

Click-by-click guide

Web portal for students

Issued by: Sachgebiet Studienkoordination

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2. Application
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4. Studies
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7. My information & documents
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1. Logging into the study portal

Log in using your uni login details on the AlmaWeb website
<https://almaweb.uni-leipzig.de>.
You can change the language to English.

The image shows two screenshots of the AlmaWeb website. The top screenshot is in German, and the bottom screenshot is in English. Both screenshots show the login form and the language selection options. In the German version, the 'English' button is highlighted with a red box. In the English version, the 'Log in' button is highlighted with a red box. The URL 'https://almaweb.uni-leipzig.de' is also highlighted with a red box in the top screenshot.

German Version:

- URL: <https://almaweb.uni-leipzig.de>
- Navigation: Startseite, Kontakt, Impressum
- Menu: Startseite, Bewerbung, Vorlesungsverzeichnis, Hilfe
- Login: Benutzername: Passwort: Anmelden Passwort vergessen **English**
- Message: Herzlich Willkommen auf dem Studienportal AlmaWeb
- Text: Die Anmeldung zum Studienportal erfolgt über das [Uni-Login](#).

English Version:

- Navigation: Homepage, Contact, Impress
- Menu: Home page, Application, Course Catalogue, Help
- Login: Username: Password: **Log in** Forgot password Deutsch
- Message: Welcome to the study portal AlmaWeb
- Text: AlmaWeb can be accessed using your [uni login](#).

1. Logging into the study portal

When you access the home page, you will first be shown your classes for the current day. Any new messages you have will also be displayed. You may also export your timetable as an iCalendar file. To do this, use the export function. This is described in more detail on the following page.

UNIVERSITÄT LEIPZIG

Home page Application Course Catalogue Studies Messages Account My information & documents Help

AlmaWeb campus management system

Name: Alma Weber [Deutsch](#) [log out](#)

Welcome, Alma Weber!

Activities for: 21.09.2016

Today's Events: [Schedule](#) [Export](#)


There are no appointments scheduled!

Incoming messages: [Archive](#)

Date	Time	Sender	Subject	Action
13.09.2016	10:22	System	05-020-0006 Beratung und Diagnostik von Begabten und Hochbegabten: Anmeldung angenommen	Delete
12.09.2016	14:37	System	05-020-0005.SE02 Pädagogische Analyse der Person-Umwelt-Passung bei Begabten und Hochbegabten: Ihre	Delete
12.09.2016	14:36	System	05-020-0005.SE01 Entwicklung, Persönlichkeit und Lebenswelt von Begabten und Hochbegabten: Ihre Anme	Delete
09.09.2016	14:30	System	05-020-0005 Begabung im Kontext von Entwicklung, Persönlichkeit und Lebenswelt: Anmeldung angenommen	Delete
09.09.2016	14:29	System	05-020-0009 Ansätze, Maßnahmen und Programme der Begabungsförderung (Schwerpunkt: Hoch- und Sonderbe	Delete

1. Logging into the study portal

You can export your timetable for a month or week. On the home page, click on "Export". Select a month or calendar week and click on "Export appointments".



The screenshot shows a web interface for exporting appointments. At the top, there is a header bar with the text "Export Appointments" on the left and two buttons on the right: "Cancel" and "Export Appointments". The "Export Appointments" button is highlighted with a red rectangular box. Below the header, there are two dropdown menus. The first is labeled "Month:" and is currently set to "October 2016". The second is labeled "Calendar week:" and is currently empty. The form is styled with orange and white colors.

Save the file and import it into your calendar.

2. Application

This is where you will find an overview of any applications you have made to Leipzig University in the past.

Requests to change your study programme or commence a double degree can only be submitted via the web portal. To do this, in the "Application" section select your desired programme from the courses offered.

The screenshot shows the AlmaWeb application portal interface. At the top left is the 'UNIVERSITÄT LEIPZIG' logo. Below it is a navigation bar with icons and labels: Home page, Application (highlighted with a red box), Course Catalogue, Studies, Messages, Account, My information & documents, and Help. Below the navigation bar, the user's name 'Alma Weber' is displayed. On the left side, there is a menu with 'FAQ for applicants' (highlighted with a red box). The main content area features a welcome message: 'Welcome to the online application, Alma Weber!'. Below this, there is a paragraph of text: 'Here you can see an overview of the applications you have started and submitted. To browse the courses on offer, please click on "Find courses offered".' Below the text, it says 'No application started yet.' and there is a button labeled 'Find courses offered'.

