Educational Portal



cover a **wide range of courses** on our educational al and sign up for the ones that interest you most.

offer courses from the categories of science research support, competence and project agement, language courses and much more...

Instructions for logging into the Educational Portal

To log in, simply click on the " <u>Education Portal</u> " and fill in the login name and password (the same data are entered in CAS, SIS etc.).

You will then be redirected to the university CAS system, where you will enter the same data.

You can sign up for any course in the list until the registration time expires (the deadline is usually the day before the course starts).

If for any reason you change your mind and decide not to attend the course (illness, lack of time etc.), please log out of the course in the Education Portal. You will do so in the following way:

- 1. Click on your name in the top right-hand corner (this is only possible after logging into the portal).
- 2. Click on "My Applications" to see a list of courses you have registered for.
- 3. Click on the registration number of the course you want to unsubscribe from.
- 4. Click on the "Unsubscribe" button at the very bottom of the page.

You can only unsubscribe from a course before the registration period has expired.

WARNING! If you are absent from 3 courses from which you do not unsubscribe or apologise in any other way, the system will blacklist your name. This means that you will not be able to apply for any other courses in the next half year. This measure was introduced because of the unethical filling of course places that could be filled by other course applicants.