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). Applicants will be notified about the necessary registration on the system’s homepage. Click on the link register in RWTHonline.
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.

   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.
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.
Registering as an Applicant

You will receive an email confirmation.

Registration - basic user

Thank you very much for your registration!

An e-mail will be sent to peterportland@rwth.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. The email includes a link, which you can use to activate your account.

1 You must activate your account within 7 days. After 7 days the link becomes invalid.

After successfully activating your account, you can log on to RWTHonline using the password you created.

Dear Mr. Portland,

1 you have successfully entered the following registration data in RWTH Aachen Schultugssystem - 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://si-online.rwth-aachen.de/RWTHonline/wbselbstregperson:emailbestaetigt?
ptoken=zpaFbSZeOoldtVClmHyTtNGKmWbELHt03KdMChkKX6kKdUqXlW7kJDjJ3JanzvNQLO

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://si-online.rwth-aachen.de/RWTHonline/wbanmeldung:durchfuehren.

Kind regards,

your RWTH Aachen Schultugssystem - 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

Thank you very much. Your e-mail address peterportland@rwthtest.de has just been verified by the system.
Next you will receive your personal account at Q-System - RWTHonline, please click 'Continue'.

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
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.

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).

Click on ACCESS TO THE LOGIN under “Login for students and employees.”
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 rwhonline@rwth-aachen.de
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.

<table>
<thead>
<tr>
<th>Attribute</th>
<th>contained information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rolle und Gruppen</td>
<td>urn:mace:dir:entitlement:common-lib-terms</td>
</tr>
<tr>
<td>eduPerson Scoped Affiliation</td>
<td><a href="mailto:member@rwth-aachen.de">member@rwth-aachen.de</a></td>
</tr>
<tr>
<td>Eindeutige ID</td>
<td>xyz12345</td>
</tr>
</tbody>
</table>

**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.
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.