3. Course Catalogue

In the "Course catalogue" section you can view Leipzig University's public catalogue of courses. You do not have to be logged in to view it. Select the corresponding semester from the left-hand menu.

The screenshot shows the AlmaWeb interface. At the top left, there is a grey box with the text "UNIVERSITÄT LEIPZIG". To the right of this box is a horizontal menu with eight orange icons and their corresponding labels: "Home page" (house icon), "Application" (document icon), "Course Catalogue" (person at computer icon, highlighted with a red box), "Studies" (book icon), "Messages" (envelope icon), "Account" (gears icon), "My information & documents" (person with plus icon), and "Help" (question mark icon). Below the menu, the user's name "Name: Alma Weber" is displayed. On the left side, there is a vertical list of semester options: "Summer semester 2016", "Winter semester 2015/16", "Summer semester 2015", "Winter semester 2014/15", and "Search". On the right side, there is a highlighted orange bar with the text "Course catalogue" and a paragraph below it that reads "You can find the course catalogue of Leipzig University here."

4. Studies

In the „Studies“ section you find different functions concerning your studies. The following pages explain the individual functions.

UNIVERSITÄT LEIPZIG

Home page Application Course Catalogue **Studies** Messages Account My information & documents Help

Name: Alma Weber

Classes

- Registration
- Registration status
- Timetable
- Modules
- My classes
- Specialisation
- Class list

Exams

- Registration
- My exams
- Module results
- Exam results
- Overview of grades

Re-registration

- Past direct debits
- Create direct debit

Blocks

Documents

Studies

Please make a selection from the menu.

4.1 Classes

In the “Classes” section you can register for modules and classes or view your registration status. You also have access to your timetable, your modules and your classes. The following pages explain the individual functions.

- ▣ **Classes**
 - Registration
 - Registration status
 - Timetable
 - Modules
 - My classes
 - Specialisation
 - Class list
- Exams**
 - Registration
 - My exams
 - Module results
 - Exam results
 - Overview of grades
- Re-registration**
 - Past direct debits
 - Create direct debit
- Blocks**
- Documents**

Classes

In this section you can manage your classes. Please make a selection from the menu.

Module deregistration for students

You wish to sign out from a module you started the previous semester? (module duration = 2 semesters)

You need to take the following steps: *Registration* > browse your studies until the module in question is listed > *cancel* (=button next to the module title, background colour: grey)

You wish to sign out from individual classes? (This is an option for students of specific study programmes only: Protestant Theology, Ecclesiastical Examination or Diplom)

You need to take the following steps: *Registration* > browse your studies until the class in question is listed > *cancel* (=button next to the class title, background colour: white)

click-by-click guide [Abmelden von Modulen](#)

4.1.1 Registration

This is where you can register for your modules and classes. Please refer to your institute's own home page for information concerning deadlines. You can find a detailed click-by-click guide to module registration, with and without class registration, under "Help" - "Guides".

The screenshot shows the AlmaWeb interface for registration. At the top, there is a navigation bar with icons for Home page, Application, Course Catalogue, Studies, Messages, Account, My information & documents, and Help. Below this, the user's name is displayed as "Alma Weber".

The main content area is titled "Registration for modules and courses". Underneath, there is a section for "Further studies" with a dropdown menu showing "Archäologie der Alten Welt, Bachelor of Arts (PO 2006)" and a "Refresh" button. A blue information box provides instructions on how to manage module registrations and cancel modules.

On the left side, there is a sidebar menu with categories: Classes, Exams, Re-registration, Blocks, and Documents. The "Classes" category is expanded, showing "Registration" (highlighted with a red box), Registration status, Timetable, Modules, My classes, and Specialisation. The "Exams" category shows Registration, My exams, and Module results. The "Re-registration" category shows Past direct debits and Create direct debit. The "Blocks" and "Documents" categories are also visible.

