

IMPORTANT INFORMATION!

- Once you have paid your tuition and ÖH student fee, you are automatically registered for the next academic semester.
Information on the amount to be paid and on received payments can be viewed on your business card by clicking on 'Tuition Fees'.
- Registering and dropping courses and exams
 1. In order to receive notifications from lecturers via e-mail, you must be registered for a course or examination.
 2. For courses with imminent examination character (e.g. courses, exercises, seminars), there is no special exam registration needed — registration to participate the course is considered to be registered for the exam.
 3. Registration for courses takes place in general two weeks before the start of each semester. Information on the registration process will appear in a pop-up window in the system when you register and can also be found on our homepage.
① <http://unigrazonline.uni-graz.at/>
 4. Examination dates and times for each course will be announced during the semester.
 5. All course dates that you have registered for will be entered into your personal calendar.

SMS service (texting) For changes of examination or course dates at short notice (on the same day), the system will send out an automated text message (SMS), provided that you have enabled this function in your business card.

Business card Select Detail view Edit

E-mail

Homepage

External phone no.

Mobile phone

Mobile phone no. to receive text messages Test message

Leave empty if you do not want to receive text messages.
Please enter mobile phone number as indicated:
'436501234567'

Fax

Additional info

Business card picture Edit

Display options
 always only to authenticated users

Business card/Workplace background image Edit

Save Cancel

Fig. 6: Personal business card — edit

User information

1. User information is your user name and password. They are required for identification in the system.
2. You can select a new password by clicking on 'Change Password' in your student business card.
3. **⚠ Please note that changing your password also affects to your e-mail account!**

Co-registered students

- Students participating in cooperation studies (e.g. NAWI Graz, Musicology) or in programmes in which they attend courses at several universities, colleges etc. need separate access to each information management system of each institution.
- Access will be granted by the respective Admissions Office (Department of Academic Affairs) of the University/College etc.

Short summary

- You log in by clicking on the key symbol and by entering your account information (user name and password).
- First-semester students receive their PIN code at the Admissions Office during admission to the programme.
- If you forgot your user information, you can get a new PIN code at the Admissions Office (Department of Academic Affairs) or at the Infopoint of the service desk upon presentation of your student ID or official photo ID.

As of 05/2014 2nd Level Support ©






The Information management system of the University of Graz

Information brochure for students




Important links

-  <http://online.uni-graz.at>
-  <http://unigrazonline.uni-graz.at>
-  <http://www.uni-graz.at/en/studying/>
-  <http://docservice.uni-graz.at/en/>
-  <http://www.uni-graz.at>

Department of Academic Affairs

-  +43 316 380 DW 1163
-  <http://studienabteilung.uni-graz.at/en/>
-  studienabteilung@uni-graz.at

UNI IT Servicedesk

-  +43 316 380 DW 2240
-  <http://it.uni-graz.at>
-  servicedesk@uni-graz.at

Miscellaneous

- **Acquisition of registration data:**
<http://studienabteilung.uni-graz.at/de/datenerfassung-zur-inskription/>
- **UNIGRAZonline FAQ:**
<http://unigrazonline.uni-graz.at/de/studierende/haeufig-gestellte-fragen/>
- **Browser information:**
 - online.uni-graz.at/kfu_online/webnav.systemStatus
 - (PDF, Settings)

What is UNIGRAZonline?

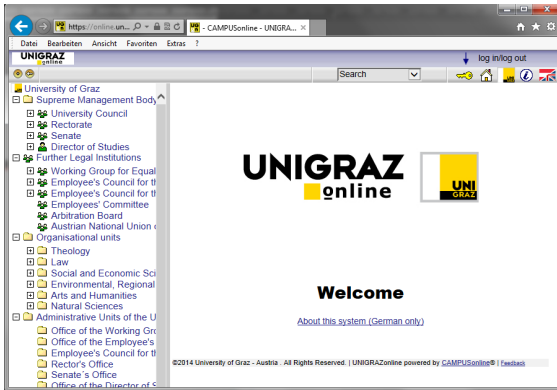


Fig. 1: Homepage

UNIGRAZonline is the information management system of the University of Graz. All members of the University of Graz (staff and students) have identity-based access to this system. Via UNIGRAZonline, all student data - in particular examination and course data - are gathered into a standardised system.

Students can instantly

- edit personal data
- call up information on examination
- call up information on all courses (location, time, content, and lecturer) and curricula
- register for lectures, courses and exams
- print credentials
- upload final papers

The way in which these data are presented provides students with a good overview of their academic progress. It is possible to search for persons, courses, rooms, institutes, curricula etc.

Registering in the system:

PIN Code: This code will be generated by the system and is only required once for the purpose of identification in the system.

You only need the PIN code in two cases:

- when you do not have a UNIGRAZonline account yet,
- when you forgot your account information (user name and/or password).

The PIN code is issued by the Admission Office and at the Infopoint service desk after presenting a valid student ID.



Fig. 2: log in/log out

Enter your PIN code as shown in Figures 2 to 4:

1. Click on the key (Fig. 2)
2. Under 'Students' select the link 'Enter your PIN code here' (Fig. 3)
3. Identify yourself in the system by entering your PIN code, registration number (Matrikelnummer) and date of birth. (Fig. 4)
4. Please select a secure password and bear in mind the criteria listed in the input window for creating a password.

! IMPORTANT:

You need your user name and password to register in UNIGRAZonline and the e-mail client.

Make sure to remember this information!

- **Students:**
Please, pick up your PIN code personally in the [Academic Affairs](#) or [Infopoint](#).
[Enter your PIN code here](#)

Fig. 3: Link to PIN code entry

Account - Validate PIN Code
Students

PIN code	<input type="text"/>	
(you can pick it up personally in the registration office)		
Registration number	<input type="text"/>	
Date of birth	<input type="text"/>	Format: DDMMYYYY
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

Fig. 4: PIN code entry

As soon as the password has been saved, the account will be activated. After you have registered in UNIGRAZonline, your name will appear above the key in the upper right hand corner.

Student business cards

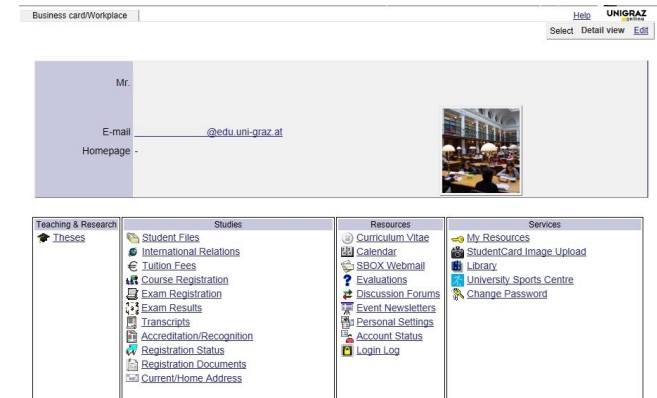


Fig. 5: Personal business card

The business card can be called up by clicking on your name. It provides access to the most important tools in the system, such as:

- edit **personal information** (Fig. 6: Personal business card — edit)
- Activate **SMS Service** (texting)
- direct **webmail** access (Link: <https://sbox.edu.uni-graz.at>)
 - ! All notifications generated by the system (changed dates for examinations or courses, all relevant information for students) will be sent to this address.
- Access to your personal appointment **calendar**
- **iCal:** With an iCal subscription, the appointment calendar supports .csv export and synchronisation features.
- Access to student information (tuition fee status, registration documents, examination results, academic transcripts etc.)
- Access for registering/dropping courses and exams