Registering

Last updated: 6/12/2019
1 Registering as an Applicant

Open your browser and go to RWTHonline (https://online.rwth-aachen.de). On the system's start screen, applicants will be informed that they have to register.

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 these details:

- Your master data (1) with form of address, name, and date of birth.
- Account data (2) with your preferred correspondence language and your email address. The information you need to activate your RWTHonline account will be sent to this email address.
  ① You can change this address as soon as you have been assigned a user account and can access your studying and address data in RWTHonline.
- Confirm (3) the details you entered.

Registrierung - Basis-Anwender

1 Stammdaten

- Anrede
- Vorname
- Familien- oder Nachname
- Geburtsdatum
- Geburtsname
- Staatsangehörigkeit

2 Daten zum Account

- E-Mail-Adresse
- Wiederholung E-Mail-Adresse
- Bevorzugte Sprache

1.2 Review Information and Send

As soon as you have confirmed your details, 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).

You hereby bindingly submit your data, which will be processed for RWTH.

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2. Registrierung - Basis-Anwender

**Stammdaten**

Anrede: Frau  
Vorname: Regina  
Familien- oder Nachname: Rhein  
Geburtsdatum: 01.01.1990  
Geburtsname:  
Staatsangehörigkeit: Deutschland

**Daten zum Account**

E-Mail-Adresse: rwh.rhein@web.de  
Wiederholung E-Mail-Adresse: rwh.rhein@web.de  
Bevorzugte Sprache: Deutsch

You will receive an email confirmation.

1.3 Email Confirmation

After confirming your registration, you will receive an email stating that your registration data for RWTHonline has been entered (1). This email contains a link for you to activate your account (2).

1 You can only activate your account for the following 7 days – the link automatically expires after this (3). Once you have successfully activated your account, you can log on to RWTHonline with the password you have created (4).
1.4 Activate Your Login

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

Click CONTINUE.

A registration page will appear with your username (1). Set a password (2). Then complete your registration (3).

Information

Keep your login data safe (username and password). Use this data to log on to the RWTHonline Application Wizard. You cannot apply via RWTHonline without this data!

If you have forgotten your login details, please send an email to:

rwthonline@rwth-aachen.de

Registrierung - Basis-Anwender
1.5 Creating/Changing Your Account – Feedback

You will automatically be taken to RWTHonline as soon as your registration is complete. You will receive the message "User account successfully created!"

Click **CONTINUE**.

You will be taken to your business card. Here you can follow the link "Create an application" to apply for a course of study at RWTH.
2 Login for RWTH Students

If you are already studying at RWTH or are working at the University and would like to apply to study, 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 LOGIN ACCESS under "Login for students and employees".
Login for RWTH Students

You will then be taken to the RWTH Single Sign-On page.
Enter your personal user name (1) and your chosen password (2) (from Chapter 1.4). Click on Registration (3).

Information

If you do not know your username 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 accept. You will now be taken to the RWTHonline homepage.

You will be taken to your business card. Click on “Applications”. You can apply for a course of study at RWTH and access your Self Service via the link “Create an application” in the top right-hand corner.