Below the "Further studies" section, there is a list of modules for "Archäologie der Alten Welt, Bachelor of Arts (PO 2006)" with a red box around the list:

- [Compulsory Area](#)
- [Compulsory Elective Area](#)
- [Vertiefungsmodule](#)
- [Elective Area of the Humanities and Social Sciences](#)
- [Schlüsselqualifikation](#)
- [Degree](#)
- [Additional Achievements](#)

4.1.2 Registration status

Under "Classes" - "Registration status" you can view the status of the modules and classes for which you have registered. It is possible to edit your registrations during the registration period.

- Classes
 - Registration
 - Registration status
 - Timetable
 - Modules
 - My classes
 - Specialisation
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- Exams
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 - Create direct debit
- Blocks
- Documents

My registrations

Pending registrations

[Registration](#)

No pending registrations

Accepted registrations

Course offering Instructors Time period	Max. Reg. part. Credits
05-020-0005.SE01 Entwicklung, Persönlichkeit und Lebenswelt von Begabten und Hochbegabten Christian Hochmuth Wed, 6. Apr. 2016 [09:15] - Wed, 29. Jun. 2016 [12:15]	- 19
05-020-0005.SE02 Pädagogische Analyse der Person-Umwelt-Passung bei Begabten und Hochbegabten Christian Herbig Mon, 4. Apr. 2016 [15:15] - Mon, 4. Jul. 2016 [16:45]	- 19

Rejected registrations

No rejected registrations

Accepted module registrations

No. Module name Module Owner	Credits
05-020-0005 Ability in Relation to Development, Personality and Environment Prof. Dr. Carla Campus	10,0

4.1.3 Timetable

Once you have registered for modules and classes, this is where you can access your timetable for every day/week/month. If you click on the classes, you can access material for the individual dates and find out more about the class.

- Classes
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 - Registration status
 - Timetable**
 - Modules
 - My classes
 - Specialisation
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- Exams
 - Registration
 - My exams
 - Module results
 - Exam results
 - Overview of grades
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- Blocks
- Documents

Schedule							
Schedule for 13.06. to 19.06.							
Today		CW 24 13.06.2016 - 19.06.2016			Refresh		
	Day	Week	Month	Printable version			
Time	Mon 13.06.	Tue 14.06.	Wed 15.06.	Thu 16.06.	Fri 17.06.	Sat 18.06.	Sun 19.06.
07:00							
07:15							
07:30							
07:45							
08:00							
08:15							
08:30							
08:45							
09:00							
09:15							
09:30							
09:45							
10:00							
10:15							
10:30							
10:45							

08:15 - 12:15
[05-020-0005_SE01](#)

4.1.4 Modules

This is where you can see an overview of all the modules for which you have registered in the selected semester.

- ▣ **Classes**
 - Registration
 - Registration status
 - Timetable
 - Modules**
 - My classes
 - Specialisation
 - Class list
- Exams**
 - Registration
 - My exams
 - Module results
 - Exam results
 - Overview of grades
- Re-registration**
 - Past direct debits
 - Create direct debit
- Blocks**
- Documents**

Modules of Alma Weber

Module

Choose a semester

Semester: [Refresh](#)

No.	Name	Module Owner	Credits
05-020-0005	Ability in Relation to Development, Personality and Environment	Prof. Dr. Carla Campus	10,0
05-020-0006	Counselling and Assessment of Talented and High Achievers	Prof. Dr. Carla Campus	10,0
05-020-0009	Approaches, Measures and Programmes of High Ability Support	Prof. Dr. Carla Campus	10,0

4.1.5 My Classes

This displays an overview of all the classes for which you have registered in a given semester, arranged according to the type of class.

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Courses of Alma Weber

Semester selection

Choose a semester

Semester: [Refresh](#)

Events

No.	Name	Time period	Credits
Seminar			
05-020-0005.SE01	Entwicklung, Persönlichkeit und Lebenswelt von Begabten und Hochbegabten	Wed, 6. Apr. 2016 - Wed, 29. Jun. 2016	
05-020-0005.SE02	Pädagogische Analyse der Person-Umwelt-Passung bei Begabten und Hochbegabten	Mon, 4. Apr. 2016 - Mon, 4. Jul. 2016	

4.1.6 Specialisation

You can view your selection under "Specialisation". If your examination regulations require that you choose a specialisation, this selection can be made via the link "Choose subjects". Use the check box to select your desired subject and confirm your selection with "Save".

