

Registration

If you want to apply to study at RWTH Aachen University, you will first have to register in RWTHOnline. These step-by-step instructions will show you how to do so, taking you through the entire registration process in detail.

Please note: If you are already enrolled at RWTH or already have an applicant account, you can skip these step-by-step instructions. Please start your application process as described in the "Submitting Your Application" instructions.

Instructions for Applicants

Last updated: 08.09.2022

Download: [PDF version of these instructions](#)

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1 Step-by-Step Instructions

1.1 Opening the Registration App

Open the RWTHOnline homepage in your browser at <https://online.rwth-aachen.de>. Click on the "[register in RWTHOnline](#)" link.

RWTH AACHEN UNIVERSITY RWTHonline DE EN

Log in

Welcome to RWTHonline

Information for students and employees of RWTH Aachen University
You can log in with your **username (e.g. ab123456)** and password for RWTH Single Sign-On.

Information for Applicants
If you are not currently studying at RWTH, you must first register in RWTHonline.
[Did you forget your password or username to log in as applicant?](#)
You can find further information about applying on the [RWTH website](#).

Do you need help?
Visit the [RWTHonline documentation portal](#) (accessible from the RWTH network) for instructions and further information or contact our [support](#).

Login for students and employees

Login Access

Continue without login

Login for applicants

1.2 Entering Your Personal Details

Fill in the form with your personal **details (1)** and email **address (2)**. Your personal **details (1)** have to match the information of your official IDs!

After reading the instructions at the bottom, proceed to the next step of registration by clicking on "**Confirm data (3)**".

Please Note: All fields surrounded by a yellow frame are mandatory, so you must fill them in.

Registration - basic user

(1)

Master data

Mr./Mrs./Ms.

First name

Last name

Date of birth
Format: DD.MM.YYYY

Maiden name

Nationality

(2)

Account data

Email address

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.

Please make sure you have a working access to the given email address throughout the application process.

By entering your data and clicking on "Confirm Data", you confirm that you have read and accept [the Privacy Policy for the Application Process at RWTH Aachen University](#).

(3)

CONFIRM DATA

1.3 Checking and Submitting Your Data

Please double-check all your information. If your information is correct, you can complete your registration by clicking on "Submit data".

Registration - basic user

Master data

Mr./Mrs./Ms. Mr

First name John

Last name Smith

Date of birth 01.01.1990

Maiden name

Nationality United States (USA)

Account data

Email address John.Smith@E-Mail.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.

Please make sure you have a working access to the given email address throughout the application process.

By entering your data and clicking on "Confirm Data", you confirm that you have read and accept [the Privacy Policy for the Application Process at RWTH Aachen University](#).

BACK

SUBMIT DATA

You will receive an email at the email address you provided.

Registration - basic user



Thank you very much for your registration!

An email will be sent to john.smith@e-mail.de shortly for activating your access to the system.

1.4 Confirming Your Registration

In the confirmation email, you will receive a [link to confirm the email address \(1\)](#) and information on [how long this link will be active \(2\)](#). Follow the link to continue with account setup.

Dear John Smith,

You have successfully entered the following registration data in RWTH Aachen Schulungssystem - RWTHonline:

First name: John
Last name: Smith
Date of birth: 01.01.1990

(1)

To activate your account please click on the following link: <https://sl-online.rwth-aachen.de/RWTHonline/wbselfstregperson.emailBestaetigt?pToken=dDvuzGDuybzLYMJTWqfcJduqQHeiOcCGqacDoONIDNUMHDFPZH0JiQSuLadNiGAp>

The activation must be completed by the 23.04.2021 10:23 at the latest. (2)

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

If you have questions about registration, please use the Support form: <https://online.rwth-aachen.de/support>

Kind regards,

your RWTH Aachen Schulungssystem - RWTHonline team

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Please do not reply to this automatically generated e-mail. For questions please use the Support form: <https://online.rwth-aachen.de/support>

By clicking on the link, your email address will be confirmed and you will get to the next step by clicking on "Continue".

Registration - basic user



Thank you very much. Your email address john.smith2@e-mail.de has just been verified by the system.

Next you will receive your personal account at RWTH Aachen Schulungssystem - RWTHonline, please click 'Continue'.

CONTINUE

1.5 Setting a Password

On this screen, you will see your [username \(1\)](#) and you can set your [password \(2\)](#). Please follow the password guidelines listed there.

Confirm your password via "[Complete registration](#)" (3).

Registration - basic user

Username	o0lsuhkw (1)
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.

