

Guide to Online Course Registration at USI Klagenfurt

Welcome! This guide will take you step by step through the online registration for courses at USI Klagenfurt.

Note on the University of Klagenfurt's tariff system:

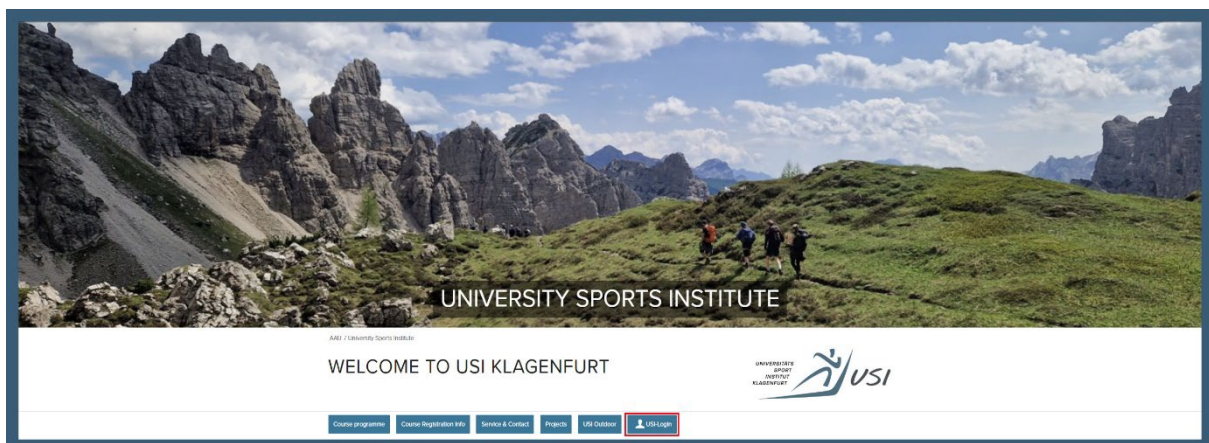
USI Klagenfurt distinguishes between different tariff groups that determine the course price. Your correct tariff group and the associated price are automatically determined by the system:

- **Members of Austrian higher education institutions (universities, universities of applied sciences, universities of education, GMPU):** This group of people (usually tariff 1 and 2) register using the access data of their respective higher education institution. The tariff is automatically assigned. Under 2.1. you will find more detailed registration information for this group of people.
- **Persons without current affiliation to an Austrian higher education institution (e.g. academics, AAU-Alumni, other external persons):** This group of people (usually tariff 3) either log in with existing user data or must register once as an external user and possibly upload documentation (e.g. graduation certificate for academics, AAU-Alumni card) to receive the correct tariff. Under 2.2. you will find more detailed registration information for this group of people.

Further information about our user groups and tariffs can be found [here](#).

Step 1: Access the website and find the login area

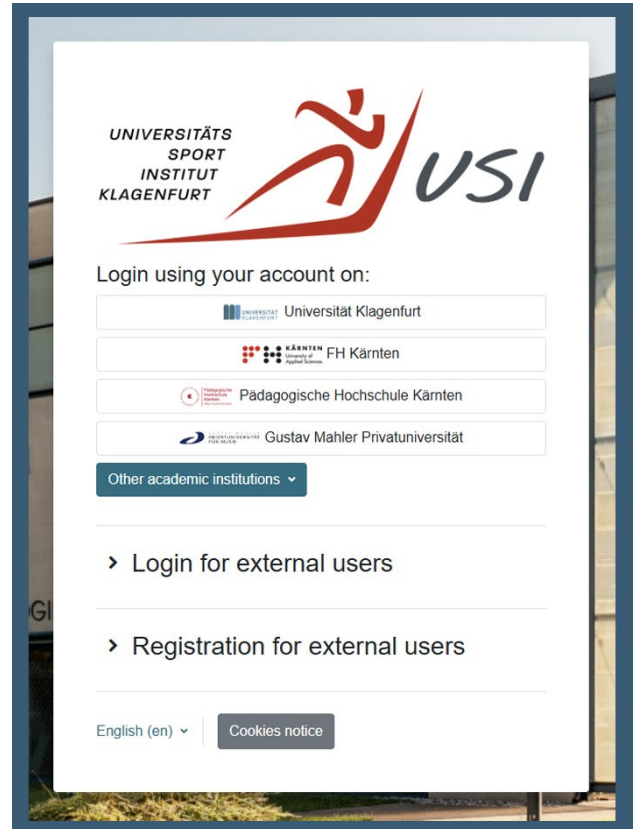
1. Open your internet browser (e.g. Chrome, Firefox, Safari).
2. Enter the USI Klagenfurt website in the address bar: <https://usi.aau.at>
3. Click on the "USI-Login" button in the top right corner of the homepage.