- Classes**
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- Registration status
- Timetable
- Modules
- My classes
- Specialisation**
- Class list
- Exams**
- Registration
- My exams
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- Create direct debit
- Blocks**
- Documents**

Electives

Studies Archäologie der Alten Welt, Bachelor of Arts (PO 2006) for Alma Weber

Select studies and semester

Studium: Archäologie der Alten Welt, Bachelor of Arts (PO 2006) Semester: summer semester 2016 [Aktualisieren](#)

Select minors and specializations

Vertiefungsmodule (1)

No choice has been made yet!

Elective Area of the Humanities and Social Sciences (1)

Frei gestaltbarer Wahlbereich Selected

Wahlfach 30 LP (min. 0 max. 2)

No choice has been made yet!

4.1.7 Class list

Individual classes can be found under "Class list". You can set a fixed period and also search using the course number or the name of the class. Click on the corresponding link to view details about the class.

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Courses

Search criteria

[Search](#)

Date from (DD.MM.YYYY)

Date to (DD.MM.YYYY)

Location ▼

Course number

Appointments

Date	from	to	Course number	Course name	Room	Instructor
21.09.2016	11:15	12:45	10-202-2011.SE01a	Masterseminar Automatentheorie	Rechnerlabor P801 P8.011	Prof. Dr. Manfred Droste
28.09.2016	11:15	12:45	10-202-2011.SE01a	Masterseminar Automatentheorie	Rechnerlabor P801 P8.011	Prof. Dr. Manfred Droste

4.2 Exams

Under "Exams", you can register for exams and view your current exams as well as the results of exams you have already taken. The following pages explain the individual functions.

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Exams

i **Information for teaching study programmes**

Teaching study programmes are currently being transferred to AlmaWeb. This may result in delays in the examination regulations of grades in AlmaWeb. Some grades are therefore not currently visible in the study examination regulations. Our team is working hard to enter all grades in the system. We would therefore ask for your patience. If you have any questions about repeat examinations, please contact your examination office.

i **Information about the overview of grades**

We are currently transferring a large number of study programmes from HIS-LSF into AlmaWeb. If you are studying on a study programme which has already been transferred, you will now be able to see an overview of your past exam results in AlmaWeb under the menu item "Exams" > "Overview of grades". You will then no longer be able to view a summary of your grades via HIS-LSF. You can find a list of the study programmes which have already been transferred to AlmaWeb under the menu item "Exams". Should you have any questions, please contact your examination office.

Please note: At present, in some cases the credit totals as well as the overall GPA are not being displayed correctly under the menu item "Exams" > "Overview of grades", even if the overview lists all of the modules the student has completed. Please don't worry: All of your exam results have still been recorded correctly in AlmaWeb. We are currently working to rectify this error in the web examination regulations user interface.

The students of the following courses of studies can not find their results in AlmaWeb yet:

- Advanced Spectroscopy in Chemistry, Master of Science (PO 2009)
- Art History, Bachelor of Arts (PO 2006)
- Biochemistry, Bachelor of Science (PO 2005)
- Biochemistry, Master of Science (PO 2010)

4.2.1 Registration

Under "Exams" - "Registration" you can see which exams you can register for, and any exams for you already have registered, in a given semester. Here you can also register for and withdraw from resits and alternative exam dates (deadlines must always be observed).

Classes

- [Registration](#)
- [Registration status](#)
- [Timetable](#)
- [Modules](#)
- [My classes](#)
- [Specialisation](#)
- [Class list](#)

Exams

- [Registration](#)
- [My exams](#)
- [Module results](#)
- [Exam results](#)
- [Overview of grades](#)

Re-registration

- [Past direct debits](#)
- [Create direct debit](#)

Blocks

- [Documents](#)

Exams offered for registration for Alma Weber

Exams

Choose a semester

Information for students of the Faculty of Economics and Management Science: When registering for resits, please select the semester during which you first took the module.

