

# OH Leoben | UserGuide „MU-Online“

The so-called MU-Online is the main information system for administering your studies. At MU-Online, you can adapt all settings relevant to you and register for lectures and exams.

In order to access MU-Online, please enter the following internet address:

<http://online.unileoben.ac.at>

The homepage of MU-Online will appear (see fig.1).

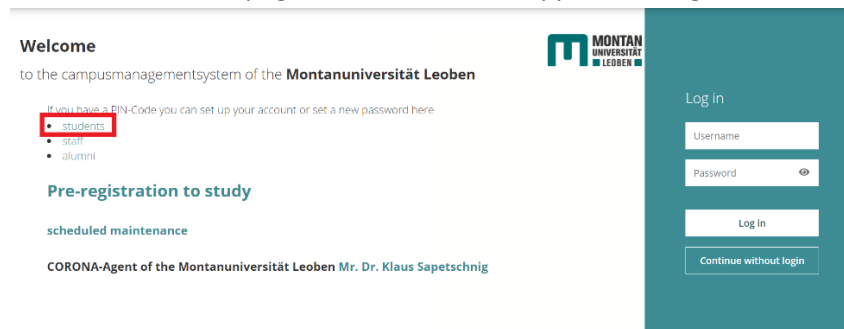


Fig.1: homepage of MU-Online (not logged in)

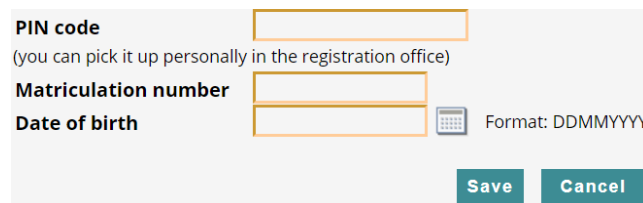
The image shows a form for account activation. It has three input fields: 'PIN code', 'Matriculation number', and 'Date of birth'. Below the 'Date of birth' field is a calendar icon and the text 'Format: DDMMYYYY'. At the bottom right, there are two buttons: 'Save' and 'Cancel'.

Fig.2: Enter PIN-Code (first account activation)

**IMPORTANT:** The following steps only work properly, if the student fees have been transferred successfully to the ÖH bank account. If you transfer the student fees via E-banking, the customer data must be stated as well.

For the first activation of your account, please select the link “students”.

As a result, a new logon screen will appear, where you will have to enter 3 parameters, in order to activate your account (see fig. 2):

1. PIN-Code: The PIN-Code that you have received upon university enrollment in printed form.
2. Your matriculation number: This number can be found on your student identity card

below the photo. For example, it should look like this:”02000999.”

3. Your date of birth, which has to be entered in the format DDMMYYYY (without dots in between).

If these parameters have been entered correctly, the webpage regarding “account-activation” (see fig. 4.) will appear. In this section, you have to choose an arbitrary, personal password, which will be used in the future for logging into your account.

**IMPORTANT: It is absolutely obligatory for you to remember this password**

After having entered your new password twice, another monitor window will pop up which will inform you about the successful creation of your account.

Then, if you click on the button “next”, you will be redirected to the homepage of MU-Online, which is only visible, if you are logged in (see fig.3).

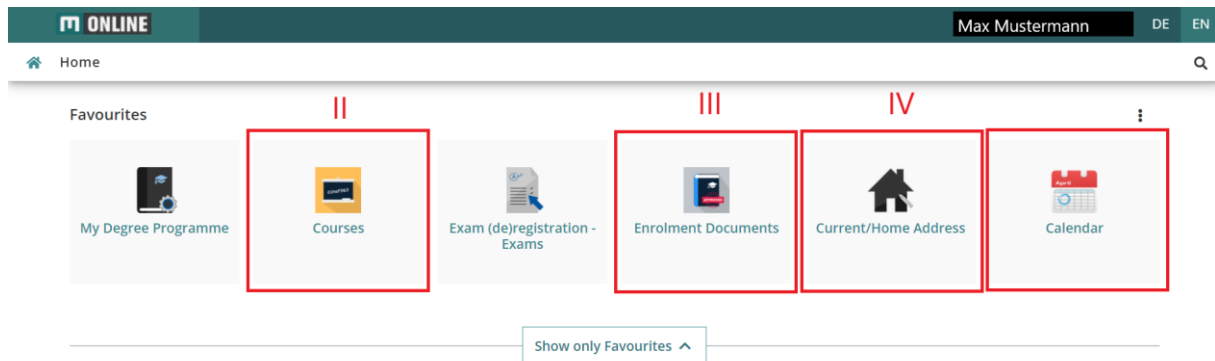


Fig.3: Homepage of MU-Online

At this point, we would like to give you a short overview about the most important functions of MU-Online.

