

How do I activate my UNIGRAZonline account?

In accordance with university policy, you will be officially registered for the current semester as soon as your payment has been **received** in the tuition fees account (allow for approximately 3 to 5 banking days!). Only **then** can you activate your UNIGRAZonline account on the following link:

<https://online.uni-graz.at>

(Registration – Students – Enter your PIN code here)

It is necessary to enter your pincode, which you received by email, your registration number (*Matrikelnummer*) and your date of birth. The system will then automatically assign you a username. After you choose a password, your personal account in UNIGRAZonline will be activated.

Be sure to remember your account information (user name and password) since they are required each time you log in to UNIGRAZonline. The pincode is only used the first time you log in.

Accounts are being set up every 30 minutes between 05:00 and 18:00. Therefore, a log in with your user name and password is possible in training centres, on Moodle etc. after 30 minutes. At 21:00, another synchronization of the information is executed on a daily basis – from this point on, it is possible to log in using your email address as user name. For security reasons, you will be asked to change your password every six months. If you do not do this within the stated period of time, you will no longer be able to log in to your UNIGRAZonline account and will need a new PIN code to log in again. You can obtain one by going in person to the Academic Affairs and presenting an official photo ID.

More detailed information is available at <http://unigrazonline.uni-graz.at>

At UNIGRAZonline you can take advantage of the following services:

- Print out Confirmation of Registration (Inskriptionsbestätigung), Record of Studies (Studienblatt), etc.
- Change of personal details (e.g. address, telephone number)
- Registration and cancellation of courses and exams
- Information of exam dates
- Print out transcript of records, etc
- Calling up information about all courses (location, time, content, etc)
- Information of student status and tuition fees status

How do I activate my student email account?

All exchange of information between students, instructors and the administration occurs exclusively via your **university email address**.

It is therefore absolutely necessary that you check your messages regularly!

Only this way it can be guaranteed that students receive all information (e.g. change of course location or in university regulations, information regarding tuition fee status, etc.).

You can find information about setting up your personal university email address at the following address <http://it.uni-graz.at/de/alles-fuer-den-start/>

The account information (user name and password) is the same as for UNIGRAZonline.

Registration for courses and exams

Please register for all courses (including lectures) and exams at UNIGRAZonline.

A distinction must be made between “LV- An/Abmeldung“(course registration/cancellation) and “Prüfungs- An/Abmeldung“ (exam registration/ cancellation).

Registration for courses takes place before the start of the semester. The **registration periods** for the individual departments are available on the respective department’s website.

If participation is hindered in any way, the course must be **cancelled**.

Exam times for each course are made known during the semester. For courses with imminent examination character (e.g. courses, exercises, seminars), there is no special exam registration – registration to participate is considered to be registration for the exam.

If the exam time cannot be kept, the exam must be **cancelled**.

Important links

Service Desk Uni IT: <http://it.uni-graz.at>

Academic Affairs (Studien- und Prüfungsabteilung): <http://studienabteilung.uni-graz.at/en/>

4students – Studien Info Service: www.uni-graz.at/en/studying/