Course/Module semester: [Refresh](#)

[My exams](#)

No.	Course/module	Exam	Date	
05-020-0006	Counselling and Assessment of Talented and High Achievers			
	Projektarbeit	Projektarbeit 1. Date	Time tbd	Selected
	Praktikumsbericht	Praktikumsbericht 1. Date	Time tbd	Selected
05-020-0009	Approaches, Measures and Programmes of High Ability Support			
		Projektarbeit 1. Date	Time tbd	Selected

4.2.2 My exams

The "My exams" menu item provides an overview of the exams you are registered to take in a given semester. If an exam appears more than once, this is due to a resit or an alternative exam date. You can access details about the exam by clicking on the link below "Name". Results of individual exams can be found under "Exam results".

Classes

- [Registration](#)
- [Registration status](#)
- [Timetable](#)
- [Modules](#)
- [My classes](#)
- [Specialisation](#)
- [Class list](#)

Exams

- [Registration](#)
- [My exams](#)
- [Module results](#)
- [Exam results](#)
- [Overview of grades](#)

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- [Past direct debits](#)
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Blocks

- [Documents](#)

Exams of Alma Weber

Exams

Choose a semester

Course/Module semester: [Refresh](#)

[Exams offered for registration](#)

No.	Course/module	Name	Date	
05-020-0005	Ability in Relation to Development, Personality and Environment	Projektarbeit	Time tbd	Selected
05-020-0006	Counselling and Assessment of Talented and High Achievers	Praktikumsbericht	Time tbd	Selected
05-020-0006	Counselling and Assessment of Talented and High Achievers	Projektarbeit	Time tbd	Selected
05-020-0009	Approaches, Measures and Programmes of High Ability Support	Projektarbeit	Time tbd	Selected

4.2.3 Module results

The “Module results” link displays your module results for a particular semester. You can view details about your performance in a module by clicking on the “Exams” link.

- Classes**
- [Registration](#)
- [Registration status](#)
- [Timetable](#)
- [Modules](#)
- [My classes](#)
- [Specialisation](#)
- [Class list](#)
- Exams**
- [Registration](#)
- [My exams](#)
- [Module results](#)
- [Exam results](#)
- [Overview of grades](#)
- Re-registration**
- [Past direct debits](#)
- [Create direct debit](#)
- Blocks**
- [Documents](#)

Course results summer semester 2016 for Alma Weber

Choose a semester

Semester: [Refresh](#)

No.	Course name	Final grade	Credits	Malus points	Status
05-020-0005	Ability in Relation to Development, Personality and Environment	not set yet	10,0		Exams
05-020-0006	Counselling and Assessment of Talented and High Achievers	not set yet	10,0		Exams
05-020-0009	Approaches, Measures and Programmes of High Ability Support	not set yet	10,0		Exams
Biologie, Master of Science (PO 2009): Semester GPA		0,0	0,0		
Evangelische Theologie, Diplom (PO 2012): Semester GPA		0,0	0,0		
Archäologie der Alten Welt, Bachelor of Arts (PO 2006): Seme		0,0	0,0		

4.2.4 Exam results

An overview of your exam results can be found under "Exams" > "Exam results". Select the semester you wish to view.

- Classes**
- [Registration](#)
- [Registration status](#)
- [Timetable](#)
- [Modules](#)
- [My classes](#)
- [Specialisation](#)
- [Class list](#)
- Exams**
- [Registration](#)
- [My exams](#)
- [Module results](#)
- [Exam results](#)
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- Re-registration**
- [Past direct debits](#)
- [Create direct debit](#)
- Blocks**
- Documents**

Exam Results summer semester 2016 for Alma Weber

Exam Results

Choose a semester

Semester: summer semester 2016 [Refresh](#)

Name	Date	Grade
05-020-0005 Ability in Relation to Development, Personality and Environment Projektarbeit 1		1,0 sehr gut

4.2.5 Notenübersicht

Under "Overview of grades" you will find an overview of your performance so far.

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Study Results for: Alma Weber

Should you have any questions, please get in touch with your [contact person](#) for exam matters.

