Online Registration at FH JOANNEUM

A step-by-step Guide

In order to study at FH JOANNEUM, all incoming exchange students have to fill an Online Registration. Only after you have finished your Online Registration, you can be formerly accepted at FH JOANNEUM.

Please be sure, to finish your registration within the deadline communicated to you by our International officer.

Step 1

You will receive a personalised e-mail from noreply@actions.fh-joanneum.at.

As the e-mail sometimes gets lost in Junk-Folders or Promotion Tabs, please be sure to check those regularly when you are expecting the registration link. The link usually gets send out in the beginning of June (if the exchange takes place in the upcoming fall semester) or November (if the exchange takes place in the upcoming spring semester).

Step 2

Read the personalised e-mail carefully.

Among other things it contains the contact data of the International coordinator of your study programme. This coordinator can help you with any academic questions you might have (course choice, ECTS, exam formalities etc.), while the International Officer can help you with general, organisational issues.

Step 3

Click on the personalized link at the bottom of the page - just above the signature.

This will lead you to a new page, on which you can create a user for FH JOANNEUM´s Online Administration.

Step 4

Create a user for FH JOANNEUM´s Online Administration – choose your username and password.

Follow the guidelines on the page to choose a valid password.

Do not forget this user data! You can use it throughout the whole application process.

Step 5

Username and password are saved. Follow the link!

Last update: December 2017

User: incoming ∨ \ musterm   Login

Password: ●●●●●●●●●●

☐ **Don't ask for my password for two weeks**

Fill in your new username and password and login to FH JOANNEUM´s Online Administration!

If at any point during your application process you experience technical difficulties or are not able to enter your account, please contact our IT-service: helpdesk@fh-joanneum.at

Welcome to Actions – FH JOANNEUM´s Online Administration website.

Online Administration   FH | JOANNEUM
                                                                               University of Applied Sciences
▣ Home   ▢ Personal   ▢ Logout

Hello Max,

Welcome to the Online Administration interface of FH JOANNEUM!

Please fulfill the following tasks:

- ✗ Enter personal data
- ✗ Enter the application data
- ✗ Enter the learning agreement data

- ✗ Upload of the transcript of records document (home university)

FH Web Links:
- Helpdesk
- FH Webmail
- Class Schedule
- E-Learning Platform eNcephalon
- E-Learning Platform virtueller-campus
- Library (Online-Catalog)

Intranet Links:
- Intranet Home
- Intranet Forum
- Phone Book
- Printing Costs - Statistics

Downloads:
- Formular Bestätigung über Betreuung Abschlussarbeit für Mobilitätscheck

Step 8

Enter personal data

1. Complete you personal information. Please fill ALL fields, including home adress, zip code, prior education etc.
2. <u>Upload a photo:</u> It does not necessarily need to be a passport picture, but please refrain from using badly lit personal shots, as this will be the official photo for your student account at FH JOANNEUM.
3. <u>A-level certificate:</u> This refers to the exam you passed that made it possible for you to study at university. Typically it is done at the end of high school.

Press „Save Changes" to complete this step.

Step 9

Personal data completed – a green check mark has appeared

Online Administration

□ Home □ Personal

Hello Max,

Welcome to the Online Administration interface of FH JOANNEUM!

Please fulfill the following tasks:

- ✓ Enter personal data
- ✗ Enter the application data
- ✗ Enter the learning agreement data

- ✗ Upload of the transcript of records document (home university)

Enter application data

1. Fill in all the requested information. Use short answers, as an internal error might occur if the answers are too long.
2. <u>Duration of stay</u>: Put in the estimated dates of your stay. It does not matter, if they vary a little from the dates you will actually arrive and leave in the end.
3. <u>Registration for Orientation Programme/German language course</u>: Ignore these fields, as they refer to programmes that are no longer offered. Register for our new Orientation packages on our website instead: https://www.fh-joanneum.at/en/international/services/orientation-packages/

Press „Save Changes" to complete this step.

Application data completed – a green check mark has appeared

Online Administration

Hello Max,

Welcome to the Online Administration interface of FH JOANNEUM!