Step 2: Log in or register for the first time

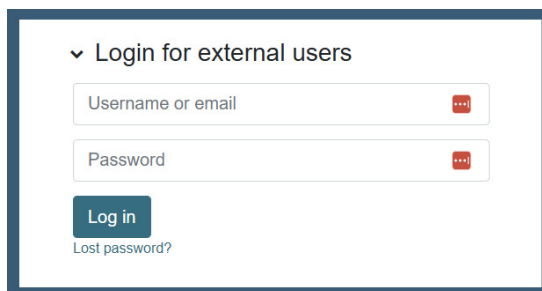
2.1: Login for members of Austrian higher education institutions (universities, universities of applied sciences, universities of education, GMPU)

1. In the **"Login using your account on"** section, select your education institution from the dropdown menu. If your institution is not directly visible, click on **"Other academic institutions"** and search for your institution there.
2. You will now be redirected to the login page of your selected higher education institution.
3. Enter your username and corresponding password from your higher education institution here and click on **"Log in"**.
4. **For the very first login in the USI system:** You will be asked to accept the terms and conditions and will then be redirected to your profile overview page. Here you must assign your gender (for statistics required by the ministry).

The screenshot shows the USI login interface. At the top, the logo for 'UNIVERSITÄTS SPORT INSTITUT KLAGENFURT' and 'USI' is displayed. Below the logo, the text 'Login using your account on:' is followed by a list of institutions: 'Universität Klagenfurt', 'FH Kärnten', 'Pädagogische Hochschule Kärnten', and 'Gustav Mahler Privatuniversität'. A dropdown menu labeled 'Other academic institutions' is also present. Below the institution list, there are two links: 'Login for external users' and 'Registration for external users'. At the bottom, there is a language selector set to 'English (en)' and a 'Cookies notice' button.

2.2: Login for persons without current affiliation to an Austrian higher education institution (e.g. academics, AAU-Alumni, other external persons) but with existing USI-Klagenfurt credentials

1. Click on the link **"Login for external users"** below the institution selection.

The screenshot shows the 'Login for external users' form. It contains two input fields: 'Username or email' and 'Password', both with red eye icons for toggling visibility. Below the password field is a 'Log in' button and a link labeled 'Lost password?'.

For the very first login in the USI system:

- a) The username or email address has been transferred and remains as before. The password must be redefined on first login under **"Lost password?"**.

- b) You will be asked to accept the terms and conditions and will then be redirected to your profile overview page where missing user information must be completed.

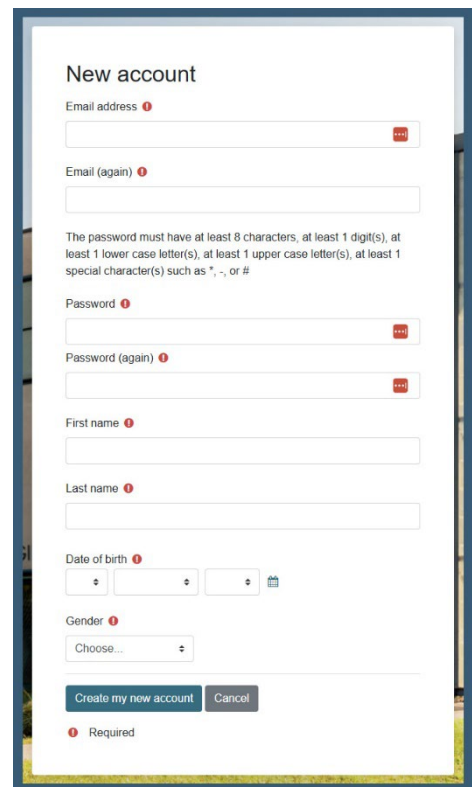
2. Enter your username and corresponding password here and click on "Login".

