Enrollment instructions

Before you start, make sure you have the following things ready:

- The instructions email from the TU Berlin Summer & Winter University Team
- A passport-style photograph of yourself for uploading (this will appear on your student ID)
- A printer ready, or the ability to take a screenshot instead.

1. Follow the link in the email to the IT registration page: [https://www.campusmanagement.tu-berlin.de/menue/dienste/konto_karte/nutzerkonto_freischalten_iframe/](https://www.campusmanagement.tu-berlin.de/menue/dienste/konto_karte/nutzerkonto_freischalten_iframe/)

2. To get to the English version, click this button:

3. On the login page, tick the box to accept the terms and conditions:

4. Enter the “Identity number” and initial password that were sent to you in the email.
4. Enter your application number and your personal details (leave out the “title” section). Please note the spelling of your name needs to be exactly as you entered it onto our registration form when you registered online. Please check the email for how your name is currently in our database. Make sure that you get “first name” and “surname” the right way round. You can always change your name later, once your account is set up.

5. Accept that you confirm your details are correct:

6. Upload your photo. Then tick the checkbox that appears to confirm the photo is you.
7. Pick one of the email addresses given and note it down!

8. The “TAN list” will appear. Either take a screen shot of this and save it somewhere, or print it if you can. You will need these codes in the future to make changes to your account and to access some areas of it. Press the confirmation button, to confirm you have saved it somewhere.
9. Click the link in the box “I do not own a tubIT account and want to activate a new account now”.

10. Choose your account name. Note this down!

11. Choose your password. Note it down! There are a lot of password rules, and you need to change the character type frequently, so try to use a mixture of numbers and letters e.g. $µMm3R1!
12. Set up your email forwarding, to your private account and tick the declaration. Please set up email forwarding rather than any of the other options.

13. Email forwarding continued...
14. You can activate mTAN if you wish, but if you already saved the TAN code list in step 8 then there is no need to do this.

15. Review everything and confirm.
16. The account confirmation will show.

17. The information will be sent to the enrolment office of the TU, who will cross check the data with the enrolment information we have already sent them (which was your confirmation of health insurance, payment etc.). They will then release your student card which will be delivered to our office.
18. You should be able to log in to your account (top right hand log in area on the TU Berlin website) within 24 hours of completing this process.