Biologie, Master of Science (PO 2009)

Studies: Refresh

	Date	Credits	Grade	Status
11-Biologie				
Schwerpunkt A1: Biodiversität und Evolution: Pflanzen				
Pflicht				
1. Pflichtmodul				
11-BIO-0725	Funktionelle Biodiversität der Pflanze			
Sum 1. Pflichtmodul		Σ	0,0	
In this area 10,0 credits will be counted.				
2. Pflichtmodul				
Sum 2. Pflichtmodul		Σ	0,0	
In this area 1 modules have to be accounted.				
In this area 10,0 credits will be counted.				
Allgemeine Pflichtmodule				
11-BIO-0903	Wissenschaftliches Arbeiten			
11-BIO-0904	Laborpraktikum			

4.3 Re-registration

Under “Re-registration” you can view your past direct debits and create new ones. Simply click on the corresponding links.

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Create direct debit
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Documents

Re-registration

Please make a selection from the menu.

4.3 Re-registration

Information about direct debits: In order to create a direct debit order, it is necessary to provide information about the account holder as well as the IBAN and BIC (in other European countries only). Direct debit orders via accounts of third parties (such as your parents) are not possible at this time. Confirm the information you provide by entering an iTAN (see next page). By granting a direct debit order via the AlmaWeb portal, you will be re-registered immediately. Your study certification is usually uploaded within three working days. We only book direct debit orders twice each month:

- Creation of direct debit order between the 1st and 15th of the month – money will be debited on the 25th of the month.
- Creation of direct debit order on between the 16th and 31st of the month – money will be debited on the 10th of the following month.

4.4 Blocks

Under “Blocks” you will find information about restrictions – if any are in place – on your account. These can affect your re-enrolment or the payment of your semester fee. If any restrictions are in place, there will also be information telling you what you need to do.

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Create direct debit
Blocks
Documents

No locks found

4.5 Documents

Under “Documents” you will find all documents and certificates generated for you, such as your study documents (Certificate of Enrolment, study programme etc.) or preliminary Transcripts of Records. You can download these via the “Download” link.

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My documents			
Name	Date	Time	Status
Vorläufige Immatrikulationsbescheinigung	11.12.14	15:33	Download
Zulassung (mit Auflagen)	09.12.14	10:42	Download
Anmeldung_Master	04.12.14	17:10	Download
Studienbescheinigungen WiSe 2014/15	02.12.14	15:06	Download
Certificate of enrolment	02.12.14	14:42	Download
Anmeldung_Master	01.12.14	14:29	Download

5 Messages

Use the "Messages" menu to gain access to your outbox and inbox.

UNIVERSITÄT LEIPZIG

Home page Application Course Catalogue Studies **Messages** Account My information & documents Help

AlmaWeb campus management system

Name: Alma Weber Deutsch log out

Message Archive of Alma Weber

Unread

[Outbox](#) [Inbox](#) [Unread messages](#)

Date	Time	From/To	Subject	Delete all
13.09.2016	10:22	System	05-020-0006 Beratung und Diagnostik von Begabten und Hochbegabten: Anmeldung angenommen	Delete
12.09.2016	14:37	System	05-020-0005.SE02 Pädagogische Analyse der Person-Umwelt-Passung bei Begabten und Hochbegabten: Ihre	Delete
12.09.2016	14:36	System	05-020-0005.SE01 Entwicklung, Persönlichkeit und Lebenswelt von Begabten und Hochbegabten: Ihre Anme	Delete
09.09.2016	14:30	System	05-020-0005 Begabung im Kontext von Entwicklung, Persönlichkeit und Lebenswelt: Anmeldung angenommen	Delete
09.09.2016	14:29	System	05-020-0009 Ansätze, Maßnahmen und Programme der Begabungsförderung (Schwerpunkt: Hoch- und Sonderbe	Delete

6 Account

In your „Account“ section you find different functions concerning your data. The following pages explain the individual functions.

