

# ENROLLMENT FOR THE COURSE **INFOBOARD MA.IB, MA.AA**

## Conditions:

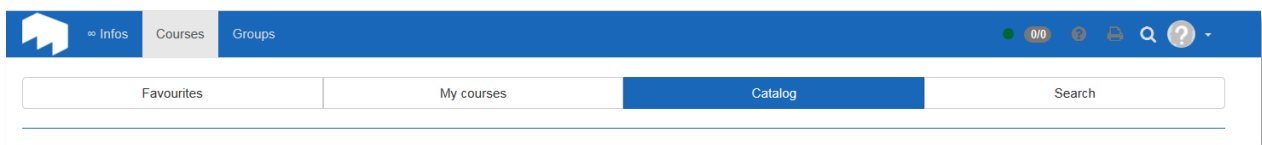
1. You have already registered in OpenOLAT.
2. You know the password of the course "Infoboard MA.IB" (or MA.AA or MFA).
3. You are a student of the School of Business (Fachbereich Wirtschaft) at Hochschule Mainz.

## 1 Find the course

Click on the tab *Courses*. In the menu on the right you will see two options how to access your course.

- *Catalog*
- *Search*

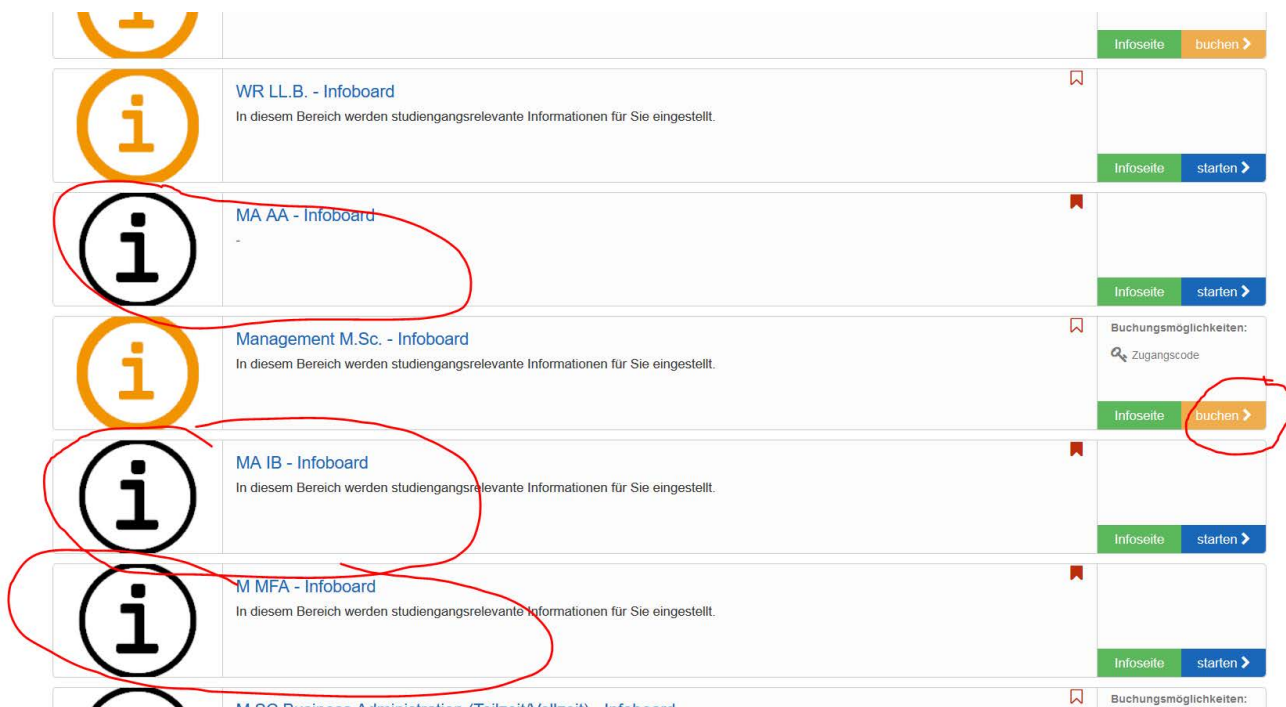
We recommend searching a course by selecting the catalog.