**I: Maximilian Mustermann:**

Your name in the upper right corner serves as a link to the homepage of MU-Online.

**II: Lecture registration/deregistration:**

If you click on the button, you will be redirected to a list of lectures, for which you have been registered. Additionally, you can see your completed lectures of the past semesters.

**III: Confirmation of studies:**

If you need a confirmation of studies (e.g. for the tax office), you can print it directly online on your own. The created document is signed digitally and does not have to be stamped further.

**IV: Studying address/ home address:**

Did your residential address change? At this section, you can change it independently. This is important because we will send you mail regularly.

**V: The calendar:**

The calendar offers you an overview, when and which lectures take place that you have been previously registered for.

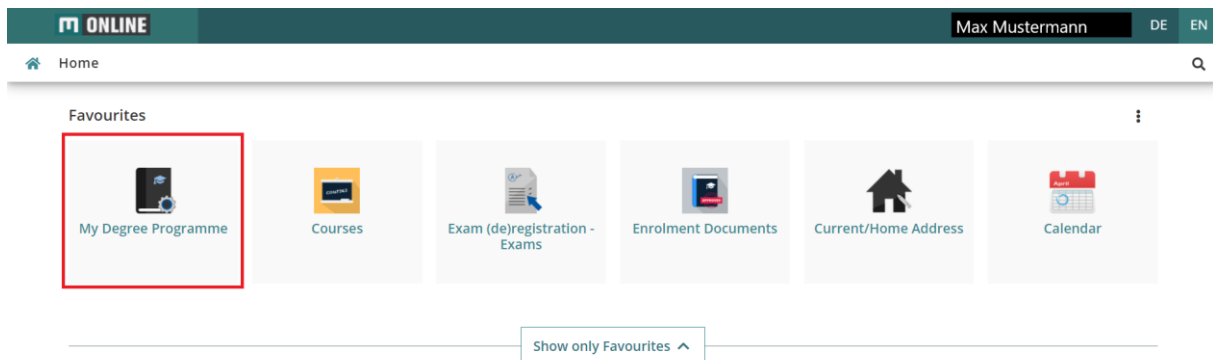


Fig.4: Homepage of MU-Online

Upon successful activation of your account, you have to register for lectures at the online system.

The simplest way to do so is by following the manual below:

In the upper left area, click on the menu button “My Degree Programme” (see fig.4)

For a clearer presentation, we recommend the semester plan. You can click on the semester of your choice and the curriculum for the desired semester will appear.

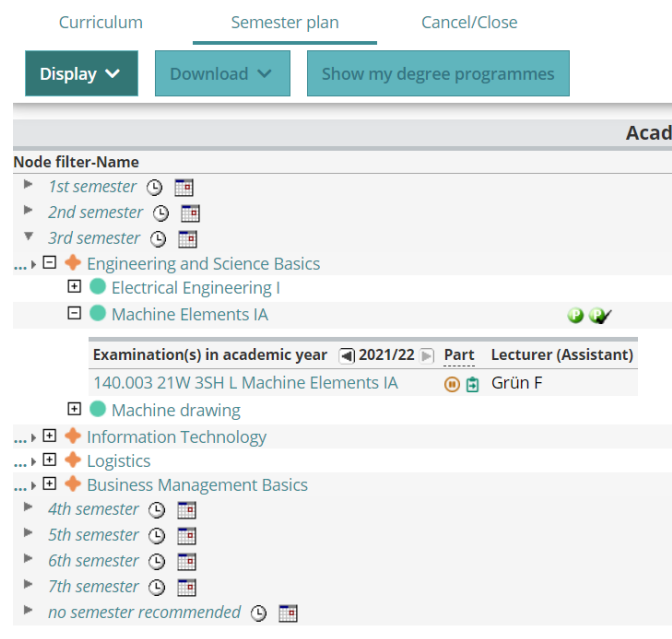


Fig.5: Semester Plan

**PLEASE NOTE:** Even though only 2 exams and the lecture “Introduction into the Mining sciences” are sufficient for the orientation phase (StEOP), you have to complete all lectures from the first semesters.