The screenshot displays the AlmaWeb user interface. At the top left is the 'UNIVERSITÄT LEIPZIG' logo. A navigation bar contains icons for 'Home page', 'Application', 'Course Catalogue', 'Studies', 'Messages', 'Account', 'My information & documents', and 'Help'. The 'Account' icon, which shows two interlocking gears, is highlighted with a red rectangular box. Below the navigation bar, the user's name 'Name: Alma Weber' is displayed. On the left side, a vertical menu is shown with four items: 'Change contact informations', 'TAN manager', 'Webmail', and 'Documents'. This menu is also enclosed in a red rectangular box. On the right side, the 'Account' section is active, indicated by an orange header bar. Below this header, the text 'Please make a selection from the menu.' is displayed.

6.1 Change contact information

Under the "Account" tab you can view and edit your contact information. To do this, click on "Change".

Please install a forwarding of these messages to your studserv-Account here.

Change contact informations	Personal Data
TAN manager	Alma Weber
Webmail	Information
Documents	Change
	Matriculation number 15000
	Academic title
	First name Alma
	Last name Weber
	Date of birth 01.01.1988
	Place of birth Leipzig
	Forward messages to uni-mail-account? <input checked="" type="checkbox"/>
	Landline number
	Private e-mail address test@test.de
	Mobile phone number
	Uni-Mail e-mail address st63voti@studserv.uni-leipzig.de
	correspondence address
	Change
	Street Teststr. 15a
	Extra address line
	Country Germany
	Postcode 04109
	City Leipzig

6.2 TAN-Manager

In the "TAN manager" area you can see which iTAN block you are currently using and how many iTANs are still available. You can also request a new iTAN block or deactivate your current one.

Block	Active	Valid	Remaining iTANs
002	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	20

[Request new iTAN list](#) [Deactivate](#)

6.2 TAN-Manager

Information about the TAN manager:

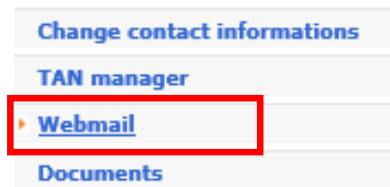
You currently only require iTANs when re-registering via direct debit using the AlmaWeb portal. A list of iTANs will be sent to your university email address automatically once you have provisionally enrolled. In order for a new iTAN list to be generated automatically ("Request new iTAN list"), you will need to still have at least one valid iTAN from your list. Once you generate a new list, the existing iTAN list will become invalid. You can also deactivate your current iTAN list (making it invalid), for example if it is lost or stolen. In such cases you will have to collect a new iTAN list in person from the Student Service Centre (SSZ, Goethestr. 6).

6.3 Webmail

In the „Webmail“ section you find a link to your Unimail-Mailbox.

Please check your Messages on a regular basis.

For sending E-Mails to members of the University only Unimail can be used.



6.4 Documents

Under “Documents” you will find all documents and certificates generated for you, such as your study documents (Certificate of Enrolment, study programme etc.) or preliminary Transcripts of Records. You can download these via the “Download” link.

Change contact informations
TAN manager
Webmail
Documents

My documents			
Name	Date	Time	Status
Vorläufige Immatrikulationsbescheinigung	11.12.14	15:33	Download
Zulassung (mit Auflagen)	09.12.14	10:42	Download
Anmeldung_Master	04.12.14	17:10	Download
Studienbescheinigungen WiSe 2014/15	02.12.14	15:06	Download
Certificate of enrolment	02.12.14	14:42	Download
Anmeldung_Master	01.12.14	14:29	Download

7 My information and documents

In the „My information and documents“ section you find different functions concerning your data. These functions have already been explained in the „Studies“ and the „Account“ section.

8 Help

The "Help" tab includes information on contacting the Study Offices. They can assist you if you have questions concerning your studies/curriculum. In addition, the "Guides" item contains further detailed click-by-click guides.

The screenshot shows the AlmaWeb interface. At the top left is the 'UNIVERSITÄT LEIPZIG' logo. Below it is a navigation bar with icons for: Home page, Application, Course Catalogue, Studies, Messages, Account, My information & documents, and Help (highlighted with a red box). Below the navigation bar, the user's name 'Alma Weber' is displayed. On the left side, there is a vertical menu with items: Contact, Guides, FAQ for applicants, FAQ for students, Video help, and Privacy (all highlighted with a red box). The main content area shows the 'Help' section with the text: 'Please make a selection from the menu.'