Select the button *Catalog* and then click through the following catalog structure up to the folder "Infoboards" Start by clicking on HS MZ

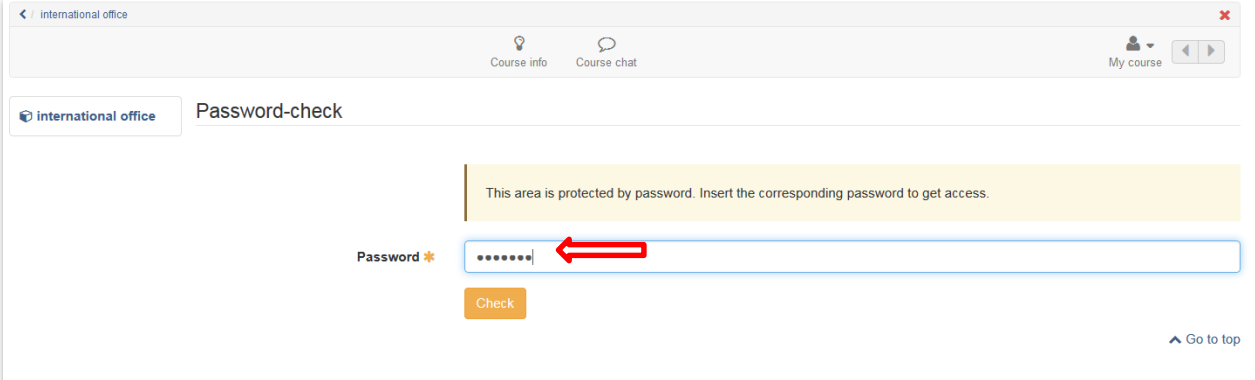
HS MZ > Fachbereich Wirtschaft > Infoboards / Infoboard MA.IB (or MA.AA or MFA)

Then click on the title of the course or on *starten* or "*buchen*".



## 2 Take the course

Enter the access code for the course which had been given to you. Then click on *Check*.



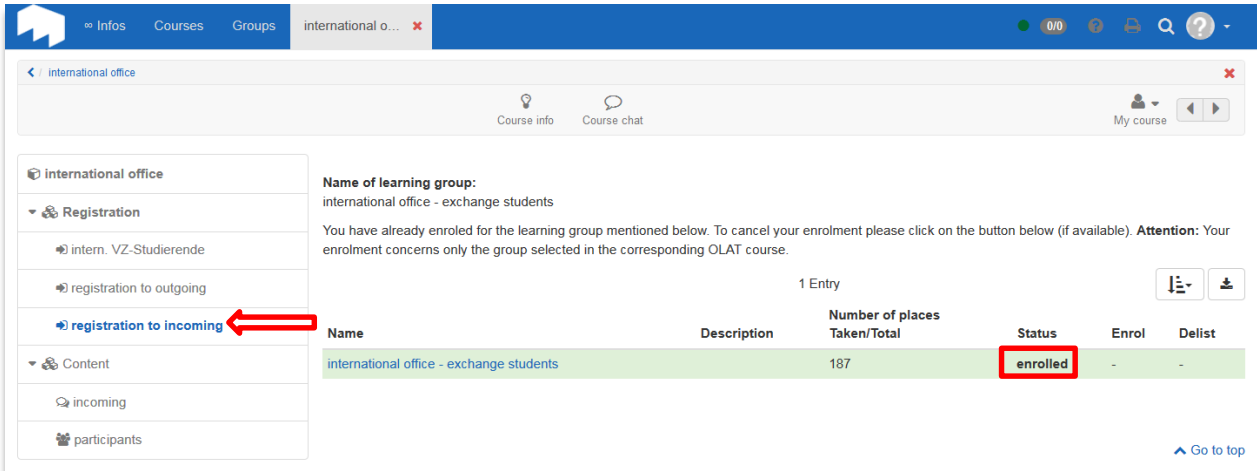
If your access code was accepted you will see the start page of the course and the word *Registration* in the left column.

## 3 Enroll in the group you belong to

Then a chart starting with the title of the groups to which the course belongs will be displayed in a row. Please choose the group you belong to. (for example the group MA.IB 20/21) Enroll in this group by clicking *Enrol* below in the middle column.



After you enrolled successfully, you will find the materials, informations etc. of the course and the entry *enrolled* in the middle column. Furthermore, you are automatically added to the course mailing list.