Forgot password

1. If you have forgotten your password (or are logging into the new system for the first time), you can assign a new password via "Lost password?".
2. Enter the email address with which you are registered at USI Klagenfurt.
3. Click on the link you received by email.
4. You can now assign a new password. Don't forget to save the change.

2.3: Initial registration for new users

1. Click on **"Registration for external users"** in the window below and then on **"Create new account"**.
2. Read the terms and conditions and click on "Next" at the bottom of the page.
3. Confirm the terms and conditions.
4. Fill out the registration form ("New user account") that now appears carefully. Pay particular attention to a correct email address and create a secure password. Finally, click on "Create my new account".
5. You will now receive an email at the specified address. Open your email inbox and click on the confirmation link in this email (also check your spam folder if necessary).
6. After clicking the registration link, you must upload the documents we require (e.g. photo; photo/scan of your ID document; study confirmation or graduation certificate for academics; AAU-Alumni card). Please pay attention to the accepted file types. Upload the corresponding files and click on "Submit".



The screenshot shows a web form titled "New account". It contains the following fields and elements:

- Email address**: A text input field with a red asterisk indicating it is required.
- Email (again)**: A second text input field for email confirmation, also with a red asterisk.
- Password**: A text input field with a red asterisk.
- Password (again)**: A second text input field for password confirmation, also with a red asterisk.
- First name**: A text input field with a red asterisk.
- Last name**: A text input field with a red asterisk.
- Date of birth**: A date selection field with a red asterisk.
- Gender**: A dropdown menu with a red asterisk.
- Buttons**: "Create my new account" (highlighted in blue) and "Cancel".
- Legend**: A red asterisk followed by the word "Required".
- Instructions**: A note stating: "The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as *, -, or #".

7. Your uploaded documents will now be manually reviewed by USI staff. This is necessary for activation and correct tariff classification. This process may take some time.
8. Once your account has been approved, you will receive an email notification. In the future, you can log in via the link **"Login for external users"** on the login page with your email address and password.

Step 3: Find and select courses

1. After successful login, you will be on the homepage or in the course overview.
2. Use the search field on the right (enter course names or numbers) or the filter options on the left side (e.g. course type, instructors, day of the week) to find suitable courses.

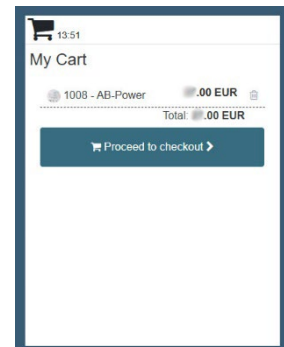
3. For each course, you will see details such as name, instructor, time, location, available spaces and the price valid for you.
4. Click on the course name. In a new window you will now see the course description as well as all course dates in the "Dates" tab “.

Step 4: Add course to shopping cart

1. If you have found a suitable course and it is bookable, click on the **"Add to cart"** button.
2. The course is now in your shopping cart. A shopping cart symbol in the top right shows the number of selected courses.
3. **Important:** A course in the shopping cart is **not yet booked or reserved for you!** The booking is only completed after successful payment.

Step 5: Go to checkout and pay

1. Click on the shopping cart symbol to view the contents of your shopping cart ("My shopping cart").
2. Check your selection and the total amount.
3. Click on the **"Proceed to checkout"** and **"Checkout"** button.
4. In the next window ("Select payment type"), "Saferpay" will be displayed as the payment provider. Click on **"Proceed"**.
5. You will now come to the selection of payment systems. Choose between **credit card** (MasterCard, VISA -- your bank's Secure Code required) or **online banking (eps)**.
6. Follow the instructions to enter your payment data (card number, validity, verification number or redirection to your bank's online banking) and confirm the payment.



Step 6: Booking confirmation

1. After successful payment, a confirmation will be displayed on the screen.
2. You will additionally receive a **booking confirmation by email**. Please keep this carefully.
3. You can also find your booked course in your personal course overview under "My courses" at the top left of the menu bar.
4. **Important:** Please carry the registration confirmation (printed or digitally on your smartphone) with you in the course and show it when required.

Important tips & notes:

- **Punctuality:** Popular courses can be fully booked quickly. Be ready at the start of registration.
- **Problems?** For technical problems or questions about registration, please contact the USI secretariat of the University of Klagenfurt.