.de">Gs.D.Test@stud.leuphana.de</a></td>
</tr>
</tbody>
</table>

- Your Leuphana account is your authentication method for most IT services of the MIZ.
- You will find the login data in your enrolment documents under the section “Leuphana-Account”.
- You have to activate your Leuphana account before the first use.

**Portals**

- Account activation, password management, activation of additional services: myAccount myaccount.leuphana.de
- Personal email box: myMail mymail.leuphana.de

**Information on the MIZ services**

- You can find information on how to get started using the IT services of the MIZ at www.leuphana.de/it-for-starters.
- Email: www.leuphana.de/en/services/miz/it-services/email-groupware.html
- Wifi: www.leuphana.de/en/services/miz/it-services/wifi.html
- VPN: www.leuphana.de/en/services/miz/it-services/vpn-access.html
- Computer workstations in the library: www.leuphana.de/services/miz/lernen-arbeiten/pc-arbeitsplätze.html (in German)

**Help and contact**

- If you have any questions or problems regarding the MIZ services, ask the IT tutors, information desk in the reading room of the library www.leuphana.de/en/services/miz/service-and-support/it-support.html
  it-tutor@leuphana.de, phone 04131.677-1222