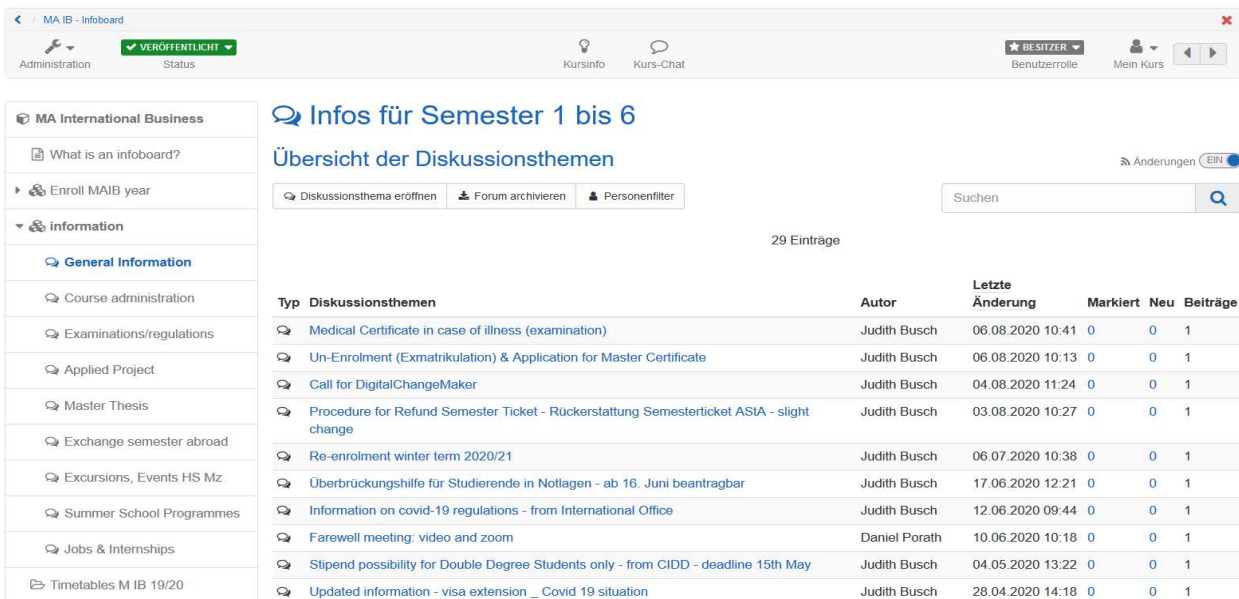


The screenshot shows a course page for 'international office'. A red arrow points to the 'registration to incoming' link in the left sidebar. The main content area shows a table with one entry:

Name	Description	Number of places Taken/Total	Status	Enrol	Delist
international office - exchange students		187	enrolled	-	-

#### 4 Subscribe to a forum

Select the forum to subscribe and then click on *Subscribe*.



The screenshot shows a forum page titled 'Infos für Semester 1 bis 6'. The left sidebar has 'General Information' selected. The main content area shows a list of 29 entries:

Typ	Diskussionsthemen	Autor	Letzte Änderung	Markiert	Neu	Beiträge
🗨	Medical Certificate in case of illness (examination)	Judith Busch	06.08.2020 10:41	0	0	1
🗨	Un-Enrolment (Exmatrikulation) & Application for Master Certificate	Judith Busch	06.08.2020 10:13	0	0	1
🗨	Call for DigitalChangeMaker	Judith Busch	04.08.2020 11:24	0	0	1
🗨	Procedure for Refund Semester Ticket - Rückerstattung Semesterticket ASIA - slight change	Judith Busch	03.08.2020 10:27	0	0	1
🗨	Re-enrolment winter term 2020/21	Judith Busch	06.07.2020 10:38	0	0	1
🗨	Überbrückungshilfe für Studierende in Notlagen - ab 16. Juni beantragbar	Judith Busch	17.06.2020 12:21	0	0	1
🗨	Information on covid-19 regulations - from International Office	Judith Busch	12.06.2020 09:44	0	0	1
🗨	Farewell meeting: video and zoom	Daniel Porath	10.06.2020 10:18	0	0	1
🗨	Stipend possibility for Double Degree Students only - from CIDD - deadline 15th May	Judith Busch	04.05.2020 13:22	0	0	1
🗨	Updated information - visa extension _ Covid 19 situation	Judith Busch	28.04.2020 14:18	0	0	1

If the subscription was successful **ON** appears at the same position. By clicking on **ON**, you unsubscribe from the forum again.



For questions or problems please contact us via email ([medienundlehre@hs-mainz.de](mailto:medienundlehre@hs-mainz.de)).