(3) [Complete registration](#) [Cancel](#)

1.6 Completing Account Setup

In the last step of the registration process you will receive confirmation of having set up your account. Clicking on "[Weiter](#)" will take you to your personalized dashboard called Business card/Workplace.

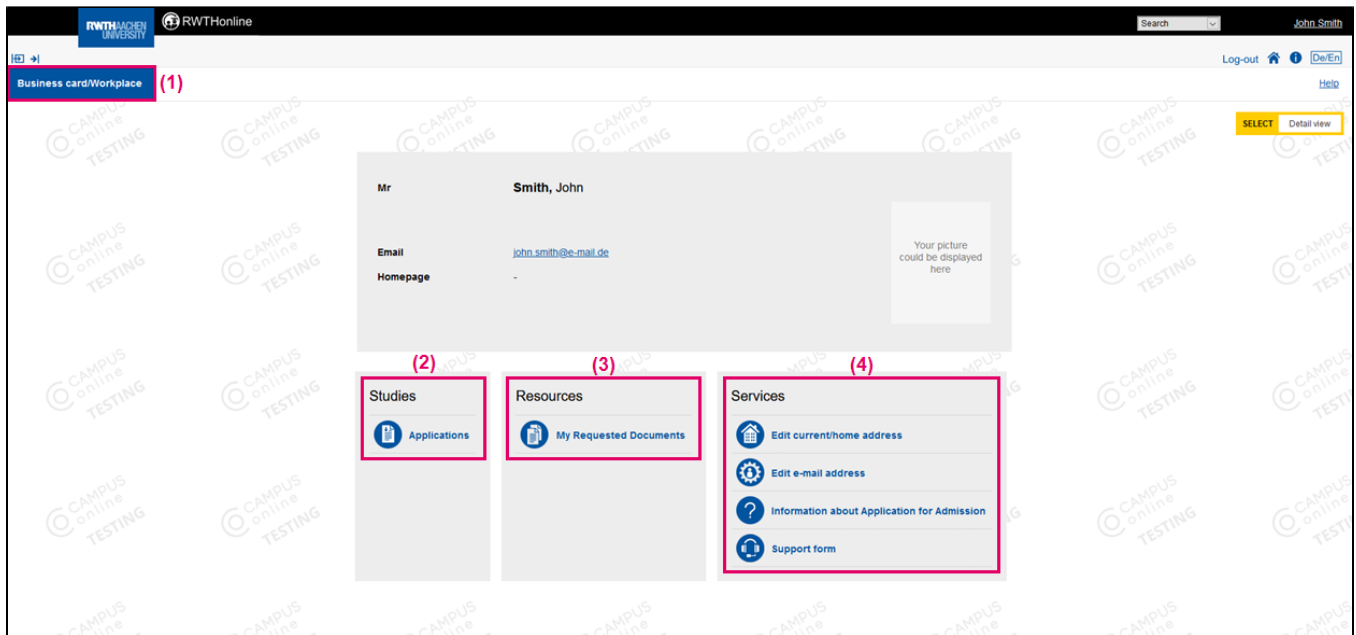
The screenshot shows the 'Create/change account - Confirmation' page in the RWTHonline system. At the top, the RWTH Aachen University logo and 'RWTHonline' branding are present. Below the navigation bar, the user's name 'Smith, John' is displayed. The main content area is titled 'Create/change account - Confirmation' and contains two summary cards. The first card lists account details: Username 'o0lsuhkw', an alternative login email 'john.smith@e-mail.de', an account validity until '13. Oktober 2021', and a password change date of '16. April 2021'. The second card shows the service 'CAMPUSonline' with a status of 'Status' and a green checkmark. Below these cards, a yellow message box states 'User account has been created.' and a blue button labeled 'Weiter' is highlighted with a red border.

1.7 Navigating Your Dashboard

The "Business Card/Workplace" (1) serves as your entry point and dashboard for navigating this student management system.

Via "Studies" (2) you can create and submit applications.

Under "Resources" (3) you will find any university notifications that you have requested as well as further, more detailed information. You can also make changes to these settings by choosing the category "Services" (4).



2 Summary

1. Access the registration link at <https://online.rwth-aachen.de>.
2. Enter your personal data and submit it.
3. Confirm your registration by clicking on the link in the email you will receive.
4. Set your password and complete the registration process.

3 Questions and Answers

If the registration isn't possible, you find further information on the [IT Center Help Webpage](#).

Contact: You can create a request via [RWTHonline Support forms](#). Your request will be forwarded to the responsible department!