In order to register for the respective lecture, please click on the green “T” (only possible if you are logged in). After clicking on the green “T”, a new window will pop up called “lecture registration” (see fig. 12).

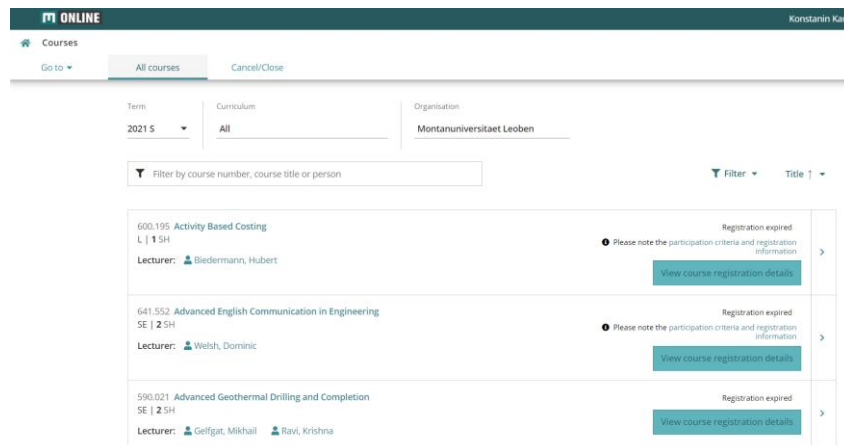


Fig.6: Register for a lecture

At this point, you have to select “register”. As it is already known from other operating systems, at MU-Online it is also required to verify your input for multiple times. For this reason, you also have to verify the pop-up by clicking on OK.

**IMPORTANT:** Especially for practicals, between 10 and 20 different practical groups are available to choose from in the first semester. The individual groups differ in terms of the lecturers, the place and most importantly in terms of the date and time of day.

In order to avoid collisions of appointments in your calendar, when registering for a practical, you should first check if it overlaps with another practical.

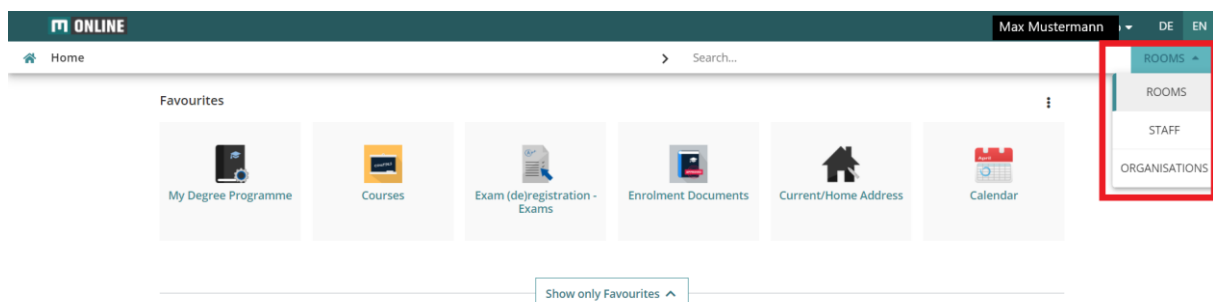


Fig.7: Search

If you want to be redirected to the desired search mask, simply click on the “search” button at the upper right corner at the MU-Online homepage (see fig.7).

If you have any further questions regarding MU-Online or the student area in general at the MU-Online website, please feel free to contact us at any time ([vorsitz@oeh.unileoben.ac.at](mailto:vorsitz@oeh.unileoben.ac.at)).

For technical requests, please get in touch with the central informatics service of the university (ZID).