Please fulfill the following tasks:

- ✓ [Enter personal data](#)
- ✓ [Enter the application data](#)
- ✗ [Enter the learning agreement data](#)

- ✗ [Upload of the transcript of records document (home university)](#)

Last update: December 2017

Step 12

Enter the learning agreement data

DO NOT fill anything on this page – just press the button „Submit"

Online Administration

☐ Home   ☐ Personal

Learning agreement

Learning agreement courses

Department	Code	Course title	ECTS credits	Semester	New	Deleted	Action
			total: 0				

Print preview learning agreement

Finish editing of learning agreement.
Afterwards it isn't possible to edit the Learning Agreement.   Submit

Semester	SS 2018
Study	Management internationaler Geschäftsprozesse (FH-BA-StG)
Course taught in	English

Select

Recommended courses

Department	Code	Course title	ECTS credits	Semester	Action	Description

Step 13

Enter the learning agreement data

DO NOT fill anything on this page – just press the button „next"

Online Administration

☐ Home   ☐ Personal

Learning agreement

Learning agreement courses

Department	Code	Course title	ECTS credits	Semester	New	Deleted	Action
			total: 0				

Print preview learning agreement

next

Step 14

Back on the main page a new area has now appeared

Press „Upload of the learning agreement document"

Online Administration

☑ Home   ☐ Personal

Hello Max,

Welcome to the Online Administration interface of FH JOANNEUM!

Please fulfill the following tasks:

- ✓ Enter personal data
- ✓ Enter the application data
- ✓ Enter the learning agreement data

- ✗ Upload of the transcript of records document (home university)

- Download the learning agreement document (unsigned)
- ✓ Upload of the learning agreement document (Your signature and the signatures from your sending institution are required)

  Download the learning agreement document (signed 3 times)

DO NOT use the learning agreement form downloadable on this site as it is not up to current exchange standards. You can either use your home university´s form or download FH JOANNEUM´s form from our website: https://www.fh-joanneum.at/en/international/incoming-students/application/

The Learning Agreement has to contain all the courses you plan to take at FH JOANNEM and has to be signed by yourself and your home university. You will receive a reviewed and fully signed version from your international coordinator at FH JOANNEUM after you finish your registration.

Step 15

Online Administration

☐ Home   ☐ Personal

Document upload

Upload of the learning agreement document: [Durchsuchen...]   Keine Datei ausgewählt.

[Save Changes]

Upload a pdf-version of your Learning Agreement.

Press „Save Changes" to complete this step.

Step 16

Upload of Learning Agreement document has been completed – a green check mark has appeared

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- Download the learning agreement document (unsigned)
- ✓ Upload of the learning agreement document (Your signature and the signatures from your sending institution are required)

  Download the learning agreement document (signed 3 times)

Step 17

Upload of the transcript of records document (home university)

Online Administration

☐ Home   ☐ Personal

Document upload

Upload of the transcript of records document: [Durchsuchen...] Keine Datei ausgewählt.

[Save Changes]

Upload a pdf-version of your transcript of records. This document contains all the courses you have successfully completed at your home university up until now. It can be easily obtained from your home university´s administration.

Press „Save changes" to complete this step.

Step 18

Upload of the transcript of records document has been completed – a green check mark has appeared

- ✓ Upload of the transcript of records document (home university)

  Download the transcript of records document

Step 19

A new area has now appeared on the main page.

Click on „Finish registration process and send application, learning agreement and transcript of records"

Hello Max,

Welcome to the Online Administration interface of FH JOANNEUM!

Please fulfill the following tasks:

- ✓ Enter personal data
- ✓ Enter the application data
- ✓ Enter the learning agreement data

- ✓ Upload of the transcript of records document (home university)

  Download the transcript of records document

- Download the learning agreement document (unsigned)
- ✓ Upload of the learning agreement document (Your signature and the signatures from your sending institution are required)

  Download the learning agreement document (signed 3 times)

- Finish registration process and send the application, learning agreement and transcript of records

Online Administration

☐ Home   ☐ Personal

Application sending

You have sent the application successfully

Finish registration process and send application, learning agreement and transcript of records

1. Your application has now been successfully submitted. It will be reviewed by our International Relations officer.
2. If there are any mistakes, you might get asked to correct a certain section of the Online Registration.
3. If the process has been completed directly you will soon be sent your offical Acceptance Letter form our International Relations officer.

Please check your e-mail regularly.

After you finished your Online Registration successfully, you will not be able to enter your Online Administration account. As soon as you start your studies at FH JOANNEUM you will receive a